

BUILT TO LAST



TIGER TOUGH

COWLEY COLLEGE



Table of Contents

A Message from the President	3
Introduction.....	4
Cowley College Lingo	4-6
Resources & Services	6-9
Accessing Your Student Information.....	9-10
Policy & Procedure.....	10
Office of Civil Rights	11
Non-Discrimination Notice.....	11
Annual Student Notification	12

A Message from the President



Dear Colleague,

Thank you for choosing Cowley College, home to academic excellence and nationally acclaimed athletic programs. Cowley offers more than 70 degrees and certificates to place you on a pathway to a successful career. Cowley touts a low student to faculty ratio, 23 to 1, so that you have opportunities to build meaningful relationships with these outstanding professionals. In addition, Cowley recognizes the personal touch is often one of the most crucial ingredients to a successful college experience. As a result, Cowley partners you with an academic advisor so that you have an expert working alongside of you assisting in those important life decisions during your collegian journey.

So, what does it require to be successful?—in part, determination and self-discipline. All successful Tigers realize that success necessitates a keen focus on what is important so that possible distractors do not divert us from the pathway. For example, Tigers who complete a two-year degree will earn approximately \$305K more during their careers compared to a high school graduate. Furthermore, thirty (30) percent of Tigers who complete a two-year degree will earn more money starting work compared to a graduate of a four-year degree. Thus, Tigers who complete the journey are generously rewarded for their investment.

Closing, the journey of completing a college education is not a sprint; rather, it is a marathon. Challenges may arise such as unreliable transportation, insufficient child care, inflexible work schedules, limited finances, etc. However, challenges are not obstacles to our success; rather, they are opportunities to chisel our character into a *Tiger of Greatness*! It is an arduous journey which makes the Tiger strong and great, but that is what makes the journey worthy of our time. I wish you great success!

Respectfully,

Dennis C. Rittle
President

COWLEY TIGERS...OUR PRIDE CAN'T BE TAMED!

In the Classroom

Attendance: Attendance in class has a direct positive relationship to grades. When you miss class, you miss notes, discussions, key test points, assignments and general interaction with your classmates and instructors. Also, many instructors don't allow make-up work for classes missed so you can fall behind fast when you miss class.

Be on time: Many instructors provide vital information at the start of class and if you are late, you will miss out! Some will give quizzes and other assignments that are critical to your grade as well. Tardiness may also be viewed as a sign of disrespect to your instructor and can be distracting to your classmates. Get to class early.

Preparation: Much of college coursework takes place outside of the scheduled classroom times. It is your responsibility as a college student to prepare for readings, tests, and major assignments on your own. It isn't like high school anymore – you have to take responsibility to prepare yourself for class.

Use Services: For many students, college is the first time being away from home or having the ability to manage your own life. Sometimes there are things that happen which cause us to stumble along the way. Cowley has a lot of free services available to students to help you through these tough times, things like tutoring and counseling. There are many, many resources here to help you. Take advantage of them.

Set Goals: It is critical that you set short and long-term goals for yourself. It's a proven fact that students who have set goals have better success rates in college. Set at least two personal and two academic goals each semester for yourself and get busy achieving them.

Living the Life at Cowley

Get Involved: Being involved in extracurricular activities has a direct positive relationship to success in school. Part of the Cowley experience is to participate in the many offerings outside of the classroom. Whether it's a club, intramurals, theatre production, sports event, or another student activity, take advantage of the many offerings to students. Not only are they a lot of fun, but they also are a great way to meet new people. Enjoy the full experience that college has to offer.

Take Advantage of Our Unique Opportunities: College is as much about getting your degree as it is about preparing for your career. Take advantage of opportunities that arise during your time here to help you with your future. Whether it's volunteering or joining a club relevant to your major, or going to listen to a guest speaker, take advantage of learning opportunities that can impact your future.

Strive for Excellence: Whether it's homework projects, team practice, or even getting your minutes done in the wellness center- be an overachiever! YOGOWYPI – "You Only Get Out What You Put In" College is about taking advantage of all the opportunities presented and giving 150% to what you do.

Pace Yourself: For many of you, this will be the first time on your own. Your habits for diet, sleep, hygiene, exercise, study, etc. are up to you now. Be responsible and be sure that you are taking care of things.

