



# 2023-2024 Student Handbook

## **ACCREDITATION STATUS**

Northeast Lakeview College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Questions about the accreditation of Northeast Lakeview College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org))

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the college and not to the Commission's office; the Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Northeast Lakeview has been approved by the Texas Higher Education Coordinating Board as a separate college, with the authority to offer college level courses.

This publication contains policies, regulations, procedures, and general course content effective at the time of publication. Northeast Lakeview 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.

## **EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITIES**

The Alamo Colleges District does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Associate Vice Chancellor of Employee Services, Title IX Coordinator, (210) 485-0200. Address: Human Resources Department, 2222 North Alamo Street, San Antonio, Texas 78215. For special accommodations or alternate format, contact Northeast Lakeview College Disability Support Services at (210) 486-5487.

## **Student Handbook Purpose**

The Northeast Lakeview College Student Handbook has been designed to answer the questions students ask most frequently about services, programs, expectations, and procedures. It is intended as a user-friendly resource to help students successfully transition to college life and become fully engaged in their educational experience.

It is meant to complement the College Catalog, not to replace it. Content in the online version of the student handbook is subject to be updated as needed to reflect the most current information available to students.

# Mission, Vision, and Value Statements

## Mission

Northeast Lakeview College empowers its students for success by offering educational programs and cultural enrichment opportunities. The College provides quality teaching, measurable learning, and public service that contributes to the earning of associate degrees and certificates to improve its community's future.

## Vision

To be a transformative force in a culturally rich community, empowered by education, to meet the dynamic demands of the future.

## Values

Students First

Respect for All

Community Engaged

Collaboration

Can-Do Spirit

Data-Informed

## Belief Statements

1. We are inspired by changing lives through learning
2. We develop our students by empowering them to be successful in their educational journey
3. An NLC education is the greatest pathway to social equality and economic mobility for our community

The Texas Higher Education Coordinating Board has provided definitions for the core objectives; Northeast Lakeview College has adopted these core objectives as **General Education Competencies**.

- **Critical Thinking Skills:** including creative thinking, innovation, inquiry, as well as analysis, evaluation and synthesis of information.
- **Communication Skills:** including effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills:** including the ability to manipulate and analyze numerical data or observable facts resulting in informed conclusions.
- **Teamwork:** including the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Personal Responsibility:** including the ability to connect choices, actions and consequences to ethical decision making.
- **Social Responsibility:** including intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

## President's Message

Thank you for choosing Northeast Lakeview College as part of your educational journey. It is a privilege for me to serve as president, alongside our dedicated faculty and staff, to improve and positively impact the lives of our students.

At NLC, you will find the academic rigor that will challenge you to learn freely and become critical thinkers. Our state-of-the-art facilities, innovative technology, and wrap-around student support and academic services, will enhance your success.

NLC continues to create opportunities to further remove barriers and increase access to education. These include expanding the ways we approach teaching and learning, and expanding our service hours and advocacy programs to better serve the unique educational needs of our diverse student population. Dedicated to one of our values of STUDENTS FIRST, I want to assure you that our faculty, staff, and administrators continue to provide quality learning, academic support, and student services to all our students, whether virtually or in person.



Northeast Lakeview College joined the Alamo Colleges District family in 2007 and recently celebrated 15 years of providing access to education in the communities that we serve. Guided by our mission, vision, and core values, our focus is to prepare our students for future success. Our academic programs and career and technical courses provide personal enrichment, and transfer, or degree-seeking pathways for success in in-demand fields.

I know your experience at Northeast Lakeview College will be an exciting time of discovery and learning. Please make the most of your time with us and take advantage of our broad range of services and programs that enhance student success and lead to completion.

Northeast Lakeview College is committed to helping each of you achieve your goals. I wish you much success this academic year.

Students First. Nighthawks Forever!

A handwritten signature in cursive script that reads "Veronica Garcia". The signature is written in a dark ink on a light background.

Dr. Veronica Garcia  
President

# MAKING THE GRADE

## Attendance

### IMPORTANCE OF CLASS ATTENDANCE

Attendance has a significant impact on performance, and attendance during the first week is integral to success. 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 college life.

### SMART START

Student absences will be recorded from the first day the class meets, and students who do not attend class the first day of class may be dropped. Students not attending class must contact the instructor in order to avoid being dropped.

### EXCESSIVE ABSENCE/PROCESS

Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab. Students who stop attending class for any reason should contact the instructor and the Advising Center to officially withdraw from the class. The advisors can assist students in exploring all available options before deciding to withdraw.

Meeting Pattern	Absences equal to 12.5%
Regular Semester	
3 Meetings a week	6
2 Meetings a week	4
1 Meeting a week	2
Flex term, Summer 8-week and 10-week	
4 Meetings a week	4
3 Meetings a week	3
2 Meetings a week	2
Summer 5/6 week term	
5 Meetings a week	3
4 Meetings a week	2.5
Maymester Wintermester 3-week term	
4 Meetings a week	1

## Syllabus

The syllabus is an overview of the assignments and activities to be included in a course. The syllabus serves as a contract between the student and instructor.

### CONCOURSE

Since Fall 2010, Texas colleges and universities are mandated to comply with House Bill No. 2504. This Bill contains a mandate to make certain information available on the Internet." Section 51.974 (3)(b)(1) specifically stipulates that this information must be accessible from the institution's Internet website home page by use of not more than three links. Colleges and universities are required to comply and, every other year, send a written report to the Governor and legislative leaders.

The House Bill also mandates those instructors must provide a curriculum vitae (resume) as well as academic background information to include education and published material. The purpose of this required information is to help the student make an informed decision based on instructor credentials.

Access the syllabus online at <https://www.alamo.edu/nlc/academics/academic-resources/courses/>

### Course Loads

Enrollment Status	Fall/Spring 16 week	Flex I & II	Start II	Summer All Sessions		
Full-Time	12 or more hours	6 or more hours	12 or more hours	6 or more		
Part-Time	6-11 hours	3-5 hours	6-11 hours	3-5 hours		
Maximum	18 hours	8 hours	14 hours	Maymester	Summer I	Summer II
				3	8 weeks = 8 5 weeks = 6	6

Students may not enroll in more than the maximum semester credit hours allowed by the College for any given semester. According to the Texas Higher Education Coordinating Board (THECB), students generally are not allowed to enroll for more semester credit hours than the number of weeks in a semester/session. Students simultaneously enrolled in terms of different lengths may enroll in a maximum number of semester credit hours equal to the number of weeks in the longest term.

NOTE: The definition of full-time and part-time status for financial aid purposes may be different. For an overview of full-time status, part-time status and course hour maximum, please visit the online college catalog at <https://mynlccatalog.alamo.edu/content.php?catoid=217&navoid=15920>

### PETITION FOR COURSE OVERLOADS

Students enrolled in special block programs that require enrollment in semester credit hours beyond the maximum normally allowed may be exempt from these limitations. All other students may petition the appropriate NLC administrator (Vice President for Academic Success, Dr. Laura Boyer, [lsanchez481@alamo.edu](mailto:lsanchez481@alamo.edu)) or designee for additional hours.

### Definition of a Semester Credit Hour

A **semester credit hour** is an amount of work represented in intended learning outcomes and verified by evidence of student achievement, for the various modes of instruction offered at Northeast Lakeview College, in accordance with the following:

1. For traditionally-delivered courses during traditional long semesters, meet not less than one (1) hour each week during a traditional long semester, approximately sixteen (16) weeks. One instructional contact hour is equivalent to 50 instructional minutes. This includes not less than one (1) instructional contact hour each week for approximately fifteen (15) weeks of direct faculty instruction, a minimum of two (2) hours out-of-class student work each week for each credit hour; plus additional contact hours for a final examination or final experience.

2. Face-to-face courses that are offered in less than a sixteen (16) week semester will consist of the same number of class contact hours, and have the same learner outcomes and quality of instruction as sixteen (16) week semester courses.
3. At least an equivalent amount of work is required for other academic activities including laboratories, internships, studios, clinicals, practicums, and cooperative education experiences and other academic work that lead to the award of credit.
4. Online, hybrid and other nontraditional modes of delivery, may not meet the contact hours assigned above. In such instances, the semester credit hours are based upon the learning outcomes and estimated contact hours required to successfully meet those outcomes. Faculty review these courses to ensure that the learning outcomes and quality of instruction is equivalent to traditionally delivered courses.
5. In determining the amount of coursework to achieve learning competencies and outcomes, Northeast Lakeview College takes into account and considers alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
6. These definitions and this policy pertain to all courses offered by the Northeast Lakeview College regardless of location or mode of delivery.

The semester credit hour is defined in in Northeast Lakeview College Procedure AS 114-Credit Hour Definition, which can be found at <https://www.alamo.edu/siteassets/documents/nlc/compliance/procedures-manual/academic-success/as-114-credit-hour-definition.pdf>

## **Evaluation and Grading System**

### **EVALUATION**

Instructors evaluate student achievement in relation to the attainment of the objectives of a course. At the beginning of the course, the instructor will explain these objectives, as well as how he/she assigns grades.

Permanent grades are recorded at the end of the term, and grades are available online through ACES (Alamo Colleges Educational Services) the Tuesday following the end of the term.

## GRADING SYSTEM

Northeast Lakeview College uses the following grading system:

A	(excellent/exceptional performance)
B	(above average)
C	(average)
D	(below average/pass)
F	(failure)
I	(incomplete)
IP	(in-progress)
NC	(non-credit)
W	(withdrawal)
WS	(withdrawal, SB 1231)
WX	(withdrawal exemption, SB 1231)
WM	(military withdrawal, SB 1231)
CR	(non-traditional and transferred credit only)
AU	(audit)
P	(pass)
NR	(not recorded)

### Withdrawal Grades

Withdrawal- An official withdrawal maybe initiated by the faculty or student resulting in the course needing to be retaken in the future. Regular withdrawals will be recorded as a “W” (withdrawn). Waiver drops will be recorded as a “WX” (withdrawn with exception).

Withdrawal Exemption- A course withdrawn due to extenuating circumstance.

Types of Withdrawal Exemptions:

WX – Course(s) dropped due to extenuating circumstance are not included as part of the 6-drop ruling. For purpose of this rule, a dropped course is any course that is dropped after the published Census Date. Petition for this exemption must be submitted to the Advising Office and must be accompanied by documentation of the extenuating circumstance/exception. Once approved, it will be recorded as a “WX” (See SB1231/6 DROP RULE).

Exceptions to the 6-Drop rule include:

- 1) Withdrawing completely from the college
- 2) Dropping a course for a provable illness or disability, for care for a sick or injured person, or for a death in the immediate family;
- 3) Dropping a course for documented change of work schedule, or
- 4) Dropping a course for active service with the U.S. armed forces or Texas National Guard.

WM - Withdrawal from courses by military students. Military Service withdrawals are recorded as a “WM”. The student notifies Enrollment Services of military status change. Documentation is required from students in order to qualify for WM grade. “WM” grades have no effect on the GPA (See Withdrawal for Military Service).



Military students may want their transcripts to reflect that they withdrew due to military reasons or may request that their transcripts show no indication that they were enrolled, and the course(s) will be permanently removed from their transcript. If a student withdraws as a result of being called to active military service, Northeast Lakeview College, at the student's option and with proper documentation, shall:

- Grant a student who is eligible under the Northeast Lakeview College guidelines a grade in all courses by designating "Withdrawn-Military" (WM) on the transcript, OR
- As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

Northeast Lakeview College shall provide a 100% refund with the presentation of military orders.

**Note:** All "W" grades have no effect on the GPA, but do negatively impact Satisfactory Academic Progress (SAP) for financial aid eligibility. To simply stop attending a class may result in a grade of "F."

### **GRADE AVAILABILITY**

At the end of the term, students for whom no final grade is posted by the faculty will have a grade of NR (Not Recorded) assigned. Students should follow up with their instructor or, should the instructor not be available, the department chair regarding questions about grades.

### **INCOMPLETE GRADES**

The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." Students may be required to sign an "I" Contract agreement outlining the requirements to satisfactorily complete the course.

### **GRADE POINT AVERAGE/CALCULATING THE GPA**

The GPA is derived by dividing the total number of quality points by the total number of semester credit hours attempted (not including W, WM, WS, WX, IP, CR, NC, NR, AU) for which grades have been received. The average is based on all semester and term coursework.

### **HONORS LISTS**

Honors are granted to students who earn a cumulative institutional GPA of 2.00 in addition to a current semester institutional GPA of 3.5 or higher in the Fall or Spring semesters. The Honors will be awarded by the student's home college. Grades earned for developmental courses beginning with the number zero (0) are not considered in Honors calculations.

### **STUDENT GRADE CHANGES AND APPEALS**

A student has a maximum of one (1) year from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade. The responsibility for determining all grades and for judging the quality of academic performance in a course rest with the instructor assigned to the course. A student who believes that the grade received is incorrect should schedule a conference with the instructor to resolve the issue. Grade changes require the approval of the instructor and the respective department chair. When the instructor cannot be in a timely manner by the student and the department chair, the student's grade appeal can be initiated with the department chair.

A student not satisfied with an instructor's decision, may initiate an Academic Grievance within five (5) days of the instructor's decision. See Academic Grievance Procedure in District, State and Federal Regulations.

## COURSE NUMBERS

All credit courses offered by NLC are identified by a four-digit number.

- The first number identifies the level of the course:
- 0 – Developmental
- 1 – Freshman
- 2 – Sophomore
- The second number indicates the semester credit hour (SCH) value of the course.
- The third and fourth numbers distinguish the courses within a program area.

## ACADEMIC STANDING/PROBATION/DISMISSAL

Maintaining good Academic Standing helps you reach your academic goals faster.

- **Good Standing** requires that you maintain a minimum overall institution grade point average (GPA) of 2.0 or better.
- **Academic Probation** occurs if your semester cumulative institution GPA falls below 2.0.
- **Continued Academic Probation** occurs if your cumulative institution GPA falls below 2.0 but your semester institution GPA is above 2.0.

**Academic Dismissal** occurs if you are on Academic Probation or Continued Academic Probation and do not earn a semester term institution GPA of 2.0 or a cumulative institution GPA of 2.0. Students on Academic Dismissal will receive notification to their student email on ACES and must be prepared to remain out for one full academic Fall or Spring semester. After remaining out for the required term, students must submit an Academic Dismissal Petition for processing and for an interview. Students will be required to meet with the designated college representative for an interview to be considered to return.

Upon approval to return, students will be limited to 6-8 credit hours for the semester and required to register for a Student Development course (SDEV 0171). SDEV 0171 is a course specifically designed to teach proven strategies for academic success. Students will be monitored until good standing is achieved and/or for a minimum of 2 full academic semesters for Fall and Spring.

Students returning from an Academic Dismissal must maintain a minimum semester GPA of a 2.0 or higher for continue enrollment. If a student should have another unsuccessful semester after returning from an academic dismissal status will be required to sit out one full academic year, a full Fall and Spring semester.

## Final Examinations

A written final examination, not to exceed two and one-half hours, is given at the end of each semester for each course. Any exceptions to this requirement must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

Students should consult the college website for date and time of final exam.

## Student Development (SDEV)/ EDUC 1300 Courses

Northeast Lakeview College requires all students to complete a student development/foundations course designed to help them successfully transition to college and better understand the college's expectations. The English and Education department provides first-year college readiness courses (EDUC 1300 and SDEV 0370) to fit specific student needs. These courses introduce students to learning theories, strategies, and techniques conducive to achieving academic success. The flexible scheduling of these courses helps students fit them into their first semester

on campus. Students who successfully complete EDUC/SDEV courses have a proven record of higher retention and persistence in college.

Student's placement in EDUC 1300 and SDEV 0370 is determined by TSI readiness and provided during Group Advising at New Student Orientation (NSO).

### **EDUC 1300- Learning Framework (3 credit hours)**

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to draw from the theoretical models they have learned continually.

For assistance, contact Daisy Carmona [dcooley2@alamo.edu](mailto:dcooley2@alamo.edu)

### **SDEV 0370 – Soar Towards Success (3 credit hours)**

Soar Towards Success is a first-year seminar course designed to help students develop readiness skills to successfully navigate curricular experiences and complete their first college-level math course. The course focuses on three core academic skills and three core academic behaviors to help students identify their strengths and weaknesses as strategic learners and develop strategies to help them succeed. Core academic skills include (1) communication, (2) problem-solving, and (3) reading comprehension. Core academic behaviors include (1) motivation, (2) self-efficacy, and (3) time management. Students are ultimately expected to integrate and apply the learning strategies practiced in their first college-level math class.

For faculty assistance, contact Daisy Carmona at [dcooley2@alamo.edu](mailto:dcooley2@alamo.edu) or Laura Davenport at [ldavenport7@alamo.edu](mailto:ldavenport7@alamo.edu).

For registration questions contact T'Asia Williams at [twilliams357@alamo.edu](mailto:twilliams357@alamo.edu). For more information about the program, you can visit the Soar Towards Success webpage.

### **SDEV 0171 - Strategies for Success (1 credit hour)**

Prerequisites: SDEV 0370 or EDUC 1300

This course is designed for the academically at-risk student needing to improve skills for academic success. Topics covered in this course include, but are not limited to: time/priority management, study techniques, motivation, goal setting and decision making, critical thinking skills, learning styles, stress management, career planning, and interpersonal skills. Required of students placed on Academic Dismissal: Permanent Academic Dismissal and/or Financial Aid Suspension. Recommended for students on Continued Academic Probation.

For assistance, contact  
Jason Malcolm  
[jmalcolm@alamo.edu](mailto:jmalcolm@alamo.edu)

In addition, EDUC 1300 - Learning Framework course is available to students that are at college level Reading and Writing.

## Completion and Graduation

Think about how an associate degree will upgrade YOU. This degree opens career options and opportunities, and provides a solid base of transfer classes to a four-year institution.

### Core Completion

#### CORE COMPLETION

Many students enrolling at Northeast Lakeview College plan to transfer to a college or university and will want to have the appropriate grades and courses for the transferring institution. All degree requirements include a General Education Core Curriculum, often referred to as “**The Basics**,” which are required at all Texas public institutions, are designed to provide a solid foundation for college education and to make transfers between and from Texas institutions of higher education as smooth as possible.

#### Texas CORE Curriculum Transfer Law

##### Sec. 61.822 CORE CURRICULUM

Students that successfully complete the 42-hour core curriculum may transfer that block of core courses to any other institution of higher education, and must be substituted for the receiving institution’s core curriculum. A student shall receive academic credit for each of the courses transferred and will not be required to take additional core curriculum courses at the receiving institution (unless the board has approved a larger core curriculum at that institution).

For additional information pertaining to core curriculum visit The Texas General Education Core Web Center at <https://statecore.its.txstate.edu/>

For a core curriculum audit, access your degree plan via GPS in ACES, or schedule an appointment with your assigned advisor through Alamo Navigate.

### GRADUATION

#### Degree/Certificate Requirements

Graduation requirements apply to reverse transfers, Associate Degrees, Associate of Applied Science Degrees, advanced technical Certificates and enhanced skills certificates. In order to be eligible for multiple degrees, at least fifteen hours for any additional degree must be unique to that degree and not part of any degrees previously earned. Students may earn multiple distinct certificates and associate degrees from the college.

