

COWLEY COLLEGE PARENT HANDBOOK 2008-2009



Table of Contents

A Message from the President	2
Cowley College Lingo:	3-4
Resources and Services:	5-7
Contact Information:	8
Contacting your Child on Campus:	9
Connecting with the College:	10-11

A Message from the President.....



Dear Parents:

I am pleased to welcome you to the Cowley College family. Your student will be provided with several wonderful opportunities for personal and academic growth during their time here. At Cowley, we believe that family support is a critical factor in student success; therefore, we are providing you with this Parent Handbook. It serves as an excellent reference to valuable information regarding your student's education. We are excited about the upcoming year and look forward to meeting the new students and their families. I personally wish you all the best for the 2008-2009 school year.

Sincerely,

A handwritten signature in black ink that reads "Patrick J. McAtee". The signature is written in a cursive style with a large initial 'P'.

*Patrick J. McAtee
President*

COWLEY COLLEGE LINGO

Advisor: Your student's advisor takes a special interest in them and their future educational goals. This person is trained to assist your student in planning a program of study, enrollment, transfer information, and to help them with other questions they might have during their time at Cowley.

Angel: This is the software program that is used for on-line courses and for traditional classes that have on-line supplemental activities.

Board of Trustees: This is a 6-person corporate body elected by the citizens of Cowley County who work with the President of the college in the management of the institution. Board meetings are held the third Monday of each month and are open to the public.

Campus Connect: Your student can use this software program to access their transcript, financial status, and other important information. They can log-on to Campus Connect via the Cowley home page. Students must use this program to access their grades.

Catalog: This is an important document which outlines the programs of study for all majors and provides course descriptions for all classes. It also provides other detailed information regarding policy and procedure. It is available online at www.cowley.edu.

Classification: If your student has completed 30 or fewer hours, they are classified as a freshman. If they have completed over 30 credit hours, they are classified as a sophomore. Most four-year schools will only allow 60-64 credits as transfer hours, so your student should work carefully with their advisor when preparing to transfer.

Credit Hour: Each college course your student takes is denoted with a certain number of credit hours, usually ranging from one to five. The number of credit hours allotted to a course is determined by the number of clock hours students spend in the class each week. A typical full-time student course load is about 15 credit hours.

Degree Check: This form lists current and former courses your student has taken. It also shows grades, total credits, and their cumulative GPA. It categorizes the courses your student has completed as they relate to the requirements for their degree or certificate. Degree checks can be accessed through campus connect.

Degree Offerings: Degree options at Cowley include Associate of Applied Science (AAS), Associate of Arts (AA), Associate of Science (AS), and the Associate of General Studies (AGS). Degree offerings vary depending upon student majors. Students should consult the college catalog for degree offerings in their major. Most degrees require at least 62 credit hours for completion. The college also awards certificates to students who complete certain vocational/technical requirements.

FACTS Tuition Management: To help you meet educational expenses, Cowley is pleased to offer FACTS as a convenient budget plan. FACTS is a tuition and housing management plan that provides students with a low cost option for budgeting tuition, housing and other educational expenses. See the business office for more information or visit the Cowley website.

FERPA/ Buckley Amendment: The Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment were established to protect the privacy rights of student education records. Student records are to be kept confidential unless your student gives written permission to release information. Schools may disclose certain information without student consent or to approved individuals by law. For a complete copy of FERPA and the Buckley Amendment, see the website or the registrar's office.

Final Exams: A final examination is required for each academic credit course. Final exams occur on designated days at the end of the semester. A schedule of final exams will be posted. Students must take each final at the time and date scheduled. Permission to take a final at a different time may be granted to students who have compelling reasons – not merely for the convenience of the student. Permission forms for this can be obtained in the office of the Vice President of Academic Affairs and must be approved prior to the scheduled final.

Full-time Status: For financial aid and registration purposes, your student must be enrolled in at least twelve credit hours to be considered a full-time student.

Grading System: Grade Point Average, or GPA, is the tangible measure of academic progress as a student. Once a grade is on a transcript, it is on there forever. Your student's GPA is the measure by which honors, scholarship, suspension, financial aid, and future college admissions are determined. The GPA is figured on a system where grades are given numerical value. The point values are as follows:

A = 4 points	F = 0 points	I = 0 points
B = 3 points	XF = 0 points	S = 0 points
C = 2 points	W = 0 points	U = 0 points
D = 1 point	AW = 0 points	

To calculate GPA: multiply the credit hours of each class by the grade points earned for that class. After adding these new numbers together, divide the sum by the total credit hours attempted.