COWLEY COLLEGE LINGO

Add/drop: You may use Campus Connect to make changes to your schedule before classes begin. You may remove a course from your official schedule once courses have started until the refund date for each course. Please contact your advisor or an Admissions Representative about making schedule changes. Courses are only added with special permission after they have begun. Tuition and incidental student fees for classes dropped before the refund date will be credited to a student's account however, please note that some classes have non-refundable course fees associated with them. Refer to Policy #254 or the website for the deadline dates for adding and dropping courses. You must request a withdrawal after the refund date by emailing drop@cowley.edu. **Note: Schedule changes may impact financial aid, scholarship and/or athletic eligibility, VA benefits, or other services. Please contact your advisor or admissions for more information.**

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

Blackboard: Cowley utilizes Blackboard as its Learning Management System (LMS) for online coursework. Every class, including face-to-face classes, has a Blackboard course shell which instructors can utilize to post course materials, assignments, assessments, their gradebook and more. All students are provided log in information on accessing the online element to their courses. A mobile app is available for download for just \$1.99. All new students will be expected to complete Blackboard Student Orientation by the first day of class. Access to technical assistance on Blackboard is available 24 hours a day, 7 days a week and 365 days a year. The Blackboard Help Desk can be accessed through the Cowley Help Desk at: www.cowley.edu/helpdesk



Board of Trustees: This is a seven-person corporate body elected by the citizens of Cowley County who work with the President of the college in management of the institution.

Campus Connect: You can use this online program to access your transcript, financial status, and other important information. You can log-on to Campus Connect via the Cowley home-page. You must use this program to access your grades.

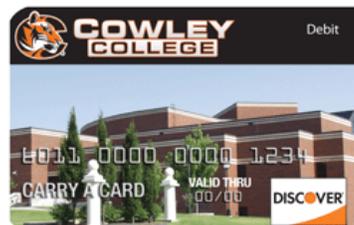
Catalog: This book outlines the programs of study for all majors and provides course descriptions for all classes. The catalog also provides the current requirements for your degree as well as other detailed information regarding policy and procedure. The catalog is available online at www.cowley.edu/academics.

Classification: If you have completed fewer than 31 credit hours, you are classified as a freshman. If you have completed 31 or more credit hours, you are classified as a sophomore. Most four-year schools will allow only 60-64 credits as transfer hours, so you should work carefully with your advisor when you are getting enrolled each semester.

C-mail: All students are provided a Gmail (Google) account which is referred to as "C-Mail." The same Cowley Username and initial password are used for this account. Students can forward their C-Mail to an alternate email account if they like.

Cowley 101: This is what we call New Student Orientation. It is designed to give you some basic information about going to college before you begin classes.

Cowley College Discover® Prepaid Debit Card: All refunds, including financial aid refunds and bookstore sellback funds, are disbursed to a personalized prepaid debit card. It is not a credit card, which means it will only work when there are funds available. It works anywhere Discover® is accepted. Students have three options to access refunds: (1) the prepaid debit card, (2) direct deposit or (3) check. The most convenient and fastest method is the Cowley College Discover® Prepaid Debit Card. To activate your card and choose how to access your refund, visit www.acceluraid.com.



Credit Hour: Each college course you take is denoted with a certain number of credit hours, usually ranging from one to six. The number of credit hours allotted to a course is determined by the number of clock hours students spend in the class each week.

Degree Check: This form lists current and former courses you have taken. It also shows your grades, total credits, and your cumulative GPA. It categorizes the courses you have completed as they relate to the requirements for your degree or certificate. You can obtain your Degree Check by using Campus Connect, from your advisor or Student Services.

Degree Plan/Programs of Study: 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. You should consult your college catalog for degree offerings in your major. Most degrees require at least 62 credit hours for completion. The college also awards certificates to students who complete certain vocational/technical requirements.

e-Cashier payment plan: To help you meet your educational expenses, Cowley is pleased to offer FACTS Management as a convenient budget plan. FACTS is an e-cashier payment plan that provides you with a low cost option for budgeting tuition, housing and other educational expenses.

FERPA/Buckley Amendment: The Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment were established to protect the privacy of your education records. Your student records are to be kept confidential unless you give written permission for their release. Schools may disclose certain information without student consent or to approved individuals by law. For a complete copy of FERPA and the Buckley Amendment, visit www.cowley.edu/academics/registrar/access.