To be awarded an Associate Degree or Certificate students must:

- Complete all required courses and semester credit hours for the specific degree or certificate
- Achieve a minimum NLC GPA of 2.0 in the coursework that applies to the student’s degree certificate program.
- Submit official transcripts of all coursework attempted at other colleges and universities.
- Earn a grade of “C” or better in all technical courses directly relating to the technical program, i.e., Associate of Applied Science Degree or Certificate programs.
- Earn at least 25% of degree hours required for graduation in residency at the college.
- Fulfill all Texas Success Initiative (TSI) requirements.
- Be in Good Academic Standing at the end of the term the student is receiving the award

The Degree and Certificate Requirements are published in the NLC College Catalog found at this link: [https://mynlccatalog.alamo.edu/content.php?catoid=217&navoid=15936#Degree\\_Certificate\\_Requirements](https://mynlccatalog.alamo.edu/content.php?catoid=217&navoid=15936#Degree_Certificate_Requirements).

Additional detailed information is published in Academic Success Procedure AS 106, found at this link: <https://www.alamo.edu/siteassets/documents/nlc/compliance/procedures-manual/academic-success/as-106-degree-requirements-procedure.pdf>.

## HOW DOES AN ASSOCIATE DEGREE WORK FOR ME?

- On average, your entry-level salary with an associate degree will be \$7,000 a year more than you would receive with only a high school diploma.
- If transferring, you are likely to have completed core curriculum requirements that will apply to other colleges and universities. You are even more likely to be accepted to a university when following a transfer plan.
- 85% of the better paying jobs in San Antonio require an associate degree to be eligible to apply or for career advancement. This can help you while you are completing your bachelor's degree.
- Research indicates that if you get your associate degree before transferring, you have a 25% greater chance of completing your bachelor's degree.
- By completing an associate degree, you will gain a sense of accomplishment for yourself and your family. You will serve as a role model for other family members, friends and neighbors.

For Degree/Certificate requirements, refer to the NLC Graduation Website at: <https://www.alamo.edu/nlc/graduation> or schedule a visit with your Academic Advisor through Alamo Navigate to request a graduation audit.

### APPLY TO GRADUATE

To view graduation deadlines, or to Apply to Graduate, complete the NLC Online Graduation Application at: [www.alamo.edu/nlc/graduation](http://www.alamo.edu/nlc/graduation)

Students are encouraged to meet with their Assigned Advisor to review graduation requirements in the semester prior to anticipated graduation.

### COMMENCEMENT EXERCISES

There is no cost for graduation. The diploma, cap, and gown are provided by Northeast Lakeview College. All candidates for degrees and certificates are encouraged to participate in commencement exercises. Candidates need not be enrolled during the semester that they apply to graduate or during the semester in which the degree is conferred.

Participation in the graduation ceremony does not ensure automatic fulfillment of requirements or that a degree will be awarded. All students are responsible for successfully completing all coursework required for his/her degree plan.

Students are not required to participate in commencement exercises; ALL diplomas will be mailed in the weeks following the completed semester.

### GRADUATION FIESTA

Upon submitting an application to graduate, students will be notified to attend Graduation Fiesta to pick up their cap and gown and receive the day of graduation information. Graduation Fiesta will be held during San Antonio's Fiesta week (usually in mid to late April).

### CONTACT

For further information on graduation contact the NLC Graduation Team at [nlc-graduation@alamo.edu](mailto:nlc-graduation@alamo.edu). AlamoEXPERIENCE: <https://alamo.campuslabs.com/engage/organization/graduation>.

# MY SUPPORT SERVICES

## Academic Advising

Academic advising is an opportunity to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between a Certified Advisor and the student. Ultimately, it is the responsibility of the student to make decisions about his/her life goals by creating a plan to reach those goals. Certified Academic Advisors can assist in this process by helping the student understand options, determine resources and, when necessary, identify alternatives. To be adequately prepared for registration, students should seek academic advising before the registration process begins to become familiar with pre-requisites for courses, degrees and programs, and transfer institutions.

For students enrolled in online courses, contact the NLC Web Advisor either by email at [nlc-advising@alamo.edu](mailto:nlc-advising@alamo.edu) or via live chat (hours vary). [Alamo Colleges : NLC : Academic Advising](#) If you have an assigned Certified Academic Advisor, they can also assist you.

Visit the Academic Advising Center website at [Alamo Colleges : NLC : Academic Advising](#) to learn more.

### LOCATION

Advising is located in the Brazos Student Union. Sign-in at the Welcome Center to see your academic advisor or contact us via email at [nlc-advising@alamo.edu](mailto:nlc-advising@alamo.edu)

### Ways to schedule Remote Advising

1. Log on to Navigate and schedule an appointment with your assigned Advisor  
[Alamo Colleges : NLC : Academic Advising : Advisors](#)
2. If you do not have an assigned Advisor email [nlc-advising@alamo.edu](mailto:nlc-advising@alamo.edu)

### WHO IS MY ADVISOR

Shortly after census date of your first semester of enrollment, you will be assigned a Certified Academic Advisor. You can find out who this is by logging in to your ACES account and clicking on the "My Page" tab.

### REGISTRATION PINS

A registration PIN number and academic advising is required at 15, 30, and 45 hours of enrollment. It's as easy as 123...

**Step 1: See your advisor**

**Step 2: Get your PIN**

**Step 3: Register!**

## Add/Drop/Withdraw

<b>ADDS</b>	Students may add classes through ACES <a href="http://www.aces.alamo.edu">www.aces.alamo.edu</a> online during designated time periods listed in the Schedule of Classes.
<b>DROPS/ WITHDRAWALS</b>	The terms “drop” and “withdraw” are used interchangeably. Drops/Withdrawals can be initiated by the student or faculty member. Faculty must drop a student for non-attendance during the first day of class. Faculty may also initiate the drop due to lack of progress. (Read Financial Aid note*)
<b>STUDENT WITHDRAWAL PROCESS</b>	<p>Students can access ACES and drop courses online until the last day to withdraw. Withdraw deadlines can be found on the Academic calendar at: <a href="http://alamo.edu/calendars/">http://alamo.edu/calendars/</a></p> <p>After the census date, students will submit the withdraw request via ACES for approval from faculty or their Certified Academic Advisor.</p> <p>Any request after census will be given the appropriate withdraw grade.</p> <p>Students in a developmental course must obtain the instructor’s signature before visiting with an advisor to initiate a drop. (Read Financial Aid note*)</p> <p>Students are strongly encouraged to speak with their instructor or Certified Academic Advisor before requesting a withdraw.</p>
*Students receiving Financial Aid (FA) should visit with the Financial Aid office prior to initiating a drop to review possible financial penalties that can affect eligibility, return of funds, and /or completion rate.	

### WHERE DO I GO TO WITHDRAW?

All withdraw requests can be made through your ACES account.

1. **Log into Aces**
2. **Click the ‘STUDENT’ tab**
3. **Click on the picture labeled ‘REGISTER HERE’ under the Registration section of the webpage**
4. **Click on the Banner Menu located in the top left corner (shows as four squares)**
5. **Go to the ‘Student’ menu**
6. **Click Registration**
7. **Then select Course Withdrawal**
8. **Select the appropriate term**
9. **Choose the Course(s) you wish to withdraw from within the Action Column or Total Withdrawal from All Courses**
10. **Complete Student Questions and check Acknowledgement**
11. **Reminder: Students are limited to six(6) college course drops during their undergraduate career, including a course(s) dropped at another**

If you would like to speak with your Certified Academic Advisor, sign-in at the Welcome Center, located on the first floor of the Brazos Student Union. Students should meet with their instructor and advisor to discuss other options/strategies before deciding to drop a course.

## Admissions and Records

The Admissions & Records/Enrollment Services role includes admissions application processing (ApplyTexas), receiving of high school and college transcripts, state residency determination, and the submission of bacterial meningitis forms. Additional information about the admission and registration process can be found on the college website at the link below.

<https://www.alamo.edu/nlc/admissions--aid/>

### LOCATION

Admissions and Records is in Brazos Student Union, room 114

Email: [nlc-admissions@alamo.edu](mailto:nlc-admissions@alamo.edu)

### READMISSION TO CLASS

Students dropped for excessive absences, failure to show on the first day of class, or dropped for non-payment may be reinstated to class at the discretion of the instructor of record only if circumstances justify reinstatement. The appropriate reinstatement form Add/Drop form must be signed by the faculty member and department chair if the drop is before census date. If the drop happens after the census date for the term, students will need to have the approval of the instructor, department chair, dean of academics, and Vice President of Academics. After all required signatures have been obtained the form will need to be submitted to the Admissions and Records Office.

## Transcripts

### OFFICIAL TRANSCRIPT:

What is a transcript? It is a comprehensive record of courses taken, honors received, and degree(s) conferred.

Transcripts may be requested through the following website:

Northeast Lakeview College will not mail via overnight services; fax to other educational institutions, students, employers or other third parties; or accept students' personal requests for transcripts via email or phone.

Parchment is a third party vendor who sends out transcripts on behalf of NLC. Transcripts can be sent via mail for \$10.00 or via PDF for \$5.00. The first copy of your official transcript is free.

### UNOFFICIAL ACES TRANSCRIPTS:

Students may use ACES self-service to print unofficial copies of their transcript, available to the student at no cost.

In compliance with FERPA regulations and Alamo Colleges District policy, transcripts may only be released to the student of record.

## Hold

A hold will prevent processing and release of a student transcript or allow registration for a future term. Transcripts will be withheld, and registration not allowed if students have not settled all issues with their records (e.g., submitting official transcripts from all institutions attended) and satisfied all financial obligations to the Alamo Colleges District. All holds can be viewed in ACES.

Note: Any request received for student record with a "transcript hold" will not be processed until the "hold" is resolved. Students are notified via email of the need to clear the "hold."



<b>Advising Center, Admissions and Records and Welcome Center Hours</b>	
<b>Fall and Spring Semester (Hours subject to staff availability)</b>	<b>Summer Semester</b>
Monday 8:00AM – 7:00PM (doors lock at 6:30PM)	Monday-Thursday 8:00AM-7:00PM (doors lock at 6:30PM)
Tuesday, Wednesday, Thursday 8:00AM-6:00PM Friday 8:00AM – 5:00PM	Closed Friday & Saturday
Saturday 9:00AM-1:00PM (First Saturday of the month) (doors lock at 12:30PM)	Virtual services available Mon 8:00AM-7:00PM (last student at 6:30PM) Tues, Wed, Thurs 8:00AM-10:00pm (last student at 9:30PM) and Friday/Saturday 8-5 (last student at 4:30PM)
Virtual services available Mon 8:00AM-7:00PM (last student at 6:30PM) Tues, Wed, Thurs 8:00AM-10:00PM (last student at 9:30PM) and Friday/Saturday 8:00AM–5:00PM (last student at 4:30PM)	<a href="https://www.alamo.edu/nlc/experience-nlc/current-students/academic-advising/">https://www.alamo.edu/nlc/experience-nlc/current-students/academic-advising/</a>

### **Assessment Center & Course Exam Centers**

The Assessment Center provides testing services that meet the various needs of the student population. Services include test administration of the Texas Success Initiative (TSI) requirements for college placement, CLEP (College Level Examination Program) and external correspondence testing. For more information visit <https://www.alamo.edu/nlc/assessment>. You must have a valid picture ID with you the day of the test.

The Course Exam Center provides test proctoring services for students who may have missed a NLC course test due to an absence, have requested testing accommodation through the office of Disability Support Service, or who are enrolled in NLC online courses or any of the online courses offered through one of the colleges of the Alamo Colleges District. Students should first coordinate with their instructor before contacting the Course Exam Center regarding testing. For more information visit <https://www.alamo.edu/nlc/examcenter>.

Location: Brazos Student Union, Room 227

Email: [nlc-assessment@alamo.edu](mailto:nlc-assessment@alamo.edu), [nlc-examcenter@alamo.edu](mailto:nlc-examcenter@alamo.edu)

### **Fall and Spring Hours**

	<b>Assessment Center (Hours subject to staff availability)</b>	<b>Course Exam Center (Hours subject to staff availability)</b>
Monday	8:00am - 7:00pm	8:30am - 7:00pm
Tuesday	8:00am - 6:00pm	8:30am - 6:00pm
Wednesday	8:00am - 6:00pm	8:30am - 6:00pm
Thursday	8:00am - 6:00pm	8:30am - 6:00pm
Friday	8:00am - 5:00pm	9:00am - 2:00pm
Saturday	9:00am - 1:00pm (1 <sup>st</sup> Saturday of each month)	9:00am - 1:00pm (1 <sup>st</sup> Saturday of each month)

### Summer Hours

	Assessment Center	Course Exam Center
Monday	8:00am - 7:00pm	8:30am - 7:00pm
Tuesday	8:00am - 7:00pm	8:30am - 7:00pm
Wednesday	8:00am - 7:00pm	8:30am - 7:00pm
Thursday	8:00am - 7:00pm	8:30am - 7:00pm
Friday	CLOSED	CLOSED
Saturday	CLOSED	CLOSED

***\*A valid picture ID is required of all test takers, NO EXCEPTIONS\****

### Call Center

The Call Center is the information hub for the Northeast Lakeview College. It serves as a point of contact for students, parents, staff, faculty, and the community. The Call Center provides timely, accurate and educational information by telephone. The Call Center responds to a variety of inquiries such as:

- Getting started with NLC
- Paying for college
- Degrees and courses offered
- Clearing holds
- Adjusting residency
- Updating student records

Call Center Hours college representatives are available:

#### **Fall and Spring:**

Monday 8:00am-7:00PM  
Tuesday – Thursday 8:00am – 6:00PM  
Friday 8:00AM – 5:00PM  
First Saturday of each month 9:00am – 1:00PM

#### **Summer:**

Monday – Thursday 8:00AM- 7:00PM

Contact us at: 210-21ALAMO (210-212-5266)

### Career Engaged Learning Office

The Career Engaged Learning Office (CELO) offers an array of services to assist students with exploring and engaging in experiences that relate to each student's unique career goals. Students are encouraged to begin career planning early and the CELO office can guide you on strategies to become a marketable candidate in the workforce.

The Career Engaged Learning Office supports students with:

- **Career Exploration-** free career assessments to identify interests and career pathways.
  - [Focus 2](#)
  - [Career Coach](#)

- **Career Experience-** explore job and internship posting.
  - [Handshake](#) access the job board from the ACES Student tab
  - [AlamoEXPERIENCE](#) view career opportunities, accessible from the ACES Student tab.
  - [Parker Dewey](#) explore Micro-Internships for short-term, paid, project-based experiences.
- **Career Readiness-** preparing for the workforce
  - Résumé and cover letter reviews - to highlight in-demand skills.
  - Interview preparation - tips on successful interviewing and mock interviews.
  - Connecting with - view the latest career events on AlamoEXPERIENCE, accessible from ACES Student tab.

Visit the [Career Engaged Learning Office](#) webpage to learn more about our free career resources or email [nlc-careers@alamo.edu](mailto:nlc-careers@alamo.edu) to schedule an appointment with a Career Navigator.

Career Engaged Learning Office (CELO)  
 Brazos Student Union, Room 125  
 (210) 486-5142  
[nlc-careers@alamo.edu](mailto:nlc-careers@alamo.edu)

## Computer Labs

### OPEN COMPUTER LABS FOR ALL STUDENTS

The Open Computer Lab is available for students in the Comal Learning Resource Center Room 237. Workstations are equipped with general and special use software and are connected to the Internet so users can access their email. Students are expected to follow all Appropriate Use of Information Technology Resources guidelines posted in the student computer labs and on the College web site at

[https://mynlccatalog.alamo.edu/content.php?catoid=217&navoid=15932#Computer\\_Usage.](https://mynlccatalog.alamo.edu/content.php?catoid=217&navoid=15932#Computer_Usage)

For computer assistance, students should direct questions to the Lab Tech on duty or call IT help desk 210-486-5777.

Additional computers (located on the 1st floor of the Comal Learning Resource Center) are also available to students with priority use of computers for curricular-based research assignments/projects and course assignment work.

### IT Support Resources:

IT Help Desk Email: [nlc-helpdesk@alamo.edu](mailto:nlc-helpdesk@alamo.edu)

IT Help Desk Web Page : <http://www.alamo.edu/nlc/it>

IT Help Desk Telephone Number: (210) 486-5777

IT Help Desk Office: Comal Learning Resource Center, Room 306

## Orientation to Online Learning (OLRN)

Students who enroll in EDUC-1300 at NLC or are new to online learning at NLC or any of the colleges in the Alamo Colleges District are required to complete OLRN-0001 – a no-fee, 0-credit “mini course” that helps students prepare to be effective online learners. OLRN-0001 will help students become familiar with the CANVAS learning management system; introduce them to successful practices in utilizing online learning tools and more comprehensively ensure students are exposed to NLC’s support curriculum. For more information about OLRN-0001, please see the OLRN student page.

<https://www.alamo.edu/nlc/academics/academic-resources/Instructional-Innovation-Center/OLRN-Student-Page/>

Students in these courses and programs are supported with student and academic support. More information about these services can be found by clicking the “NLC Library and Academic Support Services” tab on the left-hand navigation menu within Canvas.

## Instructional Innovation Center (Distance Learning)

Students who need help in using online tools can seek assistance in the IIC. Tools such as CANVAS, Zoom video conferencing, Respondus Lockdown Browser, eTextbooks, Google Drive, BioSig-ID, and Turnitin are a few of the online tools that students can get assistance using. If you are having trouble accessing your ACES account, please contact the IT helpdesk <https://www.alamo.edu/nlc/IT>. For more information about the eLearning Center, visit <https://www.alamo.edu/nlc/academics/academic-resources/Instructional-Innovation-Center/> or <http://nlclibrary.libguides.com/elearning>

Contact: [nlc-dlc@alamo.edu](mailto:nlc-dlc@alamo.edu)

**AlamoEXPERIENCE:** <https://alamo.campuslabs.com/engage/organization/nlclibrary>

## Experiential Learning

Experiential learning provides a real-world understanding that enhances academic success through active learning experiences and personal reflection. Students participating in experiential learning activities, supplement their classroom learning, enhance their marketable skills, and build connections for their future careers.

### Types of Experiential Learning

- **Co-Curricular Learning**  
Activities related to course curricula, e.g. lab projects, research
- **Extra-Curricular**  
Activities that foster student involvement, e.g. student organizations, interest groups, sports
- **Field Experience**  
Activities directly related to career insight, e.g. internships, job shadowing
- **Service Learning/Community Service**  
Guided community service related to learning objectives, e.g. food pantry, Habitat for Humanity

The [AlamoEXPERIENCE](#) portal allows students to explore opportunities and document involvement on a co-curricular transcript. Access [AlamoEXPERIENCE](#) on the ACES Student tab.

