



HVAC Program Student Handbook

2024-2025

WELCOME

Our faculty wishes you success in achieving your career goals. We hope you, in a student capacity, will join faculty and administration in our ongoing efforts in maintaining an outstanding and safe program. This handbook is designed to assist you in areas of requirements, policies, and procedures during your course of study in Welding. It is a supplement to the Hill College Catalog (<https://www.hillcollege.edu/Student/Catalog/Index.html>) and the Hill College Student Handbook (<https://www.hillcollege.edu/CampusLife/Student-Handbook-2023-2024-BOR-presentation2.pdf>). For general information relating to the college and student information, please refer to these publications.

MISSION STATEMENT

Hill College provides high-quality, comprehensive educational programs, and services. The college enhances the educational, cultural, and economic development of its service area and prepares individuals for a more productive life.

PHILOSOPHY

The faculty are committed to the philosophy, mission, and core values of Hill College and in doing so are dedicated to the preparation of students. We believe that the faculty has the responsibility to plan, implement, and evaluate the teaching-learning process and to provide those experiences to ensure safe practice. The student should accept the responsibility for learning as the faculty serves as only a facilitator in the learning process.

General Information

Attendance

Attendance Guideline Students are required to regularly attend all lectures and laboratory periods. Each instructor will determine how attendance affects the student's progress in the course/program and the student's final grade. Attendance requirements are in the syllabi of each course. A student who is absent from classes for the observance of a religious holy day may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence provided that proper advance notification is given to the instructor. A student who is called to active military service that is of a brief duration, as determined by rule adopted by the Texas Higher Education Coordinating Board, will be allowed to make up all work provided the student follows the proper advance notification procedure. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

Family Educational and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. In compliance with the Family Educational Rights and Privacy Act 1974, as Amended, information classified as "directory information" may be disclosed to the public without prior written consent from a student unless Hill College Student Information Services is notified in writing by the student before the census date of the term. Hill College will not be responsible for the release of Directory Information prior to receiving the **Request to Withhold/Release Disclosure of Directory Information Form** in Student Information Services. A hold will remain on the student record until the student cancels the request to withhold directory information in writing.

Hill College designates the following as directory information:

- Name
- Address
- Telephone number
- Classification
- Field of study (major)
- Dates of attendance and enrollment verification
- Degrees, date awarded, honors/designations
- Most recent previous institution attended

For additional information regarding the Family Educational Rights and Privacy Act (FERPA) or to access the Request to Withhold/Release Disclosure of Directory Information Form, please see the website at https://www.hillcollege.edu/Admissions_Aid/FERPA.html

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Hill College is committed to the principle of equal opportunity in education and employment. The College District prohibits discrimination, including harassment, against any student on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited. Reports of discrimination may be directed to the Title IX coordinator or deputy Title IX coordinator. The College District designates the following individuals to coordinate its efforts to comply with Title IX:

Title IX Coordinator

Ms. Tamy Rogers
Executive Director of Human Resources
112 Lamar Drive
Hillsboro, TX 76645
trogers@hillcollege.edu
254-659-7731

Deputy Title IX Coordinator

Mr. Randy Graves
Dean of Students And Athletics
112 Lamar Drive
Hillsboro, TX 76645
rgraves@hillcollege.edu
254-659-7793

Deputy Title IX Coordinator

Mr. Adrian D. Rojas
Dean of Students
2112 Mayfield Parkway
Cleburne, TX 76033
arojas@hillcollege.edu
817-760-5504

U.S. Department of Education Office for Civil Rights

1999 Bryan Street, Suite 1620
Dallas, Texas 75201-6810
Telephone: 214-661-9600

FAX: 214-661-9587; TDD: 800-877-8339

Email: OCR.Dallas@ed.gov

For the College District policy addressing complaints of sex discrimination, sexual harassment, sexual assault, and retaliation targeting students, please consult Board of Regents policy FFDA (Local), Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence.