FLAGS: Fostering Learning, Achievement and Graduation Success or FLAGS Reports are academic reports that instructors utilize to communicate student academic performance issues to students, advisors, and other designated college personnel.

First Year Experience (FYE): This is a one credit required course for all new, degree-seeking students. This course includes topics such as becoming an expert student, making the most of your time, taking notes and tests, accepting social and personal responsibility, making good financial decisions, and exploring career opportunities.

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. Off campus locations may follow a different final schedule. You must take your 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, you must be enrolled in at least twelve credit hours to be considered a full-time student.

Grading System: Your GPA is the tangible measure of your academic progress as a student. Once a grade is on your transcript, it is on there forever. Your GPA is the measure by which honors, scholarship, probation or 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 your GPA: multiply the credit hours of each class by the grade points you earned for that class. After adding these new numbers together, divide the sum by the total credit hours attempted.

Graduation: Degree candidates who have completed a minimum of 30 graded hours in residence are considered for graduation with scholastic honors as follows:

<u>Honor</u>	<u>GPA</u>
Summa cum laude	4.00
Magna cum laude	3.950-3.999
Cum laude	3.949-3.750

Honors are based on the student's final grade point average, including all transfer hours, and including a minimum of 30 resident Cowley hours.

HLC: Higher Learning Commission – The accrediting agency for higher education institutions which sets standards that must be adhered to in order to be an accredited college. Cowley College is part of the North Central Association of the Higher Learning Commission.

Honor Rolls: If you are enrolled in and complete at least twelve credit hours, you 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 you from the honor rolls.

KBOR: Kansas Board of Regents – The governing body that sets policies and laws that govern the operation of community colleges, technical schools and the Regent Universities in the state of Kansas. All degrees, programs and courses offered by these institutions are approved through the KBOR.

Pell Grant: This federal grant can award aid each year to use for college expenses. You must fill out a FAFSA form each year to apply for this aid. For more information go to www.fafsa.ed.gov or Admissions.

Registrar: The Registrar of the college keeps records on the enrollment and academic standing of Cowley students.

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

State Residency: To be considered for in-state tuition, you must meet certain criteria established by the state of Kansas. The list of requirements for in-state residency can be obtained from Admissions or the Cowley website.

Student ID: You can obtain your student identification card in Admissions. You are required to carry your Cowley ID at all times while on campus. ID's can be used for admission to student and athletic events, as well as discounts at area businesses. If you are a dorm student, your ID is also your meal card. You must present it at every meal.

Syllabus: A document created by instructors for each course that outlines their expectations for the class and includes such things as class policies, contact information, grading and assessment standards, required texts and a schedule of assignments.

Transcript: This is an official form which documents the courses you have completed in college. If you plan to transfer to another institution, you must have a copy of your official transcript sent.

Withdrawal Date: This date is approximately ¾ of the way through the course and allows a student to drop a class and have a letter grade of "W" recorded on the academic transcript. Students who are failing a class may opt to withdraw as opposed to having a failing grade on their permanent record. High school students must have approval from their high school counselor to withdraw from a course.

RESOURCES & SERVICES

While Cowley College offers many support services at our Arkansas City campus, most are open to ALL enrolled students. Our outreach and online students are encouraged to take advantage of the resources available, regardless of location.

1. Admissions: Admissions offers a one-stop approach at three convenient locations. This office provides assessment testing, advising, enrollment, financial services and more.

Email: studentservices@cowley.edu
Phone: 620-441-6335

Arkansas City Campus:
Galle-Johnson Hall, Room 203
125 South 2nd Street
Arkansas City KS 67005

Wichita Center:
532 S. Market St
Wichita, KS 67202

Mulvane Center:
430 East Main Street
Mulvane KS 67110

a. Advising: Students at Cowley are assigned an academic advisor. Advisors assist students in developing an educational plan for their academic goals. Admission representatives serve as advisors, along with a number of faculty and staff.

b. Business Services: The Admissions office can assist students with paying their bills, checking account balances and making changes to the FACTS online payment agreement. All loan, Pell and miscellaneous refunds will be added to the student's Cowley College Discover® Prepaid Debit Card. Any student who has a question about their bill is encouraged to visit with Admissions.

c. 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 certifies educational benefits through the Veteran's Administration. Students must file a FAFSA form each year to determine eligibility for Federal student aid. Students may use the FACTS Management Plan to assist with a payment plan.

d. Transcript Requests: Transcripts requests are just \$6.00. Visit www.cowley.edu/transcript/ to order your transcript online or to download the request form to mail or fax. If you have questions, Admissions can assist.