For more information, contact:

Career Engaged Learning Office (CELO)  
Brazos Student Union, Room 125  
(210)-486-5142  
[nlc-careers@alamo.edu](mailto:nlc-careers@alamo.edu)

## Financial Literacy

NLC Financial Literacy provides resources to help students grow financial knowledge, manage financial decisions, and plan for the future.

NLC Financial Literacy offers:

- On-campus workshops and virtual webinars
  - [NLC Financial Literacy on AlamoEXPERIENCE](#)
- Access to one-one-one financial coaching
  - [Schedule an appointment with a Financial Coach](#), hosted by MOSAIEC
- Financial literacy tools to learn about financial topics, including developing a personalized budget, managing your credit score, and preparing for large purchases.
  - [Create a free account on iGrad](#)

Visit the [NLC Financial Literacy](#) webpage to learn more about the free resources available to students.

For more information, contact:

Career Engaged Learning Office (CELO)

Brazos Student Union, Room 125

(210) 486-5142

[nlc-careers@alamo.edu](mailto:nlc-careers@alamo.edu)

## Transfer Services/Articulation Agreements

Transfer Services provides the educational pathway for successful transfer from Northeast Lakeview College to a four-year university. The Colleges of the Alamo Colleges District have established articulation agreements with more than 20 universities.

**Transfer Services includes:**

- Transfer Advising Guides, or TAG's, provide students with course offerings at the Alamo Colleges that fit into specific program and degree requirements at participating four-year institutions.
- Connection to university representatives, electronically and through on-campus informational tables.
- Transfer Fair for students to meet with university representatives and gather information on programs and admission.
- Information on campus tours, informational sessions, preview days, and other special events.
- Assistance with transfer application and supplemental materials.

## Information on Transfer Advising Guides and Transfer Agreements

Transfer articulation agreements guide students on courses taken at the Colleges of the Alamo Colleges District, to earn credits toward degrees at participating four-year universities.

Begin planning your university transfer early. For more information, visit the Transfer Services website at:

[Alamo Colleges : NLC : Transfer Center](#)

Contact Transfer Services at [nlc-transfer@alamo.edu](mailto:nlc-transfer@alamo.edu) or in person at the Advising Office located in the Brazos Student Union Building.

## Reverse Transfer Graduation

Students who transfer from Northeast Lakeview College to another Texas public college or university prior to completing all degree requirements may qualify for an Associate Degree while attending the transfer institutions.

The Reverse Transfer Degree Program is designed for students who have accumulated at least 25% of the Associate Degree/ Certificate at Northeast Lakeview College (usually 15 credit college-level credit hours), and who have subsequently completed the Northeast Lakeview College degree requirements at the transfer institution.

Students seeking the Reverse Transfer Degree must:

- Submit an online Graduation Application Form.
- Submit an official transcript from a Texas public college or university indicating missing NLC credit (and/or the award of a baccalaureate degree).

For more information on Reverse Transfer Graduation, please contact our Graduation Team at [nlc-graduation@alamo.edu](mailto:nlc-graduation@alamo.edu)

## Academic Support Center (Tutoring)

### TUTORING

Northeast Lakeview College offers exceptional academic support through a variety of convenient and effective tutoring services. CLRA Level 1 certified tutors provide subject-specific guidance and effective study strategies to help students overcome academic challenges. These tutoring services are accessible and cater to different learning preferences.

#### In-person Tutoring

Visit our labs to access in-person tutoring and computer resources for the following subjects:

- Academic Support Center (Comal Learning Resource Center, Room 214):  
English and all writing-intensive subjects.
- Math Lab (Salado Hall, Room 118 & 120):  
Math, Programming and MyMathLab assistance.
- Science Study Center (Bosque Science Center, Room 112):  
Biology and A&P, utilizing hands-on models and faculty-led review sessions.
- Tutoring Center (Paluxy Hall, Room 118):  
Chemistry tutoring and faculty-led review sessions

#### Online Tutoring

For added convenience and flexibility, we offer online tutoring through two platforms:

- **Brainfuse:** Access Brainfuse via Canvas or Aces for tutoring in mathematics, sciences, writing/English, Spanish, and selected social sciences. Students receive 7 hours of online tutoring per semester, with the option to request additional support through the Academic Support Center Program Coordinator.
- **Zoom:** Our dedicated Zoom links, available at [www.alamo.edu/nlc/tutoring](http://www.alamo.edu/nlc/tutoring), provide seamless access to virtual tutoring sessions.

#### Academic Coaching

Further addressing student needs associated with academic success, Academic Coaching is now available for students who need assistance with time management, goal setting, learning styles, and stress management. This student-led program is helpful for students to build general and transferable skills they can use for their academic careers and beyond. Currently, all Academic Coaching sessions are handled in person. Academic Coaching instructions can be found at <https://www.alamo.edu/nlc/academics/tutoring-services/academic-coaching>.

#### Important Links and Contact Information

- For tutoring lab hours and locations, visit <https://www.alamo.edu/nlc/tutoring>.

- Stay updated on tutoring news and events with AlamoEXPERIENCE:  
<https://alamo.campuslabs.com/engage/organization/nlctutoring>.
- We are here to assist you! For any questions or inquiries, please don't hesitate to contact us at [nlc-lakeviewtutors@alamo.edu](mailto:nlc-lakeviewtutors@alamo.edu) or call 210-486-5615.

### **Veteran's Center**

The mission of the Veteran's Center (VA) at Northeast Lakeview College is to support military veterans, active duty, reservist, and family members as they transition to Northeast Lakeview College by providing programs, services and resources required to facilitate student success. The Veteran's Center (VA) assists all eligible veterans obtain financial assistance and information on Veterans Benefits while they attend Northeast Lakeview College and offers assistance regarding advising, registration information, enrollment facts, and specific requirements for veteran students. Veterans receive priority registration Northeast Lakeview College and any other Alamo Colleges (See time ticketing). This allows students receiving benefits to register and submit documentation to facilitate faster VA processing.

The Northeast Lakeview College Veteran's Center receives and processes all VA chapter benefits and Hazlewood Exemptions for all eligible students. Hazlewood Exemption provides exemptions for qualified Texas veterans from the payment of tuition and other required charges, but excludes student service fees, deposit fees, and any fees or charges for books, lodging, board or clothing for up to 150 semester credit hours. The purpose of the Hazlewood Exemption (Hazlewood Act) is to provide an education benefit to honorably discharged Texas veterans and to eligible dependents of Texas veterans. There are three types of Exemptions Veteran exemption, Legacy exemption, and 100% exemption based on disability rating or MIA or KIA.

Please visit the VA Center to learn more about Hazlewood exemptions and other federal benefits including:

- Chapter 30 - Montgomery G.I. Bill® Active Duty Educational Assistance Program
- Chapter 31 - Vocational Rehabilitation Program<sup>40</sup>
- Chapter 33 - Post-911 Veterans Educational Assistance Act of 2009
- Chapter 35 - Survivors and Dependent Educational Assistance Program
- Chapter 1606 - Selected Reserve Educational Assistance Program

The Veteran's Center is receiving paperwork for certification via online submissions. Please visit our website for instructions - <https://www.alamo.edu/nlc/admissions--aid/specific-populations/veterans-center>

The Student Veteran Alliance (SVA) organization at Northeast Lakeview College that is active and engaged on and off campus through various community service projects. (On AlamoEXPERIENCE go to <https://alamo.campuslabs.com/engage/organization/student-veterans-alliance>). The purpose of the organization is to enrich the lives of veterans and their family members and is open to all students willing to volunteer their time to this effort. Enhancement occurs through service, peer- to-peer mentoring and creating an atmosphere of camaraderie between students and veterans. During the 2016-2017 Academic year, the SVA won awards for outstanding community service, programming and the Excellence in Achievement Award to name of few.

Veteran's Center Contact:

[nlc-va@alamo.edu](mailto:nlc-va@alamo.edu)

210-486-5827

<b>Veteran's Center Hours</b>	
<b>Fall/Spring Hours (Hours subject to staff availability)</b>	<b>Summer Hours</b>
Monday 8:00AM-7:00PM (doors lock at 6:30PM)	Monday 8:00AM-7:00PM (doors lock at 6:30PM)
Tuesday 8:00AM-6:00PM (doors lock at 5:30PM)	Tuesday 8:00AM-7:00PM (doors lock at 6:30PM)
Wednesday 8:00AM-6:00PM	Wednesday (reserved for New Student Orientation)
Thursday 8:00AM-6:00PM (doors lock at 5:30PM)	Thursday 8:00AM-7:00PM (doors lock at 6:30PM)
Friday 8:00PM-5:00PM (doors lock at 4:30PM)	Closed Friday, Saturday & Sunday during Summer
1 <sup>st</sup> Saturday of the month 9:00AM-1:00PM (First Saturday of the month) (doors lock at 12:30PM)	

### **Welcome Center**

The Welcome Center is a comprehensive One-Stop service designed to aid students in the navigation of all services available at Northeast Lakeview College. The One-Stop shop serves as a primary knowledge center to help students identify and understand the necessary steps for enrollment, assessment, advising, and registration. The Welcome Center is staffed by personnel from admissions and advising, providing:

- the official welcome booth for all visitors to the Brazos Student Union
- answers to general questions and in-take services for all students
- operation of the Virtual Welcome Center to promote assistance to remote students

The Welcome Center serves as the “front door” of NLC, and promotes student success by directing students to available student support services available to them on campus. It is located on the first floor of Brazos Student Union.

#### **On Campus Hours (Spring)**

- Monday: 8:00 am - 7:00 pm (last student check-in at 6:30 pm)
- Tuesday, Wednesday, Thursday: 8:00 am - 6:00 pm (last student check-in at 5:30 pm)
- Friday: 8:00 am - 5:00 pm (last student check-in at 4:30 pm)
- First Saturday of the Month: 9:00 am - 1:00 pm (last student check-in at 12:30 pm)

#### **Virtual Hours (Spring)**

- Monday: 8:00 am - 7:00 pm (last student check-in at 6:30 pm)
- Tuesday, Wednesday, & Thursday: 8:00 am - 10:00 pm (last student check-in at 9:30 pm)
- Friday and Saturday: 8:00 am - 5:00 pm (last student check-in at 4:30 pm)

#### **On Campus Hours (Summer)**

Monday—Thursday: 8:00 am - 7:00 pm (last student check-in at 6:30 pm)

#### **Virtual Hours (Summer)**

- Monday: 8:00 am - 7:00 pm (last student check-in at 6:30 pm)
- Tuesday, Wednesday, & Thursday: 8:00 am - 10:00 pm (last student check-in at 9:30 pm)
- Friday and Saturday: 8:00 am - 5:00 pm (last student check-in at 4:30 pm)



**On Campus Hours (Fall)**

- Monday: 8:00 am - 7:00 pm (last student check-in at 6:30 pm)
- Tuesday, Wednesday, Thursday: 8:00 am - 6:00 pm (last student check-in at 5:30 pm)
- Friday: 8:00 am - 5:00 pm (last student check-in at 4:30 pm)
- First Saturday of the Month: 9:00 am - 1:00 pm (last student check-in at 12:30 pm)

**Virtual Hours (Fall)**

- Monday: 8:00 am - 7:00 pm (last student check-in at 6:30 pm)
- Tuesday, Wednesday, & Thursday: 8:00 am - 10:00 pm (last student check-in at 9:30 pm)
- Friday and Saturday: 8:00 am - 5:00 pm (last student check-in at 4:30 pm)

# MY INFORMATION

## ACES

ACES is the official communication portal that provides students with secured access to various applications using a single sign-on. As an ACES user, you will have access to register for classes, financial aid information, email, library resources, and online courses through CANVAS. ACES will also provide you with the latest information of events and important news taking place within your college.

[https://www.alamo.edu/nlc/about-NLC/College\\_Offices/information-technology/faq-aces/](https://www.alamo.edu/nlc/about-NLC/College_Offices/information-technology/faq-aces/)

## FERPA

The Family Educational Rights and Privacy Act (FERPA) requires any school that receives federal funds to release or withhold a student's education records in accordance with its rules. The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of students' education records.

<https://www.alamo.edu/about-us/compliance/ferpa/>

## Alamo GPS (Goal+Plan = Success)

All students are required to have a GPS-ISP (Individual Success Plan) on file before completing 30 semester hours. Alamo GPS is a web-based tool designed to help a student see their Alamo College degree plan and their progress toward completion and graduation. Alamo GPS educates the student on all program requirements in their degree plan through an easy-to-read worksheet. It informs the student of all the courses completed and all the courses left a student needs to complete their degree for graduation. This web-based tool is designed to assist a student with their course planning, but is not intended to replace face-face advising.

For Information: <https://www.alamo.edu/district/gps/>

## Name Change

Students may change their legal name on their permanent academic record by presenting appropriate documentation to the Enrollment Services/Admissions and Records Office. Correcting the spelling of the proper sequence of the legal name requires an official birth certificate. To request a name change, submit a completed form and the signed court order, marriage license, or divorce decree showing the new legal name. To assume a spouse's name following marriage, complete a request and provide the marriage certificate. To discontinue use of a married name and resume use of the original family name or another name, present a divorce decree or a signed court order showing restoration of the original or adoption of another name.

Location: Welcome Center - Brazos Student Union

## Residency

Students verify and establish residency based on the answers they provide to the core Residency questions on the ApplyTexas application. Students may be contacted by college personnel for additional residency documentation. Residency status can only be changed prior to the earliest census date corresponding to course enrollment for the term.

Location: Welcome Center - Brazos Student Union

## Student ID Card

Students are required to have a Northeast Lakeview College ID. Students seeking a student photo ID must be registered with tuition paid, be enrolled in an installment plan, or have no tuition balance. Students must provide a valid photo ID to receive a college student ID. All students must present a student identification card for access to services and activities such as the library, physical education facilities, special events, advising, transcript requests, etc.

AlamoEXPERIENCE: <https://alamo.campuslabs.com/engage/organization/nlc-student-activities>

Location: Office of Student Life

Email: [nlc-student@alamo.edu](mailto:nlc-student@alamo.edu)

<b>The Student Life Office and  Student Lounge Hours  (Hours subject to staff availability)</b>	
<b>Fall and Spring Semester</b>	<b>Summer Semester</b>
Monday 8:00AM-7:00PM	Monday-Thursday 8:00AM-7:00PM
Tuesday, Wednesday, & Thursday 8:00AM-6:00PM	Closed Friday & Saturday
Friday 8:00AM-5:00PM 1st Saturday of the month 9:00AM-1:00PM	

# MY MONEY MATTERS

## Business/Bursar's Office

The Virtual Business Office (VBO) is an online hub where you can pay for college related products, services, tuition and fees. No more waiting in line to pay your tuition or payment or to collect your student refund, the VBO has made these services accessible online. Check out the complete host of items that you can access and pay online. It's convenient and secure!

<https://www.alamo.edu/district/virtual-business-office/>

### Services offered

- Student billing for tuition and fees
- Cash payment processing
- Refund processing

### Tuition & Fees:

#### Tuition

\$99 per credit hour for Bexar county residents

\$215 per credit hour for non-Bexar county residents

\$466 per credit hour for Non-Texas residents

#### Student Activity Fee:

\$3 per credit hour, will be assessed to all students.

#### Student Support Service Fee:

\$25 per semester, with a maximum of \$50 per Academic Year, which is non-refundable.

#### Student Instructional Materials Fee:

Instructional Materials Fee, assessed to all students. The Colleges' contracted provider of all student course materials, including rental Textbooks, assesses a charge of \$19 per student credit hour, which is included in tuition.

#### Additional Fees:

27 Hour Rule - Special Tuition:

Students taking in excess of 27 hours of Developmental Education courses will be charged an additional rate of \$118 per hour for In-District and \$176 per hour for Out-of-District. No additional charges are assessed to non-resident/international students.

#### 3-Peat:

Students registering, for a course for the third time, will be charged the rate of \$384 per hour.

#### International Education Fee:

International Education Fee, of \$1 per semester, will be assessed to all students.

#### VIA Bus Pass:

Beginning in the Spring 2019 term your Northeast Lakeview College ID is your U-Pass to ride VIA mainline bus routes. The VIA U-Pass is available for regular academic students. Students seeking to utilize the VIA U-Pass must be registered with tuition paid, be enrolled in an installment plan, or have no tuition balance. Students must provide a valid college student ID to receive unlimited rides on VIA.

## Bus Pass Deadline

You have unlimited rides on VIA during the term of qualified enrollment.

The last day passes will be issued is the Friday before the end of the semester.

## Refunds

During your college enrollment, you may at some time be eligible for a Financial Aid refund or other types of disbursements. Alamo Colleges District delivers your refund with BankMobile Disbursements, a technology solution powered by BMTX, Inc. After your initial college registration each student will receive a bright green envelope with your personal code by mail and to their student ACES email from our refund processor, Bank Mobile Disbursements. Once you have your personal code 1) Visit RefundSelection.com. 2) Enter your unique personal code 3) Select how you'd like to receive your money.

Visit us in person:

LOCATION: Brazos Student Union, Room 103

CONTACT: 21Alamo (212-5266)

<b>Business Office Hours</b>	
<b>Fall and Spring Semester (Hours subject to staff availability)</b>	<b>Summer Semester</b>
Monday 8:00AM-7:00PM (doors lock at 6:30pm)	Monday-Thursday 8:00AM-7:00PM (doors lock at 6:30PM)
Tuesday, Wednesday, & Thursday 8:00AM-6:00PM	Closed Friday & Saturday
Friday 8:00AM-5:00PM	
Saturday 9:00AM-1:00PM (First Saturday of the month) (doors lock at 12:30PM)	

## Financial Aid

Financial Aid is financial assistance for those who qualify. To learn if you qualify, you must complete a Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov>

Federal Student Aid includes:

1. Grants – A federal Pell Grant is a need based grant awarded to students who qualify and have not earned a bachelor's or professional degree. Grants are financial aid that doesn't have to be repaid (unless, for example, you withdraw from school and owe a refund).
2. Loans – money borrowed for college; you must repay loans.
3. Work-Study – federal work study program is a financial need based program that provides funds that are earned through part-time employment, on campus.

The FAFSA application is available October 1<sup>st</sup> for the upcoming academic year. It is your responsibility to ensure that financial aid will be processed by the priority deadline for the semester you will be attending. The Office of Financial Aid communicates only through your college email. Financial aid is awarded by your primary institution.

<https://alamo.campuslabs.com/engage/organization/nlcfinaid>

LOCATION: Brazos Student Union

CONTACT: 21Alamo (212-5266)

<b>Financial Aid Office Hours</b>	
<b>Fall and Spring Semester (Hours subject to staff availability)</b>	<b>Summer Semester</b>
Monday 8:00AM-7:00PM (doors lock at 6:30PM)	Monday-Thursday 8:00AM-7:00PM (doors lock at 6:30PM)
Tuesday, Wednesday, & Thursday 8:00AM-6:00PM	Closed Friday & Saturday
Friday 8:00AM-5:00PM	
Saturday 9:00AM-1:00PM (First Saturday of the month) (doors lock at 12:30PM)	

### **Tuition and Fees**

Tuition is a sum of money charged for instruction at a college or university. The cost of tuition is based on enrollment status (number of courses), and residency.