For the College District policy addressing complaints of other protected characteristics, please consult Board of Regents policy FFDB (Local), Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics.

Tobacco/E-Cigarettes

Possession or use of tobacco products or e-cigarettes on College District property, including College facilities, without authorization shall be prohibited. Smoking, dipping, and chewing are only allowed in designated areas. Students found with residue from, or items such as cigarette butts, spittoons, tobacco juice, and tobacco waste in Hill College facilities are subject to disciplinary action. E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. Please help us keep our campus clean by disposing of tobacco products in designated areas.

Scholastic Dishonesty

Hill College prohibits scholastic dishonesty. Scholastic dishonesty shall include cheating, plagiarism, and collusion.

SACSCOC Accreditation

<https://www.hillcollege.edu/About/IRE/AboutIE.html>

Carl D. Perkins Grant Funding

<https://www.hillcollege.edu/Student/Advising/PerkinsGrant/index.html>

Equal Opportunity

<https://www.hillcollege.edu/Student/Advising/ADA.html>

General

<https://www.hillcollege.edu/Student/Catalog/General.html>

Tutoring

<https://www.hillcollege.edu/Student/Advising/Tutoring.html>

Student Information

<https://www.hillcollege.edu/Student/Catalog/St-Info.html>

Academic Information

<https://www.hillcollege.edu/Student/Catalog/Academics.html>

Course Description

<https://www.hillcollege.edu/Student/Catalog/Course%20Descriptions.html>

How To's

<https://www.hillcollege.edu/Student/HowTo/index.html>

Schedule Changes

https://www.hillcollege.edu/Admissions_Aid/SchedChange.html

Financial Aid

https://www.hillcollege.edu/Admissions_Aid/FinancialAid/About-FA.html

Library

<https://www.hillcollege.edu/CampusLife/Library/index.html>

Testing Center

<https://www.hillcollege.edu/Testing/index.html>

Parking & Campus Safety

<https://www.hillcollege.edu/Safety/Index.html>

Graduation/Commencement

https://www.hillcollege.edu/Admissions_Aid/Graduation.html

Student Complaint Process

https://myhc.hillcollege.edu/ICS/Faculty_Staff/The_Student_Experience.jnz?portlet=Student_Services

Bookstore

<https://hillcollege.textbookx.com/institutional/index.php>

PROGRAM SPECIFIC RULES AND REGULATIONS

1. Students will be neatly groomed and must wear the required clothing and protective items in the lab/shop areas.
 - Safety Glasses in the lab/shop.
 - Earplugs in high noise levels
 - Approved/required shoes
 - No flannel type pants or shorts to be worn
 - No jewelry
 - Always required safety gear in shop
2. Clean-up duties are required of each student. Students are to begin the clean-up 15 minutes before class ends. This includes sweeping the immediate work area, returning equipment to the toolboxes or tool crib and assisting with the surrounding work area. Students not completing clean-up duties will obtain a verbal warning on the first offense and a written warning on the second offense. On the third offense, students will be reported to the Dean of Students.
3. An instructor must check and approve all projects. All projects are performed under an instructor's supervision and evaluated for a grade to monitor student's progress. No personal projects will be allowed without the instructor's prior approval.
4. Students will be expected to do assigned, practical work, and projects. Students loitering and not constructively helping the instructor, or any other student shall be asked to leave the premises.