2. Bookstores: The Bookstore is proud to be a part of Cowley College and to support the educational mission of the institution. The goal of the Cowley College Bookstore is to be an essential resource for all the products and services that promote academic achievement and a vibrant campus life. Whether you visit one of two store locations or shop the online bookstore, the staff is dedicated to providing a friendly and pleasant shopping experience for all Cowley College students, alumni and community.

Cowley College Bookstore – Arkansas City Campus:

Sid Regnier Bookstore
207 West Fifth Avenue
Arkansas City, KS 67005
620-441-5277

Fall & Spring Store Hours

Monday-Friday 7:30 am-4:30 pm

Summer Store Hours

Monday-Thursday 8:00 am-5:00 pm
Friday 8:00 am-Noon

Cowley College Bookstore – Wichita:

532 S. Market St
Wichita, KS 67202

Fall & Spring Store Hours

Monday-Thursday 8:00 am-6:00 pm
Friday 8:00 am-4:30 pm

Summer Store Hours

Monday-Thursday 8:00 am-5:00 pm
Friday 8:00 am-Noon

Cowley College Bookstore – Online: www.cowleycollegebooks.com

3. Campus Security and Public Safety: Cowley College is committed to providing students with a safe and secure environment. Twenty-four hour security is provided by security officers, security cameras, escorts to vehicles in the evenings, and emergency phones on campus. Each year campus crime statistics are published online. Students may also obtain a hard copy of the report.
Phone: 620-441-5599 Location: Kirkedale Dormitory

4. Career Services: Career Services are 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 online career resources available.
Phone: 620-441-5334 Location: Renn Memorial Library

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 for students to join. Visit the website for detailed information about on-campus groups. Phone: 620-441-5206 Location: Room #202, Nelson Student Center

Clubs/Organizations:

Academic Civic Engagement through Service (ACES)
Academic Excellence Challenge (AEC)
Act One Drama Club
Art & Design Club
CC Singers Show Choir
Chi Alpha (Campus Ministry)
Concert Band
Concert Choir
Cowley Activity Awareness Team (C.A.A.T.)
Creative Claws (Creative Writing)*
Diverse Tiger Club
Fellowship of Christian Athletes (FCA)
Jazz Band
Kansas National Education Association (KNEA)
Math & Science Club*
Media Club (Mass Communications)
Movie Club
Multicultural Scholars Program
Phi Beta Lambda Business Club (PBL)
Phi Theta Kappa Honor Society (PTK)*
Skills USA
Student Ambassador Organization
Student Senate (CCSS)
Young Democrats

*Also available at the Mulvane Center

Activities:

Arkalalah Festivities
Bingo
Board Game Night
Check out Movies in the Library
Concerts
Craft Nights
DJ Dance Party
Game Show Nights
Free Bowling Nights
Free Movie Nights
Free Swim Nights
Glow in the Dark Easter Egg Hunt
Holiday Parties
Homecoming Dance and Spirit Week Intramural Sports
Karaoke Medallion Hunt
Mentalists/Hypnotists
Movie on the Lawn
Ping Pong & Pool Tournaments
Spring Fling
Tailgating before games
Talent Show
Turkey Bowling
Varsity Athletics
Video Game Tournaments
Writers Corner

6. 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: 620-441-5228 Location: Room #204, Nelson Student Center

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

Phone: 620-441-5271 Location: 206 South 4th Street Email: foodservice@cowley.edu

8. Disability Services: Students who have a documented disability and 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.

Possible accommodations available:

- Alternate text format (books on CD)
- Note takers
- Tape recording lectures
- Sign Language Interpreters (deaf or hard of hearing)
- Extended test time
- Alternate test environment
- Tests read to student
- Assistive technology (Premier Assistive Technology and Dragon Naturally Speaking software programs)
- Mobility guides

Other accommodations that are reasonable and appropriate.

Phone: 620-441-5557 Location: Room #201 Galle Johnson Hall

9. Game room/TV 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 and ping-pong tables are available for all students and staff. In addition, students may check out DVD movies and games from the Cowley Library. Board games can be checked out from the Student Life Center.