A fee is a payment made for professional advice or services.

1. **Mandatory Fees-** authorized by statute or by the governing board of an institution, and are charged to a student upon enrollment to provide services available to every student. Example of such fees are: library, laboratory fees, course, student activities, etc.
2. **Course Fees-** are mandatory fees required of all students enrolled in a particular course, such as materials for a chemistry lab, or a discretionary fee required of students in a given course, or for students participating in a special activity, such as a parking fee.

Total academic charges are the total of all tuition, mandatory, and course fee charges for a student taking a given number of Schedule Course Hours (SCHs).

#### **Tuition 3-Peat**

Northeast Lakeview College will charge a higher tuition rate to students registering the third (3) or subsequent time for a course. The State will no longer subsidize a student's enrollment for the third (3) or subsequent attempt. Students should meet with an advisor to determine if they are repeating a course for the third (3) time. Exemptions available if completing the courses in the last semester for degree completion.

#### **TUITION PAYMENT PLAN**

The payment plan allows students to separate their tuition into three (3) payments. The first payment is due when the contract is signed. This action would need to take place before the first payment deadline of the semester. Payment Plans are available online through ACES, and are available for all semesters and have preset dates that determine when the next payment is due.

#### **TUITION REFUND PETITION**

No refund is possible after the designated deadline, except in extraordinary circumstances and if approved by the appropriate Northeast Lakeview College administrator.

## REFUNDS

Refunds are dependent on students having paid more than the minimum required tuition and having paid their tuition in full. For example:

1. Financial Aid credit - if tuition and fees were lower than financial aid award than a refund will be issued
2. Withdraw/drop from a course(s) - you may be eligible to receive a refund based on the college refund schedule website: <https://www.alamo.edu/admission--aid/paying-for-college/business-office/refunds/>

Students who receive a refund are responsible for reimbursements to companies or agencies that have financially assisted them with their tuition.

Refunds for students on the Installment Plan will be applied to the balance due, as stated in the Installment Plan Contract. All academic calendar days are considered for refund purposes, not only the days the student attends class.

Refunds for other non-standard length courses (ie. open learning, continuing education) shall be made based on the Refund of Tuition table provided by the Texas Higher Education Coordinating Board (THECB).

NLC does not require any additional fees or charges for verification of student identity at this time.

## SCHOLARSHIPS

Scholarships are gifts that do not need to be repaid. Scholarship funds can be used to help defray the cost of tuition & fees and other education related expenses students may have including books, supplies, computers, etc. Scholarships are made possible by donations to the Alamo Colleges Foundation from individuals and organizations.

For additional information and to apply for scholarships go to:

<https://www.alamo.edu/nlc/scholarships>

Location: Brazos Student Union (STCM)-Opportunity Mall-Office 123

Email: [nlc-scholarships@alamo.edu](mailto:nlc-scholarships@alamo.edu)

Phone: (210) 486-5008

## SUMMER MOMENTUM PLAN

The Alamo Colleges District now offers students a Summer Momentum Plan that saves eligible students time and money. The plan allows students who earn 18-24 credit hours in the Fall and Spring semesters at any of the five colleges at the Alamo Colleges District, to get three to six FREE credit hours in the Summer semester.

The Summer Momentum Plan enables more students to achieve the life-long benefits of college, with less financial stress. Students can earn their degree in less time, save money, and use their financial aid more effectively.

<https://www.alamo.edu/nlc/admissions--aid/paying-for-college/tuition-and-fees2/summer-momentum-plan/>

## VETERANS AND THEIR DEPENDENTS

The Office of Veteran Affairs assists all students using educational benefits under Department of Veterans Affairs Educational Assistance Programs.

# MY COLLEGE LIFE AND RESOURCES

## The Office of Student Life

Northeast Lakeview College values student development both inside and outside of the classroom. The Offices of Student Life at the college focuses on a student's total educational experience, including activities, events, student organizations, sports programs, lectures, live performances, special events, and more. Professional and student staff provide guidance and leadership training for students to assist them in achieving their academic and personal goals. Our goal is to get all students involved and engaged on campus. Learn more about what your college offers.

### ***Department Mission Statement***

***The Office of Student Life strives to promote an environment committed to the students' personal, emotional, cultural, social, and ethical development. This unique learning environment is supported through a variety of organizations, community-building events, experiential learning program, leadership and volunteer opportunities. These resources enable our students to succeed in the classroom and beyond.***

LOCATION: Office of Student Life, Brazos Student Union

Email: [nlc-student@alamo.edu](mailto:nlc-student@alamo.edu)

<https://www.alamo.edu/nlc/experience-nlc/campus-life/get-involved/student-life/>

AlamoEXPERIENCE: <https://alamo.campuslabs.com/engage/organization/nlc-student-activities>

Facebook: <https://www.facebook.com/Northeast-Lakeview-College-Student-Life>

Instagram: @nlcnighthawks

Snap Chat: @nlcnighthawks

YouTube: <https://www.youtube.com/user/stactivities>

## Get Involved with **Alamo** **Experience**

Get synced with NLC via AlamoEXPERIENCE. To encourage engagement The Office of Student Life uses the AlamoEXPERIENCE platform which is an online community that helps all students get connected with NLC departments and student organizations. All events & volunteer opportunities are posted via AlamoEXPERIENCE. Signing up is easy:

- (1) Visit your ACES account, <http://aces.alamo.edu/>
- (2) Click on the "Student" tab
- (3) Scroll down and locate the AlamoEXPERIENCE link
- (4) This will redirect the user to the AlamoEXPERIENCE landing page

### Benefits of AlamoEXPERIENCE

- Best way to stay up-to-date with the Office of Student Life, student organizations and sports on campus
- Compatible with most electronic devices
- Will track involvement opportunities and generate an AlamoEXPERIENCE transcript
- Can be a tool to help market yourself on social platforms

If you have questions, contact the Office of Student Life at [nlc-student@alamo.edu](mailto:nlc-student@alamo.edu).

## Events/Calendar

The Alamo Colleges host a variety of events to engage students and support our communities throughout each academic year. Many events such as welcome week, graduation, and others occur on an annual basis.



To find out more information on what events are offered at Northeast Lakeview College, read below:

*Sample list of events*

Nighthawks Day	Flag Football	Welcome Week
Opportunity Rush Fair	Health Fair	Ping Pong
SGA Townhall	Virtual Game Nights	Virtual Hangouts
Blood Drive	Constitution Day	Movie Night
Dodgeball	Fuel for Finals	And Much More...

## Student Organizations & Interest Groups

### Student Clubs

#### NLC Anthropology Club

- **Purpose:** To provide students an opportunity to explore all aspects of humankind, from its prehistory to its present cultural diversity
- **Contact:** <https://alamo.campuslabs.com/engage/organization/anthropology-and-archaeology-club>

#### NLC Art Student Interest Group<sup>^</sup>

- **Purpose:** Is a group of active and art-minded students at Northeast Lakeview College that are interested in experiencing and participating in the visual arts
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nlc-art-student-interest-group>

#### NLC Bae-B-Safe

- **Purpose:** BAE-B-SAFE is a program that aims to prevent unplanned pregnancies and sexually transmitted infections (STI's) among college-aged adolescents. Students are provided medically accurate information about sexual and reproductive health and are connected to healthcare providers in their surrounding community. BAE-B-SAFE is committed to preparing and connecting students with the resources they need to make educated choices that protect their body, relationships, and well-being.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nlcbaebsafe>

#### NLC Black Student Union

- **Purpose:** The NLC Black Student Union was created to uplift the voices of Black students at NLC. Our goal is to celebrate the beauty of the black community and educate others about our history, culture, and present socio-political realities. This organization is open to all students, faculty, and staff on campus who embrace cultural diversity, equity, and inclusion at Northeast Lakeview College.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/bsu>

#### NLC Book Club<sup>^</sup>

- **Purpose:** Promote reading and the discussion of literary works in a welcoming environment.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nlcbookclub>

#### NLC Campus Activities Board\*

- **Purpose:** A student-led programming board that coordinates campus-wide events. The mission of CAB is to create diverse events, programs, and activities that foster personal development, school spirit, and community development.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nlccab>

#### NLC Cheer Team<sup>+</sup>

- **Purpose:** The purpose of the NLC Cheer team is to uphold school spirit and NLC traditions with enthusiasm, pride, teamwork and integrity. The Cheer Team is open to all NLC students interested in supporting its commitment of NLC pride
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nlc-cheer-team>

#### NLC Creative Arts Interest Group<sup>°</sup>

- **Purpose:** To provide the college community with a venue to view, create and discuss art, drama, and music on a regular basis
- **Contact:** <https://alamo.campuslabs.com/engage/organization/creative-arts-interest-group>

#### NLC Dance Team<sup>+</sup>

- **Purpose:** The NLC Lakeview Hawkettes is a dance team that will help you improve your dance abilities and allow you to meet great new people in a positive environment. The Dance team plans on showing their school spirit and having an amazing time doing what they love, dance.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/lakeview-dance-team>

#### NLC Destino Interest Group<sup>°</sup>

- **Purpose:** To provide the NLC students and employees an opportunity to connect with God.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/destino>

#### NLC Education Club

- **Purpose:** To give Education majors and those who are interested in Education a place to meet and discuss pressing issues and topics in the education field
- **Contact:** <https://alamo.campuslabs.com/engage/organization/education-club>

#### NLC Engineering Club

- **Purpose:** The promotion of engineering through projects that are created and powered by students. At which students will group us with different interest in majors to build a project that expands there thinking of there major
- **Contact:** [https://alamo.campuslabs.com/engage/organization/engr\\_club](https://alamo.campuslabs.com/engage/organization/engr_club)

#### NLC Gaming Club

- **Purpose:** To meet other students that share a common interest in social interactions through gaming, and to establish a culture of student engagement
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nlc-gaming-club>

#### NLC Gardening Club

- **Purpose:** To grow and maintain a campus garden and study the effects of their growth over time
- **Contact:** <https://alamo.campuslabs.com/engage/organization/gardening-club>

#### NLC Gender and Sexuality Alliance (GSA)

- **Purpose:** This is a safe and accepting environment for all people including LGBT and allies at N.L.C.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nlc-genders-and-sexualities-alliance>

#### NLC International Club

- **Purpose:** Seeks to bring students together to share and highlight various cultures, language, heritage, and ethnic origins through social, cultural and educational activities.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nlcinternationaleducationclub>

#### NLC Male Excellence Network (M.E.N.)\*

- **Purpose:** To increase engagement, retention, success and completion for Northeast Lakeview College male students.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/male-excellence-network>

#### NLC Mathematics Society

- **Purpose:** We promote student engagement by exploring various STEM fields through field trips, guest speakers, networking, community outreach activities, and much more!
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nlc-mathematics-society>

#### National Society of Leadership and Success (NSLS)\*

- **Purpose:** To help people discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded success oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world
- **Contact:** <https://alamo.campuslabs.com/engage/organization/national-society-of-leadership-and-success-nlc>

#### NLC NightHAX Club

- **Purpose:** For students interested in Cyber Defense and Network Administration Technology.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nighthaxs>

#### NLC Performing Arts Club

- **Purpose:** We are interested and passionate about performing arts. We have three points of interest; dance, music, and drama.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nlc-performing-arts-club>

#### NLC Phi Theta Kappa (PTK)\*

- **Purpose:** To promote scholarship, the development of leadership and services and the cultivation of fellowship among qualified students of this college
- **Contact:** <https://alamo.campuslabs.com/engage/organization/phi-theta-kappa-beta-sigma-delta>

#### NLC Politically Engaged Students<sup>+</sup>

- **Purpose:** To engage the youth in civil political commentary. To provide a safe environment for all students who wish to engage in political discussion
- **Contact:** <https://alamo.campuslabs.com/engage/organization/pes>

#### NLC Psychology Club

- **Purpose:** To explore different areas of psychology. Discuss various topics, question and analyze everything, and build on our curiosity about anything psychology related.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nlc-psychology-club>

#### NLC Robotics & Innovation Group<sup>+</sup>

- **Purpose:** The students who join will learn basic electrical, computer, and engineering skills necessary for system operations of robotic components as well as other practical skills.
- **Contact:** [https://alamo.campuslabs.com/engage/organization/robotics-and-innovation\\_club](https://alamo.campuslabs.com/engage/organization/robotics-and-innovation_club)

#### NLC Running Club

- **Purpose:** The organization promotes running for students, faculty and staff at Northeast Lakeview College. We provide friendly competition, support, and networking opportunities for our members. The organization also promotes health in a recreational athletic manner in low to high intensity levels.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nighthawkrunners>

#### Student Government Association (SGA)\*

- **Purpose:** To provide the official voice of the student body, to be a link between the student body and the administration of Northeast Lakeview College to improve the quality and value of both the social and educational experience at Northeast Lakeview College, and to develop the leadership and professional skills of its members.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/student-government-association-nlc>

#### Student Veterans of America (SVA)\*

- **Purpose:** Open to all students willing to share and explore information for veterans and their dependents with the purpose of helping to find resources and engaging in peer-to-peer sharing.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/student-veterans-alliance>

#### Thinking Well

- **Purpose:** To serve our community by promoting: philosophical inquiry and intellectual curiosity, critical and creative thinking skills, and effective communication (both personal and interpersonal) for civic dialogue.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/the-thinking-well>

#### NLC Yoga Club

- **Purpose:** The purpose of this club is to provide students, faculty and staff with access to free yoga sessions, in order to promote the health and well-being of the college campus. The type of yoga practiced will primarily be Hatha Yoga, though restorative and/or Yin yoga may on occasion be taught instead with modifications.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nlcyoga>

#### Women Leaders of NLC

- **Purpose:** The Women Leaders of NLC program aligns with the Alamo College District's "moonshot" goal of eliminating poverty through education in San Antonio. Espousing the values of collaboration, community engagement, putting students first, and being data-informed, the Women Leaders of NLC initiative is a partnership between Northeast Lakeview College and The Boardroom Project--a San Antonio based group whose mission is to "Develop future board leaders, one girl/woman at a time."
- **Contact:** <https://alamo.campuslabs.com/engage/organization/nlcwomenleaders>

#### Young Professionals of NLC

- **Purpose:** Promotes business professionalism, integrity, academic excellence, and service while establishing working relationships within the business community and educational institutions.
- **Contact:** <https://alamo.campuslabs.com/engage/organization/northeast-lakeview-college-business-club>

#### \*Chartered Organizations

#### \*Competitive Groups

#### =Student Interest Groups

For more information, visit the Brazos Student Union or visit our AlamoExperience page at <https://alamo.campuslabs.com/engage/organizations?branches=193367>, or the student organization webpage at <https://www.alamo.edu/nlc/experience-nlc/campus-life/get-involved/student-life/clubs/>.

### Northeast Lakeview Sports

The sports and recreational program is an integral part in the Office of Student Life. The sports program provides students with competitive athletic opportunities at the collegiate level. Students will learn new skills, improve skill levels and enjoy the recreational and social interaction derived from sports involvement.

#### Extramural Sports:

Designed for students to compete against other extramural sports teams. The five extramural sports offered are Men's Basketball, Women's Basketball, Women's Volleyball, Cheer Team, and Dance Team. Extramural Sports offers the opportunity to participate in competitive activities through tournaments and leagues. In order to be eligible to participate in Extramural Sports, participants are required to be enrolled in at least 9 college credit hours and maintain a minimum 2.0 GPA. These requirements will be verified and monitored during the semester.

NLC Men's Basketball: <https://alamo.campuslabs.com/engage/organization/nlc-mbb>

NLC Women's Basketball: <https://alamo.campuslabs.com/engage/organization/nlcwbb>

NLC Women's Volleyball: <https://alamo.campuslabs.com/engage/organization/lakeview-college-volleyball>

NLC Cheer Team: <https://alamo.campuslabs.com/engage/organization/nlc-cheer-team>

NLC Dance Team: <https://alamo.campuslabs.com/engage/organization/lakeview-dance-team>

### **Intramural Sports:**

Designed for our students to compete against each other in sporting events, such as; Basketball, Volleyball, Flag Football, Spikeball, E-Sports tournaments. To sign up for participation, please visit please visit AlamoExperience:

### **Recreational Sports:**

Designed to provide structured, competitive and non-competitive activities, for men, women, and co-ed teams. Students with no knowledge of sports have the opportunity to participate in the following: gaming tournaments, table top games, soccer tournaments, flag football, basketball, and volleyball tournaments.

Recreational activities encompass a wide variety of intramural and extramural events, which can include both individual and team competition.

<https://www.alamo.edu/nlc/experience-nlc/campus-life/athletics/>

See NLC Sports & Recreation page on AlamoExperience for more information, visit with Ayanna Barry or email at [abarry6@alamo.edu](mailto:abarry6@alamo.edu).

## **Student Services Fee**

Each college has its own Student Services Activity Fee Committee, which is responsible for making recommendations to the President of the College about the allocation of funds collected from the student services fee (charged at \$3 per credit hour).

The committee is comprised of five students and four faculty/ staff. Upon approval of the budget each year by the Board of Trustees, the committee meets monthly, or as needed, to review funding requests from students, student clusters, or recognized student clubs and organizations to help fund travel, conference participation, activities, or other professional development programs. This information is outlined in Policy F.2.3 and Procedure F.2.3.1.

<https://www.alamo.edu/about-us/leadership/board-of-trustees/board-policies/>

See the NLC Student Service Advisory Fee Committee page on AlamoExperience, <https://alamo.campuslabs.com/engage/organization/nlc-student-service-advisory-fee-committee> for more information.

## **Student Involvement in Decision Making**

Northeast Lakeview College values student participation and involvement in decision-making and recognizes students as key stakeholders in the college's operations and planning and seeks the opinions of students. Students shall be given involvement opportunities in a number of different ways to include, appropriate college committees, college forums, student surveys and through consultation with student organization leaders and their advisors.

## **Officers Roundtable**

The Officers Roundtable is a monthly meeting of all club and organization officers (presidents, vice-presidents, treasurers, secretaries, etc). The meetings allow clubs and organizations to better understand what each club is doing, to inform them of trainings, discuss problems or issues they may be facing as leaders, ask for support for departmental or campus committees and task forces and stay knowledgeable of campus and district-wide events with

updates from the Student Government Association and Student District Council representatives. Representatives to the Student District Council are currently selected from the Student Government Association.

Contact: <https://alamo.campuslabs.com/engage/organization/officers-roundtable>

## Political Campaigns

Northeast Lakeview College is committed to fostering a diverse and open discussion of ideas, opinions, and viewpoints as well as encouraging members of the college community to be active and engaged citizens. However, as a charitable entity subject to federal, state, and local regulations regarding political and campaign activities, the College is required to remain politically neutral and cannot participate or intervene, directly or indirectly in the campaign of any candidate or political party.

For additional information consult the following Board policy (D.3.4 <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-d/d.3.4-policy.pdf> & F.5.1 <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.5.1-policy.pdf>) which outlines the regulations Alamo Colleges District, its faculty, staff and students, including student organizations, must follow in regard to political campaigns and candidates.