Honor Rolls: If your child enrolls in and completes at least twelve credit hours, they may qualify for one of the two honor rolls published each semester. The President's Honor Roll includes those students who complete a GPA of 4.0. The Dean's Honor Roll is for students who have a GPA of 3.5 – 3.99. A single grade lower than a "C" automatically disqualifies a student from the honor rolls.

Pell Grant: This federal financial aid program can award students grants each year to use for college expenses. These grants are based on financial need. Students must fill out a FAFSA form each year to apply for this aid.

Semester System: At Cowley, there are three semesters to each year: Fall, Spring, and Summer. There are also pre-sessions prior to the beginning of the fall and spring sessions. Each semester students enroll in new classes.

State Residency: To be considered for in-state tuition, students must meet certain criteria established by the state of Kansas. The list of requirements for in-state residency can be obtained from the registrar's office.

Student ID: Every student must obtain a student identification card in the admissions office. Students are required to carry their Cowley ID at all times while on campus. ID's can be used for admissions to student and athletic events as well as discounts at area businesses. They also serve as the meal card for students who live on campus.

Transcript: This is an official form which documents the courses students completed in college. If your student plans to transfer to another institution, they must have a copy of their official transcript sent. This is done through the registrar's office. Transcripts requests are \$5.00 and may be faxed or mailed. Rush delivery (overnight) transcripts require an additional \$20 fee.

RESOURCES AND SERVICES

1. Bookstore: The Sid L. Regnier Bookstore is Cowley headquarters for textbooks, school supplies, Tiger apparel, and much more! Students may purchase required textbooks at the bookstore and return them at the end of the semester during the bookstore's posted buyback period. The Bookstore is open Monday through Friday from 7:30 am to 4:30 pm and at other designated times during January and August.

Phone: 620-441-5277

Website: www.cowleycollegebooks.com

2. Business Office: Students can pay their bills, check their bills, make changes to their FACTS online payment agreement, get change for vending machines, and purchase stamps. All checks will be mailed to students. Any student who has a question about their bill is encouraged to visit with business office personnel.

Phone: 620-441-5586

3. Campus Security: Cowley College is committed to providing students with a safe and secure environment. Provided services include 24-hour security, security cameras, escorts to vehicles in the evenings, and emergency phones on campus. Each year campus crime statistics are published on-line. Students can view these statistics on the home-page - www.cowley.edu. Students may also obtain a hard copy of the report from campus security or the Student Life office.

Phone: 620-441-5599

4. Career Services: The Career Center is available to students who are undecided about their college major or who just want to research their declared major further. There are computerized career programs, a full career resource library, and on-line career resources available. Transfer information as well as several 2 and 4-year college catalogs are on file and available for students to use. Contact Career Services for information regarding off campus employment.

Phone: 441-5312

5. Clubs/Organizations: Students who involve themselves in campus life are more likely to enjoy their experience at Cowley as well as enrich their lives personally and professionally. There are several activities and organizations in student life for students to join. Visit the website for detailed information about on-campus groups.

Phone: 441-5206

6. Cosmetology: The Cosmetology School provides services to all students and staff at a 15% discount. Professional products may also be purchased at a 15% discount. The services include hair, nails, facials, and spa treatments.

Phone: 441-5284

7. Counseling: The Student Life Counselor provides professional mental health services designed to support students in the effective management of educational and personal challenges. All currently enrolled students of Cowley College are eligible for services, which include counseling, assessment, referral, education, and crisis intervention. There is no charge for services and all services are confidential.

Phone: 441-5228

8. Dining Center: The Patrick J. McAtee Dining Center is open to all students and staff at Cowley. Several dining options are available and meals may be purchased individually or with coupon books.

Phone: 441-5271 E-mail: foodservice@cowley.edu

9. Disability Services: Students who have a learning or physical disability and who need accommodations in the classroom, should file for services with the Disability Services Program. In compliance with the Americans with Disability Act of 1990, Cowley ensures that facilities and instructional programs are accessible to all people and provide reasonable accommodations according to the law. It is the policy of Cowley College that no individual shall be discriminated against on the basis of disability, and all students shall have the right to enjoy full and equal goods, services, facilities, privileges, and advantages or accommodations at the college.