Phone: 620-441-5206 Location: Jungle, Nelson Student Center

10. Health Services: Health information and medical services are available to all Cowley students, faculty 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 immunizations (TB skin tests, flu vaccines, etc.) All services are confidential.

Phone: 620-441-5236 Location: Room #207, Nelson Student Center

11. Housing: Cowley prides itself on providing students with affordable and quality housing options. There are six spacious, full-service dormitory facilities, which can accommodate 483 students. Dorm room availability operates on a first-come, first-served basis.

Phone: 620-441-5289 Location: Room #201, Nelson Student Center

12. 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: 620-441-5312 Location: The Underground, Lower Level of Nelson Student Center

13. 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: 620-441-5334 Location: 131 South 3rd Online database and resource center: www.cowley.edu/library/db

14. Salon / 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: 620-441-5284 Location: North Entrance, Lower Level of Ireland Hall

15. Scholarships: A variety of athletic, academic, activity and departmental 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. Students can also apply for scholarships on the website. Several endowment scholarships are available to students as well.

Phone: 620-441-5294 Location: Office of Institutional Advancement, Galle Johnson Hall

16. Student Publications: The Cowley Press newspaper is a student generated publication. It is published every two weeks both online and print. 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; brainstorming story ideas writing and editing articles, taking pictures, designing and laying out pages, shooting and editing videos, publishing to the web, distributing the newspaper as well as developing and advertising base, selling and designing ads.

Phone: 620-441-5555 Location: Room # 104-A, Kerr Center

17. Tiger Deli: The Tiger Deli serves a variety of food options. The deli is open to all students, faculty and staff.

Phone: 620-441-6332 Location: Jungle, Nelson Student Center

18. Tutoring: Free on-site tutoring services are available on the Arkansas City or Mulvane locations. The tutoring schedule will be posted at the start of each semester. Students taking classes at an off-site location or online, can take advantage of the online tutoring services through Tutor.com. Visit www.cowley.edu/tutoring for more information.

Phone: 620-441-5334 Arkansas City; 316-777-3060 Mulvane

Location: Renn Memorial Library in Arkansas City; West Building in Mulvane

Online: www.tutor.com

19. Wellness Center: The Ben Cleveland Wellness Center is a full service health club complete with cardio-vascular machines, a free weight room, an aerobic circuit, weight machines, a warm up area, classroom and locker rooms. Open seven days per week. 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 or any of the other aerobics classes offered for credit. Students who live in the dormitories are given a free membership.

Phone: 620-441-5222 Location: 201 W. 5th Avenue

ACCESSING YOUR STUDENT INFORMATION

Cowley Username & Student ID Number

Your Cowley Username for all of the following will be your last name, the first letter of your first name, and the last six digits of your Cowley student ID number. (If your last name includes a hyphen or apostrophe, they will be removed from your username.) For example, John Smith – with the Cowley ID number 999234567 – will have the username: SmithJ234567

Password

The first time that you log into the network, your password will be: **Password1**. The password is case-sensitive (the P must be capitalized, the remaining characters must be lowercase, and the final character is the numeral one). All systems require you to log in using your password (except Campus Connect which uses a PIN number). You are strongly encouraged to change your password.

PIN Number

Campus Connect (described below) uses a four digit PIN number. It is initially set up when you apply for admissions, online. If you do not remember your pin number or do not remember receiving one, use the Quick links at the top of the Cowley Webpage and select Campus Connect. You will then be able to use the “Look Up My Username and Pin” or “E-mail My Username and PIN”. If you have any problems or questions about Campus Connect, you can contact our helpdesk at www.cowley.edu/helpdesk

Blackboard (Online, Hybrid and Web Enhanced Courses)

If you are taking an online course, a hybrid course, or a course that has been enhanced with web content, you will need to log into Blackboard, which is the Learning Management System (LMS) that the college uses for web-based instruction. You can access Blackboard from any web browser (on or off campus). To do so, go to the Cowley College home page at www.cowley.edu. Click on the **STUDENT LOGINS tab** [Logins & Links drop down menu](#) on the top of the page and then click on the Blackboard link. You will need to complete the Blackboard Student Orientation before proceeding in coursework utilizing Blackboard. The Blackboard Student Orientation course is found under “My Courses” in Blackboard.