## Student Leadership Opportunities

Northeast Lakeview College understands the importance of building strong leaders. We recognize the importance of the student's participation in the development of his or her own leadership skills. As such, we provide students with a variety of programs, organizations and opportunities that inspire them to get involved and grow into the leaders of tomorrow.

Northeast Lakeview College programs include the Student Government, student organizations, NLC Officer's Roundtable, the Student Leadership Institute, the National Society of Leadership & Success and Phi Theta Kappa, the M.E.N of NLC and the Women Leadership of NLC. To learn more about what the college has to offer, explore the district programs and the college base leadership opportunities.

## DISTRICT LEADERSHIP PROGRAMS

### Student Leadership Institute

The Alamo Colleges Student Leadership Institute (SLI) offers college students the opportunity to enhance their leadership mindset, skill set, and tool set. This two-semester leadership program imparts the learning tools and resources for students to become leaders on campus, in the workplace, and in diverse communities. Students involved in SLI will have the opportunity to receive scholarships, increase self-confidence, improve communication skills, build relationships/network, become a Northeast Lakeview College ambassador, and emerge as a proactive, productive, and engaging leader and have fun while doing it!

To join SLI, students must have a cumulative grade point average of 2.75 or higher, be enrolled in a minimum of 6 semester credit hours, and submit a complete application packet. Learn more about SLI by visiting <https://www.alamo.edu/experience-the-alamo-colleges/current-students/student-opportunities/student-leadership-institute/>

Contact: Rodell Asher: [rasher10@alamo.edu](mailto:rasher10@alamo.edu)

## ADDITIONAL LEADERSHIP OPPORTUNITIES

### National Society of Leadership & Success (NSLS)

**Purpose:** To discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded success-oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world.

Contact: <https://alamo.campuslabs.com/engage/organization/national-society-of-leadership-and-success-nlc>

### **Phi Theta Kappa (PTK)**

**Purpose:** To promote scholarship, the development of leadership and services and the cultivation of fellowship among qualified students of this college.

**Contact:** <https://alamo.campuslabs.com/engage/organization/phi-theta-kappa-beta-sigma-delta>

### **Student Government Association (SGA)**

**Purpose:** To provide the official voice of the student body, to be a link between the student body and the administration of Northeast Lakeview College to improve the quality and value of both the social and educational experience at Northeast Lakeview College, and to develop the leadership and professional skills of its members.

**Contact:** <https://alamo.campuslabs.com/engage/organization/student-government-association-nlc>

## **Service Learning and Volunteer Opportunities**

### **SERVICE LEARNING**

Some instructors on campus include a service-learning component as part of the course curriculum. These courses use the knowledge you learn in the given course and extend it with hands-on experience in the community setting. This means that what students learn in the classroom and through homework/research will be used in actual real-world situations to help more fully understand the topics discussed in the course. Depending on the instructor, service-learning can be an optional or required part of the course.

### **VOLUNTEERISM**

Civic engagement is an important feature of the college experience. Opportunities to volunteer on and off campus are offered to help students understand how each person can make a difference in the community. Non-profit organizations actively provide students with volunteer opportunities to ensure that students have an outlet if they choose to use their free time volunteering for worthwhile causes.

CONTACT: Service Learning Committee at [nlc-service@alamo.edu](mailto:nlc-service@alamo.edu)

## **Educational Opportunities**

### **AlamoINSTITUTES**

Take only the courses you need to be job or transfer ready. Northeast Lakeview College has six institutes that match students' career goals.

#### **NLC Business & Entrepreneurship Institute (B&E)**

**Purpose:** The Business & Entrepreneurship Institute is designed for students who have an interest in areas such as business management and administration, finance, hospitality and tourism and marketing. This Institute will prepare you for careers such as: planning, organizing, directing and evaluation business functions essential to efficient and productive business operations; services for financial and investment planning, banking, insurance and business financial management; the management, marketing and operations of restaurants, lodging, attractions, recreational events and travel-related services; and managing and performing marketing activities to reach organizational objectives.

**Contact:** <https://alamo.campuslabs.com/engage/organization/nlc-business-entrepreneurship-institute>

#### **NLC Creative & Communication Arts Institute (C&CA)**

**Purpose:** The Creative & Communication Arts Institute is designed for students who have a key interest in areas such as the fine and performing arts, audio/video technology and communications. This Institute will prepare you for careers such as designing, producing, exhibiting, performing, writing and publishing media content, including visual and performing arts design, journalism and entertainment services.

**Contact:** <https://alamo.campuslabs.com/engage/organization/nlc-creative-communication-arts-institute>

### **NLC Health & Biosciences Institutes (H&B)**

**Purpose:** The Health and Biosciences Institute is designed for students who have an interest in areas such as health sciences. This Institute will prepare you for careers such as planning, managing and providing therapeutic services, diagnostic services, health informatics, support services and biotechnology research and development.

**Contact:** <https://alamo.campuslabs.com/engage/organization/nlc-health-and-biosciences-institute>

### **NLC Public Service Institute (PS)**

**Purpose:** The Public Service Institute is designed for students who have an interest in areas such as education, training, government, public administration, human services, law, public safety, correction and security. This organization will help prepare you for careers such as: planning, managing and providing education and training services and related learning support services; planning and performing government functions including governance, national security, foreign service, planning, revenue and taxation and regulations; preparing individuals for employment in careers related to families and human needs, such as counseling and mental health services, family and community services, personal care and consumer services; planning, managing and providing legal, public safety, protective services and homeland security, including support services.

**Contact:** <https://alamo.campuslabs.com/engage/organization/nlc-public-service-institute>

### **NLC Science & Technology Institute (S&T)**

**Purpose:** The Science and Technology Institute is designed for students who have an interest in areas such as agriculture, food and natural resources, information technology, science, technology, engineering and mathematics. This Institute will prepare you for careers such as: the production, processing, marketing, distribution, financing and development of agricultural commodities and resources; building linkages in IT occupations for entry-level, technical and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services; planning, managing and providing scientific research and professional and technical services including laboratory and testing services and research and development.

**Contact:** <https://alamo.campuslabs.com/engage/organization/nlc-science-technology-institute>

### **Advanced Manufacturing and Logistics Institute (AM&L)**

**Purpose:** The Advanced Manufacturing & Logistics Institute is designed for students who have an interest in areas such as architecture, construction, manufacturing, transportation, distribution and logistics. This Institute will prepare you for careers such as: designing, planning, managing, building and maintaining the built environment; planning, managing and performing the processing of materials into products and related support activities such as production planning and control, maintenance and manufacturing/process engineering; planning, management and movement of people, materials and goods and related support services such as transportation infrastructure planning and management; logistics services, mobile equipment and facility maintenance.

## **The Engineering Academy**

### **Texas A&M-Chevron Engineering Academy at Alamo Colleges District - Northeast Lakeview College**

The Texas A&M-Chevron Engineering Academy at the Alamo Colleges District – Northeast Lakeview College is a partnership with Texas A&M University’s College of Engineering that offer students an opportunity to pursue an engineering degree while co-enrolled at Texas A&M and the Alamo Colleges District. Students are able to save money during their first two years – where they will take engineering courses taught by Texas A&M faculty at Northeast Lakeview College before transitioning to the Texas A&M campus in College Station. The Texas Workforce Commission projects a 25 percent growth in engineering jobs statewide in the next decade.

The Texas A&M-Chevron Engineering Academy offers students:

- Admission to the College of Engineering at Texas A&M University-College Station from day one.
- An opportunity to take Texas A&M engineering courses from Texas A&M faculty on the NLC campus.
- An opportunity to join a community of Engineering Academy peers by taking math, science and engineering courses with other Engineering Academy students.
- An opportunity to participate in student activities and organizations at both institutions to the extent possible.
- An affordable pathway to earning a Texas A&M engineering degree.



- Guaranteed full admission to Texas A&M upon successful completion of the two-year program.
- An opportunity to apply for early entry into a degree-granting major within the College of Engineering at Texas A&M, if qualified.

This unique program offers students who have achieved a high school diploma or equivalent and are calculus ready as determined by NLC. see link for qualifications

<https://www.alamo.edu/nlc/academics/academic-resources/engineeringacademy/>

**AlamoEXPERIENCE:** <https://alamo.campuslabs.com/engage/organization/nlctxamengineering>

Interested students must:

1. Be able to be a full-time student at the Alamo Colleges for at least one year before transitioning to A&M.
2. Secure admission to one of the colleges within the Alamo Colleges District.
3. Fill out and submit a quick pre-qualification form found at:  
<https://www.alamo.edu/nlc/academics/academic-resources/engineeringacademy/interest-form/>
4. Please make sure to upload unofficial transcripts for qualification purposes on interest link
5. Students that are qualified need to complete Alamo College Enrollment Steps – See link  
<https://www.alamo.edu/nlc/academics/academic-resources/engineeringacademy/next-steps/>
6. Once student qualifies Academy advisor will send A&M application link to apply for the Academy
7. A&M makes final decision on who gets admitted to the program.

## **The NLC Honors Academy**

### **Graduate with Honors, Transfer with Distinction**

**Purpose:** The Northeast Lakeview College Honors Academy provides the opportunity for students with high scholastic achievement to take on the additional academic rigor and reap educational benefits. Honors Academy students will participate in experiential learning and community service during their time at NLC. Their collegiate experience will be enhanced by other benefits including faculty mentorship, priority advising, national conference and study abroad opportunities. Honors Academy graduates who meet the Capstone requirements will receive Honors Distinction on their transcript. To qualify for the Honors Academy at NLC, a student must meet the requirements and fill out the online application. Further information can be found at the following address.

**Contact:** <https://www.alamo.edu/nlc/academics/honors-academy/>

[nlc-honors@alamo.edu](mailto:nlc-honors@alamo.edu)

**AlamoEXPERIENCE:** <https://alamo.campuslabs.com/engage/organization/honors-academy>

## **Student Travel**

Northeast Lakeview College seeks to promote safe travel to events and activities occurring beyond the boundaries of the College/District property by students and recognized student organizations. As such, we have student travel policies that apply to individual student and recognized student organization travel, Policy C.1.6 and F.5.2 and Procedure C.1.6.4. The travel policy is applicable when the individual student or recognized student organization travels on behalf of the College/District with or without the financial support from the College/District.

Examples of activities and events that fall under this policy include, but are not limited to: club sports trips, the activities of recognized student organizations, SSFAC-funded community service travel, and in situations where a student or recognized student organization officially represents the college, e.g., leadership academies, conferences, and other programs.

For more information on Student Travel, please contact the Office of Student Life in the Brazos Student Union

## Faculty-Student Mentoring Program

### Mission and Values

The Faculty-Student Mentoring program supports students throughout their time with Northeast Lakeview College. NLC provides a unique program that offers students customized encouragement, individualized support, and personalized guidance toward goal completion from a faculty member.

All students with NLC as their home college can request a faculty mentor. To learn more, click [here](#) or email [nlc-fsm@alamo.edu](mailto:nlc-fsm@alamo.edu).

### Posting Information on Campus

Bulletin board space is available at each college at no cost as a service to students and the community. If you need to advertise for a roommate or a ride, if you have something for sale or a job opening or you want to announce an event—stop by or contact the Office of Student Life for more information on the policy/procedure.

Location: Brazos Student Union, [nlc-student@alamo.edu](mailto:nlc-student@alamo.edu)

### Use of College Buildings and Facilities

The Alamo Colleges District buildings and facilities are used to support the educational goals of the Colleges as outlined by the Board of Trustees. Regulations regarding the safety and use of campus facilities are outlined in the Board Policy on the Student Code of Conduct F.4.2.1, available at: <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.4.2.1-procedure.pdf>

To learn more about reserving a room or space at the college for a specific event:  
Contact: Office of Student Life, [nlc-student@alamo.edu](mailto:nlc-student@alamo.edu)

### Alamo Colleges District Bookstores – Northeast Lakeview College Bookstore

Alamo Colleges District Bookstores carry more than just printed textbooks. We offer a variety of digital title options that range from rental for a semester to purchase for your digital bookshelf. Access codes are sold for digital class requirements from MyMathLab to SAM and everything in between. For academically priced software and hardware, go to [www.nlc-shop.com](http://www.nlc-shop.com)

The NLC Bookstore is located on the first floor of the Brazos Student Union. The bookstore is a comprehensive operation that provides textbooks, supplemental reading materials, and auxiliary supplies for students and staff. The bookstore is a leased operation run by Barnes and Noble and is responsible for its own income and expenses. For more information, go to <https://www.alamo.edu/nlc/experience-nlc/current-students/tools-for-school/bookstore/>

### Food Sales

Food options available at NLC include: Cafeteria (hot meal, coffee shop with quick meal, and snacks), various vending options (McCliff – self-service snack machines and Coca-Cola self-service beverage machines) and The Cyber Café (coffee shop with quick meal and snacks). The Office of Student Life serves as the liaison between the NLC campus and the vendors mentioned above. Read below for specific details on food options and locations at NLC:

- Vending machines are located in the Salado Hall - Academic, on the 1st floor, Medina CTE Center on the 2nd floor, Brazos Student Union on the 1st and 2nd floors and in the Llano Wellness Center on the 1st floor
- Cafeteria (Brazos Student Union, 1st floor)

- The Cyber Café is located in the Comal Learning Resource Center on the 1st floor. The Café is the place to go for coffee, a quick meal and snacks.

For vending machine refunds, please reach out to the Bursars Office.

The Cafeteria & The Cyber Café are open from 8:00am – 2:00pm Monday – Thursday and 9:00 am - 1:00pm on Friday.

# RIGHTS AND RESPONSIBILITIES

## Student Rights & Responsibilities

Student Rights & Responsibilities is codified in Board Policy F. 6.2. which acknowledges the shared responsibility for student success. In part the policy states, “as members of Northeast Lakeview College learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected”. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. There is a direct correlation between student effort and academic success, the degree to which they interact with faculty and peers, and the extent to which students integrate into the college activities.

The Student Rights and Responsibilities Policy asserts four major areas of student responsibility: Engagement, Communication, Academic Success and Self Responsibility and Responsibility to Others.

See the Board Policy at <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.6.2-policy.pdf> for access to policy in its entirety.

### Academic Fresh Start

Senate Bill 1321 entitles residents of Texas to seek admission to public institutions of higher education without consideration of courses undertaken 10 or more years prior to enrollment. The bill has been called the “right to an academic fresh start,” and it gives students the option of electing to have coursework, taken 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll, to count as usual or to be ignored for admissions purposes.

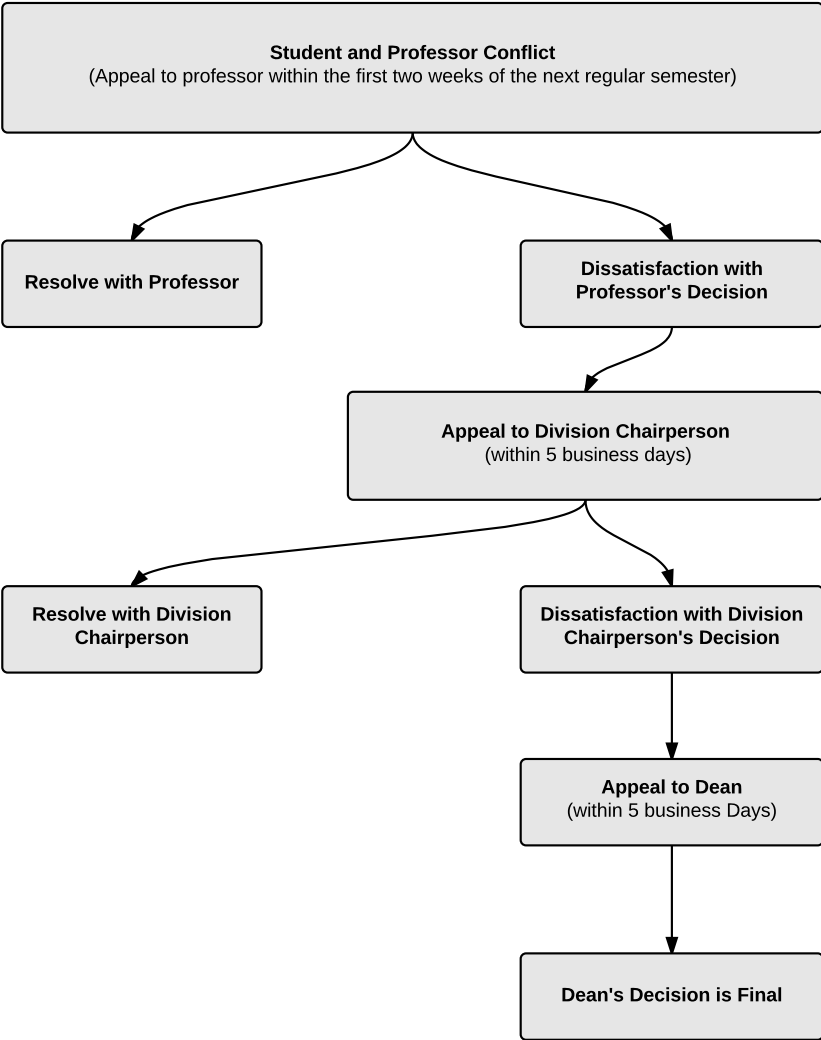
### Academic Grievance Policy

Faculty are responsible for classroom management, teaching strategies, testing, and evaluation of student performance. At academic institutions conflicts may develop within the educational process that require academic intervention using the Academic Grievance process. If the grievance process is to function, a serious effort must be made to resolve such conflicts expeditiously. When student complaints cannot be resolved through informal interaction with a faculty member or chair/coordinator, students are directed to use the Academic Grievance procedure by filing a Student Academic Grievance form, available from any division chair.

Students are encouraged to use the Academic Grievance process only when there is clear and convincing evidence that a faculty member has treated the student unfairly, arbitrarily, or capriciously. The Academic Grievance procedure allows for unresolved complaints to continue moving from student, to instructor, to division chair, to dean until consensus is reached or final decision affirming or denying the grievance is made by the appropriate dean. Students are encouraged to address their concerns informally with their faculty member, when possible, before perusing the formal academic grievance process.

# Academic Grievance Policy

The academic grievance procedure is displayed in the following flow chart:



For more information visit:

<https://www.alamo.edu/nlc/experience-nlc/current-students/form-standards-petitions-appeals/student-grievances/>

## Academic Integrity Appeal Process

If a faculty member finds that a student is in possible violation of the academic standards of the Student Code of Conduct (F.4.2.1 <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.4.2.1-procedure.pdf> 4.2.1-Procedure(3).pdf, “Academic Integrity Violations”), the faculty member shall document the act, completing the Academic Integrity Report Form F.4.2. <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.4.2-policy.pdf>.

The faculty member shall notify the student and explain the procedures and possible penalties. The faculty member shall provide the student a copy of Procedure F.4.2.1 <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.4.2.1-procedure.pdf>, and the student will be allowed to explain the incident.

The faculty member shall then meet with the student, at a time arranged between the student and faculty member, to allow the student to explain the incident. The faculty member subsequently may, at his/her discretion, impose any of the following sanctions:

1. Dismiss the charge.
2. Issue a written warning to the student.
3. Reduce the grade on the assignment or test.
4. Reduce the final grade for the class.