Phone: 441-5557

10. Financial Aid: The financial aid programs include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Campus Employment, Scholarships, and Student loans. Cowley also provides educational benefits through the Veteran's Administration. Students must file a FAFSA form each year to determine eligibility. Students may use the FACTS Management Plan to assist with a payment plan.

Phone: 441-5585

11. Game Room/Movie Room: Students who would like to unwind should visit the Nelson Student Center. The game room provides students with a variety of entertainment options. Pool, ping-pong, and arcade games are available for all students and staff. In addition, students may check out chess sets, cards, and other board games. The movie room provides a large screen TV and DVD player for student use.

Phone: 441-5206

12. Health Services: Health information and medical services are available to all Cowley students and staff. Over the counter medications, blood pressure checks, basic first-aid, and clinic referrals are some of the services we provide. Most services are free. There is a minimal fee for lab tests and immunizations. All services are confidential.

Phone: 441-5236

13. Housing: Cowley prides itself on providing students with affordable and quality housing options. There are five spacious, full-service dormitory facilities which can accommodate 430 students. Dorm room availability operates on a first-come, first-served basis.

Phone: 741-1773

14. IMPACT: This program is a federally funded, Student Support Services TRIO Program which is designed to assist eligible students in successfully reaching their goal of graduation from college. Services are free to individuals who are enrolled in the program. Students must also meet at least one of the following categories to be eligible for the program. First Generation College Student; Meet Income Guidelines; Documented Disability.

Phone: 441-5253

15. Library: Renn Memorial Library is open Sunday through Friday and has over 26 thousand print volumes, numerous periodicals, and extensive on-line databases. Computers, printers, access to the Internet, reference books, a scanner, inter-library loan material, and a copy machine are all available for student use.

Phone: 441-5334

16. Registrar: The registrar is an officer of the college who keeps records on the enrollment and academic standing of Cowley students. Students may obtain a copy of their transcripts, add or drop a course, file for graduation, or update demographic information.

Phone: 441-5242

17. Scholarships: A variety of athletic, academic and activity scholarships are available to students who qualify. Students are encouraged to visit with the coach, sponsor, or scholarship office if they are interested in applying for a scholarship. Several endowment scholarships are available to students as well.

Phone: 441-5294

18. Student Publications: The Cowley Press newspaper is a student generated publication. It is published every two weeks. The Press covers campus sports, clubs, activities, opinions, editorials, and other general campus news, as well as special student interest stories. Students are involved in the total publication process including writing, photography, page layout, and design.

Phone: 441-5555

19. Tiger Deli: The Tiger Deli serves miscellaneous concession food including hot dogs, nachos, soft drinks, and a variety of other foods. The snack bar is open to all students and staff. Gift cards are available for purchase.

Phone: 441-6332

20. Underground: This center specializes in assisting students by providing a variety of services designed to promote and enhance academic success. Services available include peer tutoring for all skill levels, computerized instruction in a variety of subjects, and computer, printer, and Internet access. All services are available free of charge to Cowley students.

Phone: 441-5312

21. Wellness Center: The Ben Cleveland Wellness Center is a full service health club complete with cardiovascular machines, a free weight room, an aerobic circuit, weight machines, a warm up area, and locker rooms. Students and community members are encouraged to become members. Full-time students can join for a fee of \$25 each semester or enroll in physical conditioning as a class for credit. Students who live in the dormitories are given a free membership.

Phone: 441-5222

INFORMATION CENTRAL

Cowley Web site: www.cowley.edu

Local (620) 442-0430

All Arkansas City area codes are 620

Student Services and Resources

Athletic Office	441-5268
Bookstore.....	441-5277
Business Office.....	441-5586
Campus Security.....	441-5599
Career Services.....	441-5312
Clubs and Organizations.....	441-5206
Cosmetology.....	441-5284
Counseling.....	441-5228
Disability Services.....	441-5557
Financial Aid	441-5585
Game Room / Internet Café.....	441-5206
Health Services.....	441-5236
Housing.....	441-5289
IMPACT	441-5253
Library	441-5280
Maintenance	441-5299
Registrar's Office	441-5242
Scholarships.....	441-5294
Student Publications	441-5555
Tiger Deli.....	441-6332
Underground.....	441-5312
Wellness Center.....	441-5222

Department Numbers

Allied Health	441-6581
Business, Computer and Information Technology	441-5283
Career and Technology Education	441-5279
Humanities.....	441-5252
Natural Science.....	441-5297
Social Science.....	441-5313