*Log into Blackboard by entering your <CowleyUsername> and the initial password of **Password1**.*

C-Mail (Cowley Student Email)

Your C-Mail (or Cowley Student Email) account is used to keep you informed. Your C-mail account will provide you with notifications of college deadlines, campus events, weather closings, add/drops of classes, etc. This is one of the primary methods through which college personnel will communicate with you, so it is vital to check it often. You can access C-mail from any web browser (on or off campus). To do so, go to the Cowley College home page at www.cowley.edu. Click on the [Logins & Links drop down menu](#) **STUDENT LOGINS tab** at the top of the page and then click on the C-Mail link. Log in using your Cowley Username and your password. There are instructions for setting up your C-Mail account to forward automatically to another email account if you prefer.

*Your C-Mail username is <CowleyUsername> and your password is **Password1**.*

Campus Connect

Campus Connect allows you to enroll in classes, check your financial aid status, print your schedule, view your grades, print an unofficial transcript, apply for your parking permit, vote in student elections, and much more. You can access Campus Connect from any web browser (on or off campus). To do so, go to the Cowley College home page at www.cowley.edu. Click on the [Logins & Links drop down menu](#) **STUDENT LOGINS** tab on the top of the page and click on the **Campus Connect** link. Log in using your <**CowleyUsername**> and your 4-digit **PIN** number.

Using Computers on Campus or Access to Wireless Network

Computers are available on all of our campuses for you to use. Students may use their own computers to access the wireless network from various “hot spots” on the Cowley campuses and student centers. To do so, you will need to log in using your **Cowley Username** and **password**.

HELP

If at any point you have difficulty accessing any of these services, you can request assistance through the Cowley College Help Desk at www.cowley.edu/helpdesk or by calling **1-866-940-0063**.

- [Blackboard Help Desk - http://cowley.edusupportcenter.com/](http://cowley.edusupportcenter.com/)
- [C-Mail – passwords can be reset by advisors](#)

POLICY & PROCEDURE

The development of institutional policies and procedures is a continuous process. It is also a cooperative venture requiring the participation of Trustees, administrators, faculty, and students. Policy recommendations may be initiated by individual faculty members, administrators, operating committees, or the Cowley College Student Senate. All policies must be reviewed and recommended to the Board of Trustees for approval. A complete list of all current college policies can be accessed on the Cowley College website.

402.00 Academic Code of Conduct

Cowley College is committed to instilling in its students a high level of academic integrity. Integrity in and outside the classroom is a definite expectation. Students who compromise the integrity of the academic process are subject to disciplinary action by the college. The student so affected by an academic integrity violation and disciplinary action shall have the right of appeal through the academic affairs office. **Policy 402 will be implemented in process through [Procedure ACD002](#).**

403.00 Student Code of Conduct

Cowley College is committed to providing an excellent safe and learning environment for all students in and outside the classrooms. We believe in fostering a campus climate that promotes physical and mental well-being as well as a safe and orderly campus environment. Students who compromise the student code of conduct are subject to disciplinary action by the college.

Cowley College students are expected to conduct themselves as responsible individuals at all times while on campus and off campus when on a college approved activity in accordance with the Standards of Student Conduct. Acts of incivility or misconduct which interferes with or detracts from the learning-centered environment are not permissible. A charge of misconduct may be made against a student for violating provisions of published College regulations and policies. In circumstances where a student is charged with misconduct, they will be processed in accordance with procedures set forth in the Standards of Student Conduct and reflected in the Student Handbook. The student so affected by a student code of conduct violation and disciplinary action shall have the right of appeal through the academic affairs office via policy 405.

The administrator responsible for ensuring student rights and freedoms is the Executive Director of Student Affairs. Both the Vice President of Academic Affairs and the Executive Director of Student Affairs are responsible for student conduct, responsibilities and due process. **Policy 403 will be implemented in process through [Procedure SDT006](#).**



OFFICE OF CIVIL RIGHTS

Civil Rights Comprehensive Notification for COWLEY COUNTY COMMUNITY COLLEGE

In compliance with the Executive Order 11236; Title II of the Education amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX – Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Cowley County Community College of Arkansas City, Kansas, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Cowley County Community College, Arkansas City, Kansas, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, procedures, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (gender) and Section 504 (handicap) should be referred to:

Student Accessibility Coordinator
Cowley County Community College
Room #201 Galle Johnson Hall
125 South 2nd Street
Arkansas City, Kansas 67005
620-441-5557

Title VI, Title IX, and Section 504 complaints can also be filed with the Regional Office for Civil Rights.