Each of the consequences 2 – 4 shall be accompanied by a completed and signed Academic Integrity Report Form. If the student agrees with the faculty member’s decision, the form shall be submitted electronically to the Chief Student Affairs Officer (CSAO) – the Vice President for Student Success at an individual college and the paper copy shall be filed in the department office.

## Children on Campus Policy

In order to prevent children from potential safety risks, from damaging expensive equipment, from hazardous areas which, and from interfering with the learning opportunities for all students, the following Alamo Colleges District policy is currently in effect:

Students are urged not to bring children to classes, labs, or other facilities such as libraries. *Minors under the age of 12 must not be left unattended on-campus at any time. Individual instructors may enforce additional restrictions or waivers for their classrooms or labs, which will be included in the course syllabus.*

## Distance Learning: Student Privacy

NLC complies with all of the requirements of the Family Educational Rights and Privacy Act (FERPA). We are committed to protecting the privacy of a student’s educational record regardless of delivery method. The Registrar is the point of contact for all FERPA related issues, and all employees are informed and trained of their responsibilities of unauthorized release of confidential records or information. Because an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom.

### IDENTITY VERIFICATION IN DISTANCE LEARNING COURSES

Bio-Sig-ID, the identity verification process for online courses, protects student’s privacy through the use of a secure portal, with a secure login and student-selected password. In addition, Northeast Lakeview College uses an enabling technology that is used to verify the identity of online students. For more information on BioSig-ID, please contact your online course instructor. NLC does not require any additional fees or charges for verification of student identity at this time.

## FACULTY RESPONSIBILITY

Faculty and staff understand and carry out a commitment to confidentiality, integrity, and security to protect the privacy of students who participate in distance learning activities. Students' records are kept private by the instructor, except in cases where academic staff or administration access the course, with legitimate educational interest under FERPA guidelines.

In order to maintain course security and protect student privacy, faculty do not access or attempt to access another employee's or student's account without authorization as described in the Appropriate Use of Information Technology District Policy C.1.9. <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-c/c.1.9-policy.pdf>

## STUDENT RESPONSIBILITY

In order to maintain confidentiality, portal login passwords are generated by the student and any password reset is completed through "secret question" protocol. It is the students' responsibility to keep their password confidential as stated in Student Code of Conduct District Procedure F.4.2.1 and Appropriate Use of Information Technology Resources District Policy C.1.9. Only work submitted to open forums, like discussion boards, can be accessed by other students; other assignments, grades and correspondence are not viewable by other students.

### **Electronic Devices in the Classroom**

Students are required to silence and store (out of sight) all electronic communication devices such as mobile phones, PDAs, etc. when in classrooms, laboratories, libraries, or other areas where such devices would interfere with instruction and learning. Faculty members have the latitude to modify this policy in their syllabi.

### **Family Educational Rights Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) requires any school that receives federal funds to release or withhold a student's education records in accordance with its rules.

For more information please refer to the College Catalog: <https://www.alamo.edu/about-us/compliance/ferpa/>

### **Freedom of Speech and Assembly**

The Alamo Colleges District supports the first amendment rights of every individual, recognizing that inquiry and discussion are essential to intellectual development. The Alamo Colleges District embraces the right of individuals to express their views in a manner that conforms to federal, state, and local laws. Students are only limited in expression if the expression materially and substantially interferes with school activities or interferes with the rights of other students or teachers. Therefore, freedom of speech and assembly rights must be exercised in a manner and at a location that does not intrude upon or interfere with the academic programs and administrative processes of the Alamo Colleges District.

To reserve an area on-campus for such purposes, contact the Student Life is the department to register for space on campus.

No equipment or materials will be provided by the Alamo Colleges District. Any charges incurred due to the use of Campus Police will be the responsibility of the reserving party.

### **Intellectual Property**

Guidelines for the use of and the definition of intellectual property originate in Board of Trustees Policy C.1.8 (Policy) <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-c/c.1.8-policy.pdf> Intellectual Property as it relates to all employees and students.

## 1. Definition of Intellectual Property

Intellectual property is illustrated by, but not limited to, scientific, technical, literary, dramatic, musical, artistic, and other intellectual and creative works as well as inventions, discoveries, trade secrets, and computer software, which, are copyrightable or patentable.

### Ownership

Student work created as part of College course work is owned by the student, except when described below:

The College shall have a non-exclusive, irrevocable, royalty-free license: (i) to utilize the student work for academic purposes during the period of the course for which the student work is created; (ii) to display or perform the student work at any exhibition or performance described in the syllabus of the course for which the student work is created; and (iii) to display images of tangible student work, and to quote excerpts of an intangible student work, for College publicity purposes. In the case of tangible student works, the College shall own all rights to any student work permanently affixed to College property, and to any student work not claimed and removed by the student within six (6) months after the later of: (a) the conclusion of the course for which the student work was created, or (b) the conclusion of any exhibition of the student work on College property.

### Use of Copyrighted Materials

In accordance with Board Policy E.1.7, Instructional Resources: Copyrighted Materials:

*Employees and students shall comply with the provisions of the United States Copyright Law. Subject to certain specific exceptions (i.e. "fair use doctrine"), the owner of a copyright has the exclusive rights to reproduce, prepare derivative works, distribute copies, perform, or publicly display the copyrighted work, or to authorize such acts by others. Employees and students shall be held accountable for violations of copyright laws.*

*Employees and students shall comply with "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions," as cited in 17 U.S.C. 107. These guidelines shall be made available through appropriate publications distributed by the Alamo Colleges District.*

*Unauthorized duplication, distribution or use of intellectual property, including computer software or sound recordings constitutes copyright infringement, is prohibited by this policy, and is illegal and subject to both civil and criminal penalties.*

## Non-Academic Grievance Policy

The Non-Academic Grievance Policy provides a remedy for students who believe they have been the object of unjust treatment by an Alamo Colleges District employee. This policy does not apply to decisions regarding financial aid eligibility, student disciplinary actions, or academic matters. Non-Academic Grievance Forms can be found online at <https://www.alamo.edu/nlc/experience-nlc/current-students/standards-petitions--appeals/student-grievances/>

Non-Academic Grievance Policies and Procedures are outlined in the Alamo Colleges District Board Policy F.4.7 (Policy) Non- Academic Grievances <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.4.7.1-procedure.pdf>

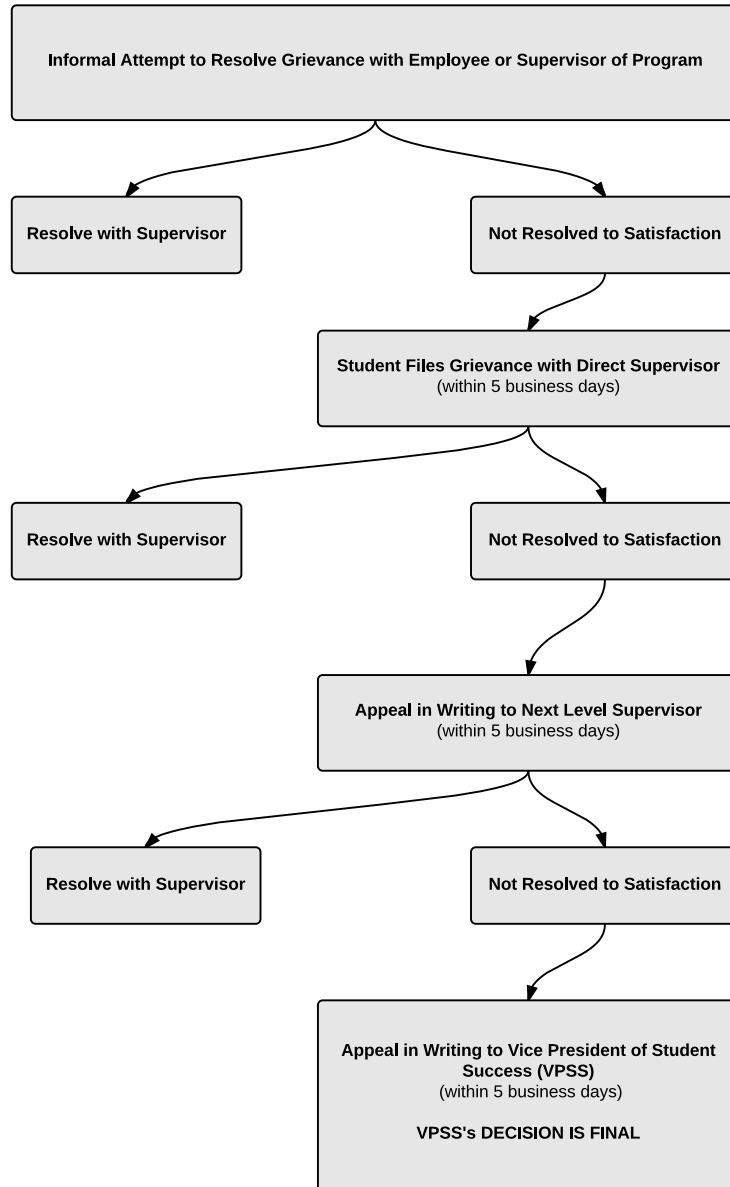
(Procedure) Non-Academic Grievances <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.4.7.1-procedure.pdf>

F.4.7.1-Procedure.pdf. Students are encouraged to refer to the respective college catalog for additional information.



# Non-Academic Grievance Policy

The non-academic grievance procedure is displayed in the following flow chart:



For more information visit:

<https://www.alamo.edu/nlc/experience-nlc/current-students/form-standards-petitions-appeals/student-grievances/>

## Parking

State laws and Alamo Colleges District rules and regulations pertaining to the operation and parking of vehicles on Alamo Colleges District property shall be followed at all times by all parties who operate or park vehicles on Alamo Colleges District property. All students are charged an access fee to offset the cost of the parking facilities. All students have equal access therefore no parking decals will be issued. For assistance with special needs, please contact Disability Support Services, <https://www.alamo.edu/nlc/admissions--aid/specific-populations/disability/> or [nlc-dsscounsel@alamo.edu](mailto:nlc-dsscounsel@alamo.edu) or the Vice President for Student Success <https://www.alamo.edu/nlc/about-NLC/administration/vice-president-for-student-success/>.

### Open Parking Hours for Students

To better serve students during non-peak hours, NLC has established open parking hours. During the evenings and on weekends NLC has open parking (meaning students can park in employee parking without a decal and not receive a citation).

**Open parking hours are:** From 5:15 pm to 10:00 pm on weekdays and all day on weekends.

### Religious Holy Days

A “religious holy day” is a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. A student shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students must notify the faculty member in writing within the first twelve days of the semester which day(s) will be observed. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time as established by the faculty member. The faculty member may respond appropriately if the student fails to satisfactorily complete the assignment or examination by the deadline.

### Smoking/Tobacco Policy

All institutions within the Alamo Colleges District are designated smoke-free. Smoking, including vapor and e-cigarettes, 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 the Alamo Colleges District and on all property that is owned, leased, rented, or otherwise under the control of the Alamo Colleges District, including parking lots and any other property owned by the Alamo Colleges District. Department of Public Safety officers will issue a penalty citation to those in violation of the policy. Repeated violations will result in further disciplinary action.

### Solicitation

The term “solicit” is defined as advertising, taking of orders, sales, donations, campaigning (political or other), collecting and distributing of literature. Any solicitation on campus must have the approval of appropriate college official, whether such solicitation is by an officially recognized student organization, college organization, governmental agency or other.

CONTACT: Office of Student Life  
Brazos Student Union  
Email: [nlc-student@alamo.edu](mailto:nlc-student@alamo.edu)

## Strategies of Behavioral Interventions(SOBI)

The Strategies of Behavioral Interventions (SOBI) policy at the Alamo Colleges District was created to guide our college community to recognize, prevent, and respond, to incidents that are disruptive, threatening or violent.

### Examples include (but are not limited to):

- sign of harassment
- intimidation
- extreme anxiety
- depression
- threatening harm
- erratic behavior, or
- disconnect from reality

The college community is encouraged to report these instances through the online reporting form located at:

[Alamo Colleges : NLC : NLC cares](#)

The Northeast Lakeview College SOBI Team is available to react to reports where there is a concern for a community member's well-being. In cases where there is an immediate threat to the safety of the individual or the College Community, the Alamo Colleges Police Department should be contacted first at (210) 485-0911.

### Student Code of Conduct

Northeast Lakeview College and the Alamo Colleges District are committed to fostering an environment of thoughtful study and discourse. Shared values that guide the Alamo Colleges District in fulfillment of its vision and mission also guide the systematic accumulation of standards of behavior that students must uphold as well as the responsibilities that they must accept according to policy. Thus, the principles set forth in our Values: Students First, Respect for All, Community-Engaged, Collaboration, Can-Do Spirit and Data-Informed are the hallmarks of our Student Code of Conduct. All students are charged with notice and knowledge of the contents and provisions of the Student Code of Conduct.

<https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.4.2.1-procedure.pdf>

The act of applying to be a Northeast Lakeview College student is an explicit acceptance of the Alamo Colleges District policies, procedures, regulations, and administrative rules. All students shall obey the law, show respect for properly constituted authority, and observe and comply with the Student Code of Conduct and College District policies, procedures, regulations, and administrative rules. The Student Code of Conduct is a Board policy and procedure, and its violation is a violation of Board policy and procedures.

The Student Code of Conduct disciplinary process is not intended to punish students, but rather to protect and foster the learning environment, to protect interests of the Northeast Lakeview College community, and to challenge those whose behavior is not in accordance with the code. When warranted, based on a preponderance of evidence obtained in an investigation of a violation, disciplinary sanctions are imposed and may include prescribed expectations of improvement in terms of various aspects of personal development, academic success, civility, and other measures of relevant success. Sanctions are intended to challenge a student's moral and ethical decision-making and help them bring their behavior into accord with our community expectations.

### VIOLATIONS

Violations of the student code of conduct include, but are not limited to, the following:

- Engaging in Inappropriate Behavior or Communications
- Engaging in Disruptive or Threatening Behavior in the Classroom
- Engaging in Disruptive or Threatening Behavior Other than in the Classroom

- Bullying
- Campus Disruption
- Assault
- Theft
- Alcohol and Drug Use
- Non-Compliance
- Inappropriate Use of Information Technology
- Obstruction of Disciplinary Process
- Failure to comply with lawful directions of college officials acting in performance of their duties.

# MY WELLNESS AND SAFETY

## Communicable Diseases Policy

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), Human Immunodeficiency Virus (HIV infection), Acquired Immune Deficiency Syndrome (AIDS), leprosy, methicillin-resistant Staphylococcus aureus (MRSA), and tuberculosis.

Students with communicable diseases, whether acute or chronic shall be subject to additional provisions based on policy F.3.1.1 <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.3.1.1-procedure.pdf>

## Proof of Bacterial Meningitis Vaccination Requirement

Per Texas State Law (SB 1107), students who meet the criteria below, must provide proper documentation that they have received the bacterial meningitis vaccination within the last five years and at least 10 calendar days before the beginning of the semester.

- All new, transfer or transient students under age 22.
- All returning students under the age of 22, who have experienced a break in enrollment of at least one fall or spring term.
- Students enrolled in online or dual credit courses who physically attend classes at any of the Colleges in the Alamo Colleges District.
- New or returning continuing education students enrolled in a course or program that is at least 360 contact hours.

As of October 1, 2013, the proof of bacterial meningitis vaccination is required only of new, transfer, or transient students under the age of 22.

## Disability Support Services

The Alamo Colleges District (ACD) is committed to providing a learning environment that is equal to all students. In an effort to accomplish this goal, ACD complies with all requirements of the Americans with Disabilities Act Amendment Act and Section 504 of the Rehabilitation Act. All students will receive a discrimination-free education with all services provided to ensure an equal opportunity for higher education. This section defines a disability as a physical or mental impairment that substantially limits one or more of the major life activities or an individual, a record of such an impairment, and is regarded as having such an impairment. If you would like to establish and/or renew services, please follow the information below.

Students may obtain services through the Office of Disability Support Services once you have registered for classes. Students who need classroom accommodations or need services for registration, enrollment or Texas Success Initiative (TSI) test will need to do the following:

1. Complete the Request for Disability Services form
2. Provide supporting documentation regarding the disability (i.e. medical records, assessments created by Health Care Providers, School psychologists, or Psychiatrists) for which accommodations are being requested.
3. Meet with Disability Support Services staff to review accommodations

To initiate services students may complete the online application by clicking on the guardian link below or stop by the office: [https://alamo.guardianconduct.com/incident-reporting/new?incident\\_type=DSS%20Accommodations](https://alamo.guardianconduct.com/incident-reporting/new?incident_type=DSS%20Accommodations)

Disability Support office:

(210)486-5179

Location: Brazos Student Union, Room 210

## Nighthawk's Nest Student Advocacy Center

The mission of the Advocacy Center is to support student success and wellbeing by providing integrated services and resources that address a variety of socioeconomic needs and mental health. Our services include, basic needs insecurity assistance for rent, transportation, child care and utilities. We also have a food pantry for students on campus. Services are provided utilizing a clinical case management approach in an effort to best address students' needs and goals while building upon their strengths and facilitating access to supportive services and resources.

The Student Advocacy Center partners with the local food bank, San Antonio Food Bank (SAFB) to provide additional resources to students by assisting with seeking public assistance benefits such as Supplemental Nutrition Assistance Program (SNAP), Women, Infant and Children (WIC) and/ or Medicaid. Additionally, each semester, NLC and the SAFB host a large food distribution open to students and the community at large in which community members benefit from receiving non-perishable items and fresh produce to complement their needs.

Partnering, Assisting & Transforming for Higher Education (P.A.T.H.) Foster Youth Program is located within each of the Student Advocacy Centers at all 5 of the Alamo Colleges. Support and Guidance are provided by Student Care 50 Advocates who offer support services to current, former foster and adopted youth throughout the Alamo Colleges.

To initiate services students may complete the online application by clicking on the guardian link below or stop by the office: [https://alamo.guardianconduct.com/incident-reporting/new?incident\\_type=Advocacy%20Services](https://alamo.guardianconduct.com/incident-reporting/new?incident_type=Advocacy%20Services)

Advocacy Services Office:

(210)486-1111

Location: Brazos Student Union, Room 210

### Counseling Services

As the primary campus provider of mental health counseling and consultation services, the Counseling Center offers free and confidential counseling sessions to registered students. The Counseling Center is staffed by two Licensed Clinical Social Workers, and Master-level Social Work interns. During the initial intake appointment, students are assessed to determine the nature and impact of the presenting concerns and to identify options for addressing these issues. The Licensed Clinical Social Worker will recommend the most effective method of treatment, which may include, individual counseling, career exploration, case management or referral to an off-campus mental health provider. In some cases, the intake appointment is sufficient for identifying ways to address the problems and some students may benefit from a single session.