5. There will be no smoking, tobacco, and/or e-cigarette use, drinking, or eating in the shop area. Tobacco products must be used in the designated area outside and at least 25 feet from any building entrance.
6. Students should not waste materials/supplies.
 - Do not remove materials/supplies from lab/shop areas.
 - Do not use material/supplies for practice or projects without instructor approval.
 - Do not use material for practice or projects without instructor approval.
 - Students who are responsible for the waste of materials/supplies will be responsible for the replacement cost of the materials/supplies and a hold will be placed on all academic records until payment is received.
7. OSHA regulates the use of compressed air for cleaning in 29 CFR1910.242 (b) as follows:
 - Operator shall not use compressed air for cleaning themselves or clothing.
 - The operator shall not direct compressed air at others nearby. Compressed air used for cleaning work areas shall not exceed 30 psi at the outlet, and shall be permitted only with chip guarding or PPE to protect operator and others from flying debris
8. Students are prohibited from having visitors in the shop/lab area. Visitors should check in with the instructor.
9. Do not leave a machine running unattended. Make sure all moving parts have come to a complete stop before you leave the work area or make adjustments.
10. Students should handle equipment and tools with respect and safety. Mishandling, breaking, destroying, or removing equipment or school property will result in the student being asked to leave for the remainder of the class period. Students may be referred to the Dean of Students.
 - Do not use equipment or adjust equipment that you are not familiar with using.
 - If a student notices that equipment is damaged or needs repair, advise an instructor immediately.
 - If at any time a student suspects an unsafe condition, advise an instructor immediately.
11. Students are to report all accidents and/or injuries to an instructor immediately.
12. Students are responsible for their own equipment, materials, and supplies. Using other student's tools and/or supplies without permission is prohibited.
13. Electronic Devices – electronic devices should be on silent at all times and should not be visible during class time. Students may not use cell phones during class times; this includes texting, Bluetooth, gaming, emailing, or any other cell phone function. Calls should be taken during breaks unless an emergency arises. In case of emergency, students are to take calls outside of the classroom and lab areas.
14. Conduct – Considerate conduct is expected to maintain a safe environment conducive to learning. Students must follow the Hill College Code of Student Conduct, found in the Student Handbook. Profanity, complaining, undermining, or arguing with an instructor will not be tolerated. The student will meet with the instructor to discuss the situation and/or

resolve the difference. If the student's misconduct warrants, a written warning may be issued instead of a verbal warning, or the student may be referred directly to the Dean of Students.

15. Lockers may be provided for each student's use. Personal items should not be left in the lab/shop area. Lockers are to be cleaned out at the end of each semester. Items left in lockers at the end of the semester will become the property of Hill College.
16. Students are required to receive at least one hour of instruction in basic shop safety before being allowed to do lab work.
17. Students should know the location and proper use of fire extinguishers.
18. Parking:
 - Parking stickers should be obtained during the registration/enrollment process or from the Student Services Office. Parking stickers should always be visible. Students should park in the appropriate areas at each campus/center location.
 - Students should not be in the parking lot or their vehicles during class/lab times without permission. Students who are in the parking lot or their vehicles, except during break times, will be asked to leave for the remainder of the day.
19. Students must have a Hill College student ID, which can be obtained during registration.

PROGRAM STUDENT HANDBOOK
Disciplinary Form

This form is used to document all forms of discipline to verify student acknowledgement. A student may be sent home if an Instructor deems it necessary for any form of misconduct and/or failure to follow the policies, rules and requirements set forth by Hill College and/or the Industrial Maintenance Department.

Reason for Discipline:

- Failure to be neatly groomed/not wearing the required clothing at all times (Rule #1)
- Failure to wear protective items in the lab/shop areas at all times (Rule #1)
- Not completing clean-up duties (Rule #2)
- Failure to have an instructor check and approve all projects (Rule #3)
- Failure to do practical work/projects (Rule #4)
- Smoking, vaping, tobacco use, drinking or eating in the appropriate area or lab/shop area (Rule #5)
- Failure to handle equipment and tools with respect and safety (Rule #10)
- Failure to obey OSHA regulations for compressed air (Rule #7)
- Bringing visitors into the shop/lab area (Rule #8)
- Failure to turn machinery off or coming to complete stop (Rule# 9)
- Abusing Hill college property or material (Rule #10)
- Failure to report accident(s) and/or injuries to an instructor (Rule #11)
- Use of personal tools in shop area (Rule #12)
- Improper use of Electronic Devices (Rule #13)
- Inconsiderate conduct or not maintaining a safe environment (Rule #14)
- Other _____

Method of Discipline:

- Verbal Warning (1st offense; will be retained in the Instructor's files)
- Written Warning (2nd or severe offense; will be forwarded to Dean of Instruction)
- Referral to Dean of Students or Dean of Instruction: (3rd offense or matters of extreme noncompliance)

Your signature acknowledges this disciplinary action. It does not indicate agreement or disagreement with the action.