Address correspondence to: U.S. Department of Education, Region VII Office for Civil Rights
10220 N. Executive Hills Blvd.
Kansas City, MO 64153

NOTICE OF NON-DISCRIMINATION

Cowley County Community College and Area Vocational-Technical School is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, marital status, political affiliation or other legally protected category.

The college will provide all qualified individuals reasonable accommodations in the work and educational environment and ensure equal access to all College programs, activities and facilities.

The College does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law.

This prohibition against discrimination applies to College employees, students, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity. Inquiries concerning the college's compliance with its non-discrimination policies may be referred to the Executive Director for Student Affairs or the Director of Human Resources at 125 S Second St, Arkansas City, KS 67005 or by calling 620-442-0430.



ANNUAL STUDENT NOTIFICATION

Dear Student,

The Federal government requires that colleges provide their students with information regarding their rights as a student concerning the following topics: Drug Free Schools Act, Family Educational Rights and Privacy Act (FERPA), and voter registration information. This notification will explain how the Drug Free Schools Act is complied with at Cowley College, what FERPA means to you as a student, and how you can register to vote in the county for national, state and local elections.

Drug Free Schools Act

U.S. Department of Education regulations require that all students and employees of Cowley College be provided with the following information annually. Please take a few minutes to review this important material.

Standards of Conduct

Cowley College supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions. Smoking and smokeless tobacco are not permitted in college facilities and vehicles. Students and employees are expected to abide by all applicable alcohol and drug laws, and to abstain from use of alcohol and illegal drugs while on campus and during school-sponsored activities.

Applicable Legal Sanctions

Local, state, and federal laws relate to the unlawful possession, use, or distribution of illicit drugs and alcohol. These laws govern such issues as: public drunkenness; purchase, consumption, possession or transportation of alcohol by a minor; selling or furnishing alcohol to minors; manufacturing, selling, or carrying a false ID; driving under the influence; and, illegal trafficking and possession of controlled substances. Penalties for violation of alcohol and drug laws can include fines, court costs, diversion costs, treatment costs, community service, loss of driver's license, and jail time.

Health Risks Associated with the Abuse of Alcohol or Use of Illicit Drugs

Health risks associated with chemical use include (but are not limited to): heart disease; cancer; obstructive lung diseases; spontaneous abortion, pre-term birth, low birth weight, and birth defects; impaired judgment, coordination, and memory; organ damage; insomnia; paranoia; delusions and hallucinations; seizure; elevated blood pressure; stroke; anxiety and mood disturbances; respiratory depression; brain damage; sexual side effects; physical and psychological dependence; coma; and death.

Drug and Alcohol Programs

All students are eligible for assessment, treatment, and referral by the Student Life Counselor, who can be contacted at 620-441-5228. Employees who choose to contact the Student Life Counselor regarding substance-related issues are eligible for consultation and referral. Referral to other treatment providers can be found at 800-662-HELP, or at <http://findtreatment.samhsa.gov>.

Disciplinary Sanctions

Cowley College will impose disciplinary sanctions on students and employees for violations of the standards of conduct outlined above. These sanctions may include fines, suspension, counseling, intensive supervision, and expulsion or termination of employment and referral for prosecution.

Questions or Comments

Any questions or comments regarding this notification may be directed to Roy Reynolds, Cowley College Student Life Counselor at 620-441-5228 or at reynolds@cowley.edu.

FERPA

The Family Educational Rights & Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, is a federal law that protects the privacy of student education records. Schools must have written permission from the student in order to release any information from a student's record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under certain conditions. For a complete listing of those conditions and more information regarding FERPA, go to: www.cowley.edu/policy/policy252

Voter Registration

The Kansas Secretary of State web page at www.kssos.org is the location to find a Kansas voter registration application form. The web page has instructions about registering to vote. The deadline to vote is the fifteenth day prior to any election.

If you have any questions about any of these notices, please feel free to contact the Executive Director of Student Affairs at 620-441-5253 or otoole@cowley.edu.