The Counseling team may utilize a short-term model to individual counseling. In short-term counseling, issues are addressed over a few sessions in a solution-focused manner. The goal is to facilitate adjustment to college, reduce emotional distress, and foster resilience to help students continue attending college and pursue their academic, career, and personal goals. Clinicians work to facilitate adjustment, healthy functioning, problem resolution, or symptom relief as quickly as possible. Students who present with persistent and chronic psychological concerns and require continuous long term treatment are best served by community services who can provide outpatient or inpatient treatment as needed.

Crisis counseling consultations are available through the department in the event of a crisis situation during regular college hours. The crisis intervention method involves assessing suicidal or homicidal thoughts or impulses, sexual or physical assault, psychosis, overwhelming loss, such as a death in the family and psychiatric symptom decompensation.

To initiate services students may complete the online application by clicking on the guardian link below or stop by the office: [https://alamo.guardianconduct.com/incident-reporting?incident\\_type=Mental%20Health%20Counseling%20Request](https://alamo.guardianconduct.com/incident-reporting?incident_type=Mental%20Health%20Counseling%20Request)

Counseling office:

(210)486-5179

Location: Brazos Student Union, Room 210

## **Personal Attendant Care**

Northeast Lakeview College is committed to providing all students equal access to its programs, facilities, and services. In keeping with this commitment, Northeast Lakeview College recognizes that a Personal Care Attendant (PCA) may be necessary to address the personal needs of a student with a disability in order for that student to fully participate in the college's offerings.

Students who require personal care attendant services are encouraged to provide a PCA to assist the student with personal needs as well as to facilitate full integration into the college experience as reasonably possible. It is not the responsibility Northeast Lakeview College to provide personal care attendant services to meet the personal needs of the students. It is the sole responsibility of the student to provide a PCA to assist the student should an attendant need to be hired.

## **Campus Sex Crimes Prevention Act**

Sex offenses are crimes of a sexual nature. They vary in type and can be misdemeanors or felonies. Felony offenses are more serious crimes than misdemeanors.

The Texas Department of Safety (DPS) has established a website as the official internet source for Sex Offender Registration Information <https://publicsite.dps.texas.gov/SexOffenderRegistry/Search>. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. DPS maintains a file based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register.

## **Clery Act**

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

## **Alamo Colleges Police Department**

The Alamo Colleges District Police Department provides law enforcement and security services to all components of the Alamo Colleges District, including academic campuses and a variety of satellite facilities in its service region (Bexar, Bandera, Comal, Kendal, Kerr, and Wilson Counties; Atascosa County, except the territory within the Pleasanton Independent School District; and Guadalupe Counties, except the territory within the San Marcos Consolidated Independent School District).

The Alamo Colleges District Police Department is the primary police authority for the Colleges of the Alamo Colleges District. Our Police Officers are certified Texas Peace Officers as defined in Article 2.12 of the Texas Code of Criminal Procedure.

Police protection is provided 24 hours a day, 365 days a year. The primary objective of the patrol officer is to provide a safe environment for employees, students, and the community. The department is responsible for:

- Emergency services
- Criminal investigations
- Traffic enforcements/investigations
- Providing escorts
- Crime prevention
- Responding to call(s) for service

- Non-emergency request(s)
- Parking management
- Lost and Found
- Compliance with the Campus Security Act of 1990

The Department of Public Safety (DPS) at NLC office keeps a “Lost and Found” for the college. Unclaimed items are disposed of at the end of each semester. Found items should be sent to DPS as soon as possible. The items are disposed by the Alamo Colleges District Police Department.

### **Complaint Against Police Officer**

The Government Code of the State of Texas requires that in order for a complaint, against a law enforcement officer in the State of Texas, to be considered by a Chief of the head of a Police Department, the complaint must be placed in writing and signed by the person making the complaint. A copy of the signed complaint must be presented to the affected officer or employee within a reasonable amount of time after the complaint is filed and before any disciplinary action may be taken against the affected employee (Sec. 614.022-023 <https://www.alamo.edu/experience-the-alamo-colleges/current-students/police/complaint-procedures/>).

For additional information regarding the complaint process consult the Alamo Colleges Police Department website <https://www.alamo.edu/experience-the-alamo-colleges/current-students/police/>

### **LICENSED CONCEALED CAMPUS CARRY**

Licensed concealed campus carry of handguns took effect at the Alamo Colleges District on August 1, 2017. No open carry is allowed. The Alamo Colleges District have exercised limited statutory authority to adopt rules prohibiting carry at certain locations, which will be designated by signs. The law does not permit a prohibition in classrooms or faculty offices. If you see a person openly carrying or deliberately displaying a firearm on campus, call the police at (210) 485-0911. Do not confront a potentially armed person. By law, only police are permitted to ask whether a person is a license holder or carrying. The law does not allow faculty to tell license holders to refrain from exercising their legal right to carry concealed in class, to ask whether carrying, to demand to pat down, etc.

The Alamo Colleges District will not consider the law’s requirement that a license holder conceal the weapon on or about their person violated if a license holder places their purse, rucksack or briefcase away from their person but within their view during tests at the direction of their instructor. Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas. College lockers are not authorized for storage of handguns by license holders. License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. Unintentional display of a weapon by a license holder must be avoided, but should not be confronted other than by police, who will exercise their enforcement discretion. Open carry, intentional display, unlicensed carry, carry in spite of signed prohibition and negligent obvious unintentional display are subject to employee and student discipline, as well as possible prosecution.

For more information, please visit: <https://www.alamo.edu/about-us/compliance/campus-carry/>

### **Contacting Students in Case of an Emergency**

The Alamo Colleges District has implemented a mass emergency communication system. In the event of a college emergency or closure, students will be notified through email, voicemail, and text message. Participation for text messaging is on an “opt in basis,” and you are encouraged to participate by logging in to your ACES account by clicking on “My Page” link. In order to ensure successful delivery of emergency notifications, all students are encouraged to periodically review the accuracy of his/her contact information on file.



## Drug-Free Schools and Communities Act Amendments of 1989

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Northeast Lakeview College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by a student on its property or as part of any of its activities. The College recognizes the importance of awareness about alcohol and other drug abuse. Visit the online college catalog for the standards of conduct and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse.

### Emergency Plan

Take these simple precautions to protect yourself and your property:

- If you are leaving campus late at night, use the buddy system so you are in contact with at least one other person. Do not take short-cuts at night and stay on well-traveled paths.
- If you want a safety escort at any time, contact the police at 210-485-0099—an officer or courtesy patrol will be glad to assist.
- Keep purses, laptops, books, backpacks, coats and other personal property with you. Don't leave them unattended, even for a short time.
- Lock your car and store valuables in the trunk. Never leave keys in the ignition or valuables on the seats.
- Before entering your parked car, review it for signs of break-in or someone hiding on the floor.

For more information about NLC's emergency plan please visit our website: <https://www.alamo.edu/nlc/about-NLC/our-college/emergency-information/>

### Hazing

Any kind of hazing is forbidden. "Hazing" is defined as any intentional, knowing, or reckless act, occurring on or off the college campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the College.

The term includes, but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm of which adversely affects the mental or physical health or safety of the student;
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the College, or that may reasonably be expected to cause a student to leave the organization or the College rather than submit to acts described in this subsection;
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

### Interrogations and Searches

Northeast Lakeview College respects the right of students to privacy and security and against arbitrary invasion of their person or property. However, school officials have a limited right to search students or their property when in the interest of overall welfare of other students or when necessary to preserve good order and discipline of the school. If no search warrant is obtained, any prohibited item within "plain view" is subject to seizure.

Areas such as lockers and desks, which are owned and controlled by the College, may be searched by school officials when they have reason to believe that stolen items or items prohibited by law or by Board policy are contained in the area. Indiscriminate searches in the nature of “fishing expeditions” shall be prohibited.

## **Protecting Your Property**

### **PERSONAL PROPERTY**

Anticipate potential risk and take steps to remove or reduce it. Ninety percent of prevention is the public’s awareness. Help reduce your risk by:

- Marking all books, backpacks, cell phones, etc with name and driver’s license number
- Programming emergency numbers in cell phone
- Reporting all stolen books to local bookstore, and campus police
- Guarding your personal belongings at all times (computers, electronic devices, jewelry, purses, wallets, etc.)

### **VEHICLE SAFETY**

A vehicle in a parking lot is an inviting target for theft, vandalism or burglary. To minimize the risk of these crimes:

- Remove ignition key
- Lock all doors
- Secure all windows
- Avoid leaving valuables in the vehicle, but if you must, lock them in the trunk before departing your home
- Use anti-theft locks
- Consider installing an alarm system
- Record serial numbers of radio, stereo or other equipment
- Report suspicious activity in parking lots

## **Rehabilitation Act**

No person shall, on the basis of race, color, religion, gender, national origin, age, veteran status, genetic information, sexual orientation or disability, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity sponsored or conducted by the Alamo Colleges District.

### **STUDENT COMPLAINTS**

Students who feel that they have been discriminated against or who feel that the Alamo Colleges District has not adequately fulfilled its obligations under the provisions of Title IX, Section 504, or the ADA may address their concerns to the coordinator or file a complaint pursuant to the Alamo Colleges District’s student grievance procedures (see <https://www.alamo.edu/experience-the-alamo-colleges/current-students/police/>).

## **Sexual Harassment**

Students shall not engage in sexual harassment toward another student or an Alamo Colleges District employee. When a charge of sexual harassment against a student is substantiated, the college shall take disciplinary action pursuant to the The Civil Rights Discrimination, Harassment and Retaliation Policy set forth in <https://www.alamo.edu/experience-the-alamo-colleges/current-students/police/>

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors that is persistent, pervasive or severe.

Sexual harassment includes, but is not limited to:

1. Unwelcome physical contact of a sexual nature such as inappropriate touching.
2. Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an

unwelcome sexual relationship.

3. Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual or his/her appearance.
4. Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.
5. Displaying or posting offensive sexually suggestive pictures or materials on Alamo Colleges District property.

Neither the Alamo Colleges District nor any College employee, agent, or student shall retaliate against a student who, in good faith, reports perceived sexual harassment.

### **Title IX at Northeast Lakeview College**

Title IX is a federal law that prohibits discrimination based on sex (gender) of employees and students of educational institutions receiving federal financial assistance. Title IX's prohibition of discrimination includes acts of sexual harassment and relationship violence. Northeast Lakeview College does not tolerate sex discrimination, sexual harassment or sexual violence of any kind. To ensure compliance with Title IX, Northeast Lakeview has a designated Deputy Title IX Coordinator to address such violations. Sex and gender-based misconduct is defined within Policy, H.1.2 Civil Rights Discrimination, Harassment and Retaliation

<https://www.alamo.edu/about-us/compliance/board-policies--procedures/>

An individual may file a grievance with the Deputy Title IX Coordinator if the complainant believes there was discrimination. The complaint should be filed as soon as possible and preferably within 180 days after the alleged incident. To file the complaint, the individual may make a verbal statement to the Deputy Title IX Coordinator or make a written statement or use the online reporting form located at [Alamo Colleges : NLC : NLC cares](#), detailing the violation of the policy. It is important that the complainant explain what he or she would like to result from the resolution of the complaint.

*College Title IX Coordinator for Northeast Lakeview College*

*Dr. Tangila Dove, Vice President for Student Success*

<https://www.alamo.edu/nlc/about-NLC/administration/vice-president-for-student-success/>

Anyone who believes they have been subjected to gender-based or sexual discrimination or harassment ("sex and gender-based misconduct") is encouraged to report these incidents to the Deputy Title IX Coordinator. Upon receiving a report, Northeast Lakeview College will respond promptly, equitably, and thoroughly. In addition, the College will take steps to prevent the recurrence of the alleged sex and gender-based misconduct and correct its effects, if appropriate. The College is committed to providing a learning environment free from gender-based discrimination or harassment.

Students who wish to file criminal charges should make contact with the Alamo Colleges Police Department (ACPD).

The case may be investigated by the ACPD or in collaboration with the San Antonio Police Department and the surrounding municipalities. The decision of whether or not to file criminal charges does not affect the responsibility of the College to act on a complaint brought to the Administration.

#### **IMPORTANT NOTE ABOUT CONFIDENTIALITY**

Any College official (e.g., faculty member, faculty or staff advisors to Student Organizations, dean, etc.) informed of an allegation of sex and gender-based misconduct involving students or other members of the College community is required to file a report with the Deputy Title IX Coordinator. Certain college officers who are serving in a privileged professional capacity (e.g., counselors, clergy, rape crisis counselors, medical service providers) are not bound by this expectation, except as required by law. The Counseling Department at Northeast Lakeview College is located in Brazos Student Union, Room 210D.

When a report of sex and gender-based misconduct is investigated, the Complainant (person bringing the complaint), the Respondent (accused) and all identified witnesses who are interviewed in the investigation, will be notified of the College's expectation of confidentiality/privacy. The College will make all reasonable efforts to maintain the confidentiality/privacy of the parties involved in sex and gender-based misconduct investigations. Breaches of confidentiality/privacy will be reviewed and may be considered a violation of the policy and may result in additional disciplinary action. Any action that could be deemed retaliatory will be dealt with according to this procedure.

A Complainant may make a request for anonymity. This type of request means that the Complainant does not want his/her identity known to the respondent or witnesses, or that the Complainant wishes to withdraw a report. In these situations, the College will make all reasonable attempts to comply with this request; however, the College's ability to investigate and respond may be limited.

### **Jurisdiction**

The College is able to respond formally to alleged incidents of sex and gender-based misconduct:

- that occurred on campus,
- that were part of official College programs (regardless of location), or
- where the Complainant and Respondent are a student, member of the faculty, staff or administration of the Alamo Colleges District.

If the offender is unknown or is not a member of the College community, the Deputy Title IX Coordinator (or designee) will assist students in identifying appropriate college resources or local authorities if the student would like to file a report. In addition, the College may take other actions to protect the student and the community.

### **Interim Measures**

During the investigation and until resolution of the matter, interim measures may be issued, including but not limited to: restrictions on contact between the Complainant and the Respondent, bans from areas of college, and/or appropriate changes in academic, or employment schedule. Failure to adhere to the parameters of any interim measures is a violation of policy and may lead to additional disciplinary action. Informal Resolution is not an option in cases involving allegations of sexual assault.

### **Investigation**

Reports of alleged sex and gender-based misconduct will be investigated in a thorough and prompt fashion. Following the receipt of a report, if it is determined that there may be a reason to believe that a policy may have been violated, a formal investigation may commence. If investigation is to commence, the Respondent will be notified that a report has been filed and he/she will have the opportunity to submit a written statement within five (5) business days, whenever possible. The Respondent and Complainant will be given the opportunity to meet separately with the Title IX Coordinator (or designee) to review the Policy and procedure.

Please see the procedures in Policy H.1.2.1 (<https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-h/h.1.2.1-procedure.pdf>)

### **Retaliation**

Any attempt by a member of the College community to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in an investigation of discrimination or harassment is completely prohibited. Any person who believes that he or she has been the victim of retaliation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the Title IX Coordinator. Any person who retaliates against a person in response to a report or cooperation in an investigation will be in violation of policy and will be subject to the appropriate discipline process.

**Additional reporting options include:**

District Title IX Coordinator:

Linda Boyer-Owens

2222 N. Alamo St.

San Antonio, TX 78215

210-485-0200

Regional Office of Civil Rights

Region VI - Dallas (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Jorge Lozano, Regional Manager

Office for Civil Rights U.S. Department of Health and Human Services

1301 Young Street, Suite 1169

Dallas, TX 75202

Voice Phone (800) 368-1019, FAX (214) 767-0432, TDD (800) 537-7697

# COLLEGE LINGO

## **3-PEAT**

Third attempt tuition charge. Due to state legislation passed Spring 2005, Alamo Colleges District will no longer be reimbursed by the state for courses taken by students who have attempted the same course three or more times previously (which include courses taken that results in a grade of "W"). Therefore, the tuition for such a "three-peat" course will be the current cost for out of state tuition.

## **6 Drop Rule:**

Effective Fall 2007, an institution of higher education may not permit an undergraduate student a total of more than six dropped courses, to include any courses a transfer student has dropped at another institution of higher education. Students can request an exemption with Admissions and Records and provide proof of just cause.

## **18-Hour Rule:**

Effective Fall 2017, students taking in excess of 27 hours of Developmental Education courses will be charged an additional rate of \$112.00 per hour for In-District and \$168.00 per hour for Out-of-District. No additional charges are assessed to non-resident/international students.

## **120 Hour Rule:**

Effective Fall 2008, the minimum required credit hours for a degree (currently 120 hrs.) will be the maximum allowed required credit hours for the completion of a baccalaureate level degree program. Students will be charged an additional rate on tuition at the university level after 120 hours.

## **ACADEMIC DISHONESTY**

Allegations which include, but not limited to cheating on a test, plagiarism, and collusion. Punitive actions and sanctions may be imposed.

## **ACADEMIC DISMISSAL**

Status of a student not allowed to enter classes for at least one regular semester; results when a student on Academic Probation during a semester fails to meet minimum academic standards prescribed by Northeast Lakeview College.

## **ACADEMIC PROBATION**

Applied to a student whose grades are below minimum performance standards at the end of a semester. Removal from probation is accomplished by meeting the standards while on probation. Failure to meet the standards while on probation for two successive regular semesters results in "Academic Dismissal."

## **ACADEMIC ADVISOR**

Each student is assigned to an academic advisor to guides the student throughout their academic career and advises the student on educational, career and transfer planning. Provides assistance on scheduling and selection of courses, registration, creating individualized success plan and academic progress.

## **ACADEMIC YEAR**

From August to July, including Fall and Spring semesters and summer sessions.

## **ACES**

*Alamo Colleges Educational Services* is a web-based portal which can be modified by each user to meet his or her online needs and preferences. Features include email, announcements, and access to course materials.

## **ADD**

Enrollment in a course after initial registration.

**ADD/DROP SLIP**

If a student is dropped from a class and needs to be added after the first week of class, the student must submit the add slip signed by the Instructor and the Department Chair to Admissions and Records. If the requested add is after the census date, the add slip must be signed by the Instructor, Department chair, Dean of Academic Affairs, and Vice President of Academic Affairs, then submitted into Admissions and Records.

**APPEALS**

A student request for reconsideration or review of a decision made affecting financial aid suspension, dismissal, grade change, prerequisite challenge, disciplinary action, etc.

**ASSOCIATE DEGREE**

Granted by a two-year college; usually 66 or more semester credit hours.

Associate of Art

Associate of Science

Associate of Applied Science

Associate of Arts in Teaching

**AUDIT A CLASS**

A student may register in a course for non-credit status. A grade of "NC" is assigned to auditing students. An additional audit fee is required.

**AUTOMATED WITHDRAWAL**

Withdraw from a course/courses is an automated process. Students will submit the request for withdraw through their ACES account. The course instructor or the student's Certified Academic Advisor approves the request. In certain cases, such as withdrawing from SDEV/EDUC 1300 course, a drop slip must still be signed by the instructor and submitted into Admissions and Records to complete the withdraw. In order to withdraw from Student Development (SDEV) or Education (EDUC) 1300 students must have a signed by either the course instructor or Student Development (SDEV) Coordinator. The drop slip is turned into Admissions and Records for processing.