Administrative Offices

President's Office	441-5234
VP of Academic Affairs	441-6584
VP of Business Services.....	441-5207
VP of Student Affairs	441-5274
VP of Research and Technology	441-5264

Outreach Centers

Mulvane Bloomenshine.....	(316) 777-3050
Mulvane Industrial Tech.....	(316) 777-3181
eLearning Center.....	(316) 683-6013
Winfield Tech Center	(620) 229-2240
Winfield Allied Health	(620) 221-3392

FAX numbers

Main Campus

Student Life Office	(620) 441-5249
Athletic Office	(620) 441-5355
Business Office.....	(620) 441-5350
Registrar's Office	(620) 441-5250

Contacting Your Child on Campus

Mail: To send correspondence or packages to your child, use the address listed below. Mail is delivered once a day to student mailboxes Monday through Friday. If a package is sent, the student will receive a notification in their mailbox to pick up the package in the housing office

Students Name
Cowley College
Dormitory name, Dormitory room number
PO Box 1147
125 S. Second Street
Arkansas City, KS 67005

Phone/Email: Students are encouraged to share cell phone numbers and e-mail addresses with close friends and family. There are also toll-free phones on each floor of the dorms in which calling cards can be used. Local calls from these phones are free.

Emergency: If you need the college to contact your student in an emergency contact Campus Security at 620-441-5599. The college will work immediately to relay a message to the student.

Housing: The Director of Housing can be contacted at 620-741-1773

CONNECTING WITH THE COLLEGE

ALUMNI/ ENDOWMENT ASSOCIATION

The Cowley Alumni and Endowment Office is a major contributor to student scholarships and building development. There are several academic and need-based scholarships available to students. All students in need of additional funds for school are encouraged to apply for the Endowment Scholarships. Application forms can be obtained in admissions or in the Alumni office. Each year, the Endowment Association hosts fundraising events for student scholarships. All families and former students are encouraged to take part in these fun and worthwhile events. Call Shannon Massey at (620) 441-5319 for more information.

ATHLETICS/ BOOSTER CLUB

The Cowley College Tiger Athletic Program consists of fifteen intercollegiate sports that compete in the Kansas Jayhawk Conference East Division of the National Junior College Athletic Association. The Athletic Trainers are also part of the Athletic Department. Cowley Athletic teams have been recognized nationally for their accomplishments. CCCC has won several league, regional, and national titles. Many Tiger athletes have gone on to compete for major universities and professional teams. In addition to the many athletic achievements, the CCCC Athletic Department boasts several Academic All-American Awards for both individuals and for teams. CCCC Athletics stress excellence on and off the playing fields.

The efforts of the Tiger Booster Club (TBC) are instrumental in insuring the ability for Cowley Athletic programs to compete at the highest level. The Tiger Booster Club raises money to help support scholarships and the programs. Booster Club members receive game tickets and other special incentives. If you would like to be a part of the CCCC Booster Club, please contact Patty at the athletic office at 1-800-593-2222, Ext. 5268.

The Foster Parent Program is popular for our community members to "adopt" an athlete who is far from home. Contact Bruce Watson at 620-441-5306 for more information.

All CCCC students are admitted to Cowley Athletic events free with their student ID's.

THE COWLEY PRESS

The Cowley Press offers an on-line version of the school newspaper as well as a printed version. The paper comes out twice a month. Parents and families may purchase a Cowley Press subscription for the year. Contact Meg at 620-441-5555 for more information.

THE COWLEY WEBSITE

The Cowley website (www.cowley.edu) offers an abundance of college information for families and their students. A popular spot to check out what is happening on campus is the "STUDENTS" link on the home page. Check it out!

TIGER CONNECTIONS LIST SERVE

Families can stay informed about campus news, special announcements, and learn interesting "tidbits" about Cowley happenings! These brief, once a week updates are distributed via an e-mail that is sent out of the office of the VP of Student Affairs. To sign up for this service, send an e-mail to saias@cowley.edu with TIGER CONNECTIONS in the subject line. This will get you "on the list."

Notice of Non-Discrimination

Cowley College is committed to a policy of non-discrimination involving equal access to education and employment opportunity to all regardless of sex, race, age, religion, color, national origin, handicap or veteran status. The Dean of Student Life is the designated Affirmative Action Officer for students of the college. The administration further extends its commitment to fulfilling and implementing the federal, state and local laws and regulations as specified in Title IX, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.