SIGNATURE OF STUDENT

DATE

SIGNATURE OF INSTRUCTOR

DATE



Hill College Academic Calendar 2024-2025

FALL 2024

August '24							September '24							October '24							November '24							December '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Holidays	
Labor Day	September 2, 2024
Thanksgiving	November 27 - 29, 2024
Winter Break	December 19, 2024 - January 8, 2025
Martin Luther King Jr. Day	January 20, 2025
Spring Break	March 17-21, 2025
Good Friday	April 18, 2025
Memorial Day	May 26, 2025
Juneteenth Nat'l Independence Day	June 19, 2025
Independence Day	July 3, 2025

Administrative Offices Closed During All Holidays
Important Term Dates

New Hire Orientation/Faculty Report to Work	August 15, 2024
All Staff Day (Administrative Offices Closed)	August 16, 2024
Residence Halls Open	August 22, 2024
Commencement (No Ceremony)	December 12, 2024

Administrative Offices are closed every Friday during Summer Hours
Registration

Fall Registration Opens (All Terms)	March 15, 2024
Drop/Add (16 Week & 1st 8 Week)	August 26, 2024
Drop/Add (2nd 8 Week)	October 21, 2024
December Mini Registration Opens	March 15, 2024
Drop/Add (December Mini)	December 16, 2024

Financial Aid Deadlines*	
Fall 2024 FAFSA	July 1, 2024
Spring 2024 FAFSA	November 1, 2024
Summer 2025 FAFSA	April 1, 2025

* Deadlines for FAFSA are priority deadlines. Financial Aid will continue to process aid applications after deadlines, but students should make other payment arrangements for tuition and fees until applications are complete.

Payment Deadline

Course Drops for non-payment are processed weekly. Payment is due at registration. Reinstatements for course drops are permitted up to the Census Date in the term.

No Reinstatements After	Date
16 Week	September 11, 2024
1st 8 Week	September 3, 2024
2nd 8 Week	October 28, 2024
December Mini	December 17, 2024

Additional late fee applied on registration after 1st class day of term.

Course Dates
Start Date

16 Week	August 26, 2024
1st 8 Week	August 26, 2024
2nd 8 Week	October 21, 2024
December Mini	December 16, 2024

Census Date

16 Week	September 11, 2024
1st 8 Week	September 3, 2024
2nd 8 Week	October 28, 2024
December Mini	December 17, 2024

Last Date to Withdraw

16 Week	November 15, 2024
1st 8 Week	October 4, 2024
2nd 8 Week	November 22, 2024
December Mini	December 27, 2024

Final Exams

16 Week	December 9 - 12, 2024
1st 8 Week	October 17, 2024
2nd 8 Week	December 12, 2024
December Mini	January 3, 2025

End Date

16 Week	December 12, 2024
1st 8 Week	October 17, 2024
2nd 8 Week	December 12, 2024
December Mini	January 3, 2025

Faculty Dates

Official Roster Certification	
16 Week	September 12, 2024
1st 8 Week	September 4, 2024
2nd 8 Week	October 29, 2024
December Mini	December 18, 2024

Progress Reporting

*Only required to report D & F Grades

16 Week	9/30/24-10/4/24
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Grades Due

16 Week	December 13, 2024
1st 8 Week	October 18, 2024
2nd 8 Week	December 13, 2024
December Mini	January 6, 2025