**"BASICS" (Core Curriculum)**

Term generally used by students to describe courses which satisfy general education requirements for a degree. *Caution:* Courses may differ based upon major, field of study, transfer institution, or catalog year.

**BASIC SKILL LEVELS**

Student must have tested out or completed a certain course or courses to prove he/she demonstrates the appropriate skill level to enter the next higher-level course. Prerequisites for classes are listed with the course descriptions in the online College Catalog.

**BURSAR**

The Business Office where students may pay bills or handle any of the financial aspects of their student account.

**CATALOG**

Publication which gives college information, degrees/programs, admissions and graduation requirements.

**CENSUS DATE**

The date on which the college certifies enrollment to the State. Courses dropped by students on or prior to the Census Date will not appear on permanent records and will not affect the three attempt rule.

**CERTIFICATE OF COMPLETION**

Awarded to students who complete designated courses within an Associate of Applied Science program.

## **CHARTERED ORGANIZATIONS**

Created by the college to directly support and enhance the mission of Northeast Lakeview College. These organizations are considered a direct extension of the college and may also be affiliated with a national organization. Chartered organizations principally exist to serve or represent the campus and provide significant contributions and programming to the college community. Students involved in chartered organizations must be registered for the minimum number of credit hours and must maintain the minimum GPA designated by the organization. They should have an advisor as an organizational sponsor in order to arrange space for meetings, gatherings and possible travel opportunities.

## **COLLEGE INSTRUCTOR**

College and university faculty are ranked (lowest to highest) as adjunct, instructor, assistant professor, associate professor or full professor.

## **COLLEGE LEVEL**

Courses that require college level skills particularly in the areas of reading, mathematics, and writing, usually based upon the results of college entry tests and/or previous academic records.

## **COLLUSION**

The unauthorized collaboration with another person in preparing any coursework/assignment.

## **CO-LISTED CLASSES**

Courses that may be taken either for credit or non-credit (continuing education).

## **COMPETITIVE GROUPS**

Recreational sports (intramurals & extramural sports) and academic teams are considered competitive groups. The minimum number of students is determined by what is required for competition. Students involved in competitive sports groups must be registered for the minimum number of credit hours and must maintain the minimum GPA designated by the group. The group should have an advisor as a sponsor in order to arrange space for meetings, gatherings, competition and possible travel.

## **CORE CURRICULUM (“Basics”)**

All degrees at NLC require a “general education core” and are required at all Texas public institutions. The “core” consists of approximately 42 semester credit hours.

## **CO-REQUISITE**

A course that has to be taken at the same time as another course.

## **CORPORATE AND COMMUNITY EDUCATION**

Provides a variety of quality, relevant and essential traditional and non-traditional educational programs to individuals, businesses, and the community to help fulfill employer training needs, as well as the career and/or personal training aspirations. Also referred to as Continuing Education.

## **COUNSELOR**

Provides services which may include personal and crisis counseling.

## **COURSE NUMBER**

All credit courses offered by NLC are identified by a four-digit number.

The first number identifies the level of the course:

0 – Developmental

1 – Freshman

2 – Sophomore

The second number indicates the semester credit hour (SCH) value of the course.

The third and fourth numbers distinguish the courses within a program area.



**CURRICULUM**

Set of courses or program of study outlined in a degree plan, or lessons taught in a course.

**DEAN**

An administrator in charge of a group of departments of the college.

**DEGREES**

ASSOCIATE – Granted by two-year college; usually 60 or more semester hours of credit.

BACHELOR – Granted by four-year college or university; usually 120 or more semester hours of credit.

MASTER – Granted by some colleges and most universities; usually 36+ semester hours of graduate-level courses beyond the bachelor's degree, plus a major research paper (thesis).

DOCTORATE (Ph.D., Ed.D, etc.) – Granted by a universities; usually 45+ semester hours of graduate-level courses beyond the Master's degree, plus extensive research and intensive written report (dissertation).

**DEPARTMENT CHAIR**

The head of an academic department.

**DEVELOPMENTAL COURSES**

Courses designed for students whose records indicate that they need preparation for entering college level courses.

**DISCIPLINE**

May refer to a course or related courses in a given subject area, such as history.

**DISTANCE EDUCATION/Distance Learning / Online Learning**

The majority of online courses offered by NLC are delivered through the Learning Management System – CANVAS. Students and faculty meet in either a synchronous or asynchronous mode in the online classroom which is delivered over the Internet.

**DROP**

Voluntary or involuntary official withdrawal from a course.

**ELECTIVE**

A course you choose to take that is not a required part of your regular curriculum.

**EXTRACURRICULAR ACTIVITIES**

Activities that occur outside the classroom during student's personal time.

**EXTRAMURAL SPORTS**

Extramural Sports offers the opportunity to participate in competitive activities through tournaments and leagues. In order to be eligible to participate in Extramural Sports, participants are required to be enrolled in at least 9 college credit hours and maintain a minimum 2.0 GPA. These requirements will be verified and monitored during the semester.

**FACULTY MENTOR**

Assists students with particular requirements for each department's major or field of study, and provide industry related information for field of study, or pre-major.

**FLEX CLASS**

Courses that are only 8 weeks in length Flex I — 1st 8 weeks and Flex II — 2nd 8 weeks of the semester.

**FINALS**

Final examinations. End-of-semester course examinations in each subject, of about 2-1/2 hours duration. Refer to the College Catalog for the exam schedule.

**FINANCIAL AID**

Various forms of financial assistance for students including grants, scholarships, student loans, and work-study. Pell grants are the most common form of financial aid. Forms available October 1st each year.

**FRESHMAN**

A student with less than 30 semester hours of college level credit.

**FULL-TIME STUDENT**

Student taking 12 or more credit hours in a semester/term; some grants, loans, or scholarships may require this status.

**GPA (GRADE POINT AVERAGE):**

Numerical grade average calculated on completed courses. The minimum GPA for Good Standing is 2.0.

**GRADE/QUALITY POINTS**

Quality points are number values assigned to the letter grades, e.g. A=4 points, B=3, C=2, D=1, F=0.

**GRADUATE**

A student who has satisfied the minimum requirements for their degree program with a minimum cumulative grade point average of a 2.0.

**GRANTS**

Federal and state financial aid funds that do not have to be repay. Students are required to apply once per year.

**GRIEVANCE POLICY**

A process in which students may elect to resolve conflicts where there is clear and convincing evidence that the student has been treated unfairly or abusively by faculty or college personnel. A copy of this policy is available on-line.

**HYBRID COURSE**

Combines traditional lecture, discussion or lab sections with online or other computer-based learning. Hybrid courses move a significant part of the course work to the computer or Internet, which reduces the amount of time you will spend in a traditional face-to-face classroom setting.

**HOLD**

Prevents registration and indicates the action that the student needs to take before he/she can register for classes. Examples include parking tickets, library fines, missing transcripts and academic progress issues.

**HONORS LIST**

Earning a 3.5 or higher grade point average. Student may be enrolled part-time (6-11) semester hours or full time (12 or more) semester hours.

**INTRAMURAL SPORTS**

The purpose of Intramural Sports activities is to provide students, staff, and faculty the opportunity to participate in activities that are fun, promote wellness, and encourage socialization. In order to be eligible to participate, you must be an enrolled student or currently employed staff or faculty.

## **JOINT ADMISSIONS**

Agreements between the community college and universities which allows a smooth transfer process for students by identifying courses for transfer. This program gives you access to the university resources such as library before you even begin taking classes there.

## **LIBRARY**

The College Library provides access to library resources both physical and electronic, student information technologies, course reserves, interlibrary loan, reference and information literacy instruction necessary to support and supplement the teaching-learning programs of the College as well as lifelong learning. Information about Library programs, resources and services can be found on the library webpage.

<https://www.alamo.edu/nlc/library> and on AlamoEXPERIENCE at:

<https://alamo.campuslabs.com/engage/organization/nlclibrary>

## **MAYMESTER (3 weeks)**

Session offered between the Spring and first Summer session. A full-time Student is enrolled in 3-4 semester hours.

## **OLRN-0001**

This no-fee, no-credit “mini-course” is required of students who are new to online learning at NLC or any of the colleges of the Alamo College District. OLRN-0001 will provide students with basic skills that impact success in online courses as well as orient students to the basics of the CANVAS learning management system. For more information about OLRN-0001, please see the Distance Learning support page.

<http://www.alamo.edu/nlc/DL>

## **PAYMENT PLAN**

Students may elect to utilize the payment plan to pay for their tuition. 34% (down payment) of their tuition is due by the payment deadline based on their registration date and the remaining 66% is divided into 2 equal preset monthly payments. An additional \$25 fee is required for this service and paid at the time of setup with the down payment.

## **PERMANENT RECORD**

A student's permanent record, part of the official archives of the College, containing personal data, test scores, summary of transfer and admissions information, courses attempted, grades, grade points, and scholastic status.

## **PLAGIARISM**

Copying a sentence, paragraph, or article, without identifying or crediting the source and submitting for course credit. The use of Internet paraphrasing tools or patchworking sites is considered to be a form of plagiarism. Plagiarism usually results in a failing grade as determined by the course instructor.

## **PRE-MAJOR/FIELD OF STUDY**

Refers to primary area of study or concentration required for a degree.

## **PRE-REQUISITE**

A course which must be completed prior to taking another course.

## **PRIORITY REGISTRATION (Time Ticket)**

A time of registration where current students (based on college credit hours earned) get to register earlier than newly admitted students.

## **RECRUITER**

A person who provides outreach and support for area high schools, businesses, and community organizations. Support may include: testing, admissions and financial aid information.

## **REGISTERED STUDENT ORGANIZATIONS**

Initiated by a community of students who share a common interest. Registered organizations are student-created and student-led. The minimum number of students to be considered a registered student organization is ten. They must maintain a minimum GPA of 2.0 and be registered for a minimum of 3 credit hours at NLC. The organization must have an advisor as a sponsor in order to arrange space for meetings, gatherings and possible travel opportunities.

## **REPEATED COURSES/GRADE RECALCULATION**

If a student repeats a course, the higher grade earned is considered in assigning grade points. Note- Course must be repeated at the College initial course was completed to be eligible for grade replacement and recalculations.

## **SCHEDULE OF CLASSES**

A publication giving instructions for enrollment, course numbers, information about the times, locations, and instructors of the classes offered and registration facts; issued before each semester. Available online only.

## **SCHOLARSHIPS**

Eligibility criteria varies; financial aid awards made on competitive basis. Funds not required to be repaid.

## **SECTION NUMBER**

Identifies the class day, time, location, and instructor of each class, e.g., on the schedule there may be several classes of the English 1301 course. Each class, called a "section", is denoted by digits appearing after the decimal: Eng.1301.001, Eng.1301.002, etc.

## **SEMESTERS & COURSE LOAD**

Northeast Lakeview College offers courses in a variety of formats ranging from 3 to 16 weeks in duration. Students may take a maximum number of courses as designated for the respective semester. No student may enroll for more than 18 semester hours during Fall and Spring semesters or full time during Maymester, Flex and Summer Sessions except by written authorization from the Dean for Academic Success or a designee.

## **SOPHOMORE**

A student who has 31 to 60 semester hours of college level credit.

## **SPECIAL INTEREST GROUPS**

Designed for students who want to meet and use campus space but do not want to receive any college funding. Special interest groups do not have a minimum number of students and they do not have a GPA requirement, however, they must be registered for a minimum of three credit hours at NLC. The group should have an advisor as a sponsor in order to arrange space for meetings and gatherings.

## **STUDENT CODE OF CONDUCT**

Includes acceptable and unacceptable conduct on campus and consequences for student's actions.

## **STUDENT HANDBOOK**

Outlines the rights and responsibilities of Northeast Lakeview College students. The Handbook is available online.

## **STUDENT LOANS**

- Short term loans – offered during registration to cover the cost of tuition, only awarded to students guaranteed to receive grant funds, must be repaid within 30 days.
- Long-term loans – amount borrowed determined by student financial need, repayment begins 6 months after graduation or withdrawal from school.

**SUMMER SESSION (5, 8 & 10 weeks):**

Sessions are offered June – August, the length varying by class. A Full-Time Student is enrolled 6 or more credit hours. A Part-Time Student is enrolled in fewer than 6 semester credit hours.

**SYLLABUS**

An overview of the assignments and activities to be included in a course; a contract between the student and instructor.

**TRANSCRIPT**

A permanent record of the courses you have attempted and the grades you received. It also includes the courses you withdrew from after the Census Date. An official transcript includes the college's seal and the school official's signature. An official transcript is requested by your transfer institution.

**TRANSFER CREDIT**

Courses that another college or university will accept to meet degree requirements.

**TRANSFER ADVISING GUIDE**

An education road map for successful transfer from Northeast Lakeview College to a four-year university. A Transfer Plan may not lead to a degree at Northeast Lakeview College.

**UNDERGRADUATE**

Classification applied to any student with less than a Bachelor's degree.

**WEB ADVISING**

Available online or via e-mail for students who have questions or concerns about registration, their academic needs or available student support services. *nlc-advising@alamo.edu*

**WINTERMESTER (3 weeks)**

Session offered between the Fall and Spring semesters. A full-time Student is enrolled in 3-4 semester hours.

**WORK-STUDY**

Student employment on campus; only available to students receiving Pell grant.

# COLLEGE INFORMATION AND LOCATIONS

## NORTHEAST LAKEVIEW COLLEGE

Academic Support Center (Tutoring) (210-486-5615)	<a href="mailto:nlc-lakeviewtutors@alamo.edu">nlc-lakeviewtutors@alamo.edu</a>
Admissions/Records (21Alamo) (210-212-5266) or (210-486-5401)	<a href="mailto:nlc-admissions@alamo.edu">nlc-admissions@alamo.edu</a>
Advocacy Center – Nighthawk’s Nest (210-486-5179)	<a href="mailto:nlc-nest@alamo.edu">nlc-nest@alamo.edu</a>
Assessment (Testing) Office (210-486-5177)	<a href="mailto:nlc-assessment@alamo.edu">nlc-assessment@alamo.edu</a>
Bookstore (210-486-5449)	<a href="mailto:nelakeview@bkstr.com">nelakeview@bkstr.com</a>
Business Office (21Alamo) (210-212-5266)	<a href="https://www.alamo.edu/district/virtual-business-office/">https://www.alamo.edu/district/virtual-business-office/</a>
Career Services & Experiential Learning (210-486-5142)	<a href="mailto:nlc-careers@alamo.edu">nlc-careers@alamo.edu</a>
College Police (210-485-0099) non-emergency/ (210-222-0911 for Emergencies)	
Continuing/Community Education 1-844-20ALAMO (1-844-202-5266)	<a href="mailto:gandrade5@alamo.edu">gandrade5@alamo.edu</a>
Course Exam Center (210-486-5177)	<a href="mailto:nlc-examcenter@alamo.edu">nlc-examcenter@alamo.edu</a>
Crisis Counseling (210-486-5401) (Option #8)	<a href="mailto:nlc-dsscounsel@alamo.edu">nlc-dsscounsel@alamo.edu</a>
Department of Business, Communications, Humanities, and Psychology	<a href="mailto:dmenchaca24@alamo.edu">dmenchaca24@alamo.edu</a>
Department of Computer Science, Technology, Engineering, and Mathematics	<a href="mailto:amiller142@alamo.edu">amiller142@alamo.edu</a>
Department of English and Education	<a href="mailto:jmalcolm@alamo.edu">jmalcolm@alamo.edu</a>
Department of Fine and Performing Arts	<a href="mailto:kmayer6@alamo.edu">kmayer6@alamo.edu</a>
Department of Science and Kinesiology	<a href="mailto:tmccrary@alamo.edu">tmccrary@alamo.edu</a>
Department of Social Sciences	<a href="mailto:jhassmann@alamo.edu">jhassmann@alamo.edu</a>
Disability Services (210-486-5479) (Option #8)	<a href="mailto:nlc-dsscounsel@alamo.edu">nlc-dsscounsel@alamo.edu</a>
Distance Learning eLearning Center	<a href="mailto:nlc-dlc@alamo.edu">nlc-dlc@alamo.edu</a>
Faculty-Student Mentoring	<a href="mailto:nlc-fsm@alamo.edu">nlc-fsm@alamo.edu</a>
Financial Aid 21Alamo (210-212-5266)	<a href="https://www.alamo.edu/district/financial-aid/">https://www.alamo.edu/district/financial-aid/</a>
General Advisors (210-486-5406) (Option #4)	<a href="mailto:nlc-advising@alamo.edu">nlc-advising@alamo.edu</a>
Honors Academy	<a href="mailto:nlc-honors@alamo.edu">nlc-honors@alamo.edu</a>
IT Helpdesk (210-486-5777)	<a href="mailto:nlc-helpdesk@alamo.edu">nlc-helpdesk@alamo.edu</a>
Library (210-486-5387)	<a href="mailto:nlc-reference@alamo.edu">nlc-reference@alamo.edu</a>
Public Relations (210-486-5470)	<a href="mailto:nlc-public-relations@alamo.edu">nlc-public-relations@alamo.edu</a>
President’s Office	<a href="mailto:sdavis210@alamo.edu">sdavis210@alamo.edu</a>
Student Life (210-486-5404)	<a href="mailto:nlc-student@alamo.edu">nlc-student@alamo.edu</a>
Veterans Affairs 486-5401(Option #5) (210-486-5827)	<a href="mailto:nlc-va@alamo.edu">nlc-va@alamo.edu</a>
Vice President for Academic Success (210-486-5425)	<a href="mailto:abeaudoin1@alamo.edu">abeaudoin1@alamo.edu</a>
Vice President for Student Success (210-486-5420)	<a href="mailto:twatts@alamo.edu">twatts@alamo.edu</a>
Workforce Training 1-844-20ALAMO (1-844-202-5266)	<a href="mailto:gandrade5@alamo.edu">gandrade5@alamo.edu</a>



Gender Neutral Restrooms located in Paluxy Hall rooms 113, 215, 319.



## Buildings:

- 100** WLNS - Llano Wellness Center
- 200** SCIN - Bosque Science Center
- 200a** NFAC - Physical Plant - Facilities
- 300** STCM - Brazos Student Union
- 400** ARTS - Blanco Hall | Fine Arts
- 500** NPAC - Lampasas Performing Arts Center
- 600** NLIB - Comal Learning Resource Center
- 700** ACA1 - Salado Hall | Academic
- 800** CATE - Medina CTE Center
- 900** PLXY - Paluxy Hall
- J** JECA - Judson Early College Academy
- V** Veterans Center - Future Building

## Services:

- D** DPS Office
- U** UPS Store
- W** Welcome Center
- B** Bookstore

## Outdoor Spaces:

- A** Amphitheater
- C** Castella Circle
- G** Campus Green
- M** Metrocom Circle
- K** Kruse Circle

## Food & Drink:

- C** Cyber Café
- S** Vending Machine
- O** Coffee Bar
- P** Cafeteria



Digital Map



ALAMO COLLEGES DISTRICT  
Northeast Lakeview College

[alamo.edu/nlc](http://alamo.edu/nlc)