

# 2021 – 2022 SWTJC Student Handbook Changes/Updates

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## Student Engagement & Success Student Handbook Changes and Additions

**REMOVE**

### Student Success Center

The Student Success Center provides support with the goal of increasing student success by assisting students in making a seamless transition from beginner courses to university degree completion.

The Centers provide computer access, tutoring services in all subjects, and equipment and textbook rentals to students. Southwest Texas Junior College Student Handbook Centers are open to all SWTJC students, and are located on Uvalde, Eagle Pass, Del Rio, and Crystal City campuses.

Change to the following:

### Student Success Center

<https://swtjc.edu/campus-life/student-services/student-success-center.html>

The Student Success Center provides support with the goal of increasing student success by assisting students in making a seamless transition from beginner courses to university degree completion.

The Centers provide:

- computer access
- peer tutoring services in all subjects (in-person and virtual)
- Individual Academic Plans (IAPs)
- equipment and textbook rentals to students

Centers are open to all SWTJC students, and are located on Uvalde, Eagle Pass, Del Rio, and Crystal City campuses.

## II. BUSINESS SERVICES (Proposed change in red; proposed omissions in blue)

### Update to Payment Information (*paragraph modified to only reflect proposed changes*)

A stop payment on tuition checks will be considered as NSF which may also cause the withdrawal of students from courses. To officially withdraw, contact the Admissions Office. Returned checks, delinquent installment contracts, and past due student balances will be sent to a third-party agency for collection. **Additional fees will be assessed.**

Students have two payment options they may choose: Ecashier is available through the college website, [www.swtjc.edu](http://www.swtjc.edu). **Students may use Ecashier to pay tuition under an installment plan and will be assessed a \$25.00 non-refundable fee. Students may also use Ecashier to pay in full and only be assessed a \$2.00 fee. E-commerce is available through Web Advisor on the college's website.** This payment method is to pay tuition in full without a fee.

### Refund of Tuition and Fees

A student should be aware of refund implications when dropping a course. ~~Refund schedules will be posted at the Business Services Office on campus.~~ Special-length courses may have a refund schedule different than the published standard term schedule. A student may inquire about these at the Business Services Office. Refunds are generated automatically on withdrawal from a class. ~~If payment has been made by credit card, refund will be made to the credit card used for payment.~~ **Refunds are processed four to six weeks after the 12th class day. require two three weeks for processing.**

### SWTJC Switchboard

Replace 278-9147 contact number (campus dispatch) with SWTJC main phone line of (830)278-4401

### Campus Exclusionary Zones

Remove Medina Valley Campus (Item 6; Letter "I")

## **IN-PERSON COURSES**

<https://www.swtjc.edu/campus-life/counseling-and-advising/index.html>

### **STAND-ALONE COURSE**

Stand-alone, face-to-face courses are courses that **WILL BE OFFERED ON CAMPUS**. You will be in a SWTJC classroom with your peers and your instructor for live instruction.

### **VIDEO-CONFERENCE COURSE (ON CAMPUS)**

This is a course that will be scheduled at set days and times and **WILL BE HELD ON CAMPUS**. Your instructor will originate the course from a selected site. You will join your peers and your instructor for live, virtual instruction in a SWTJC classroom.

## **REMOTE COURSES**

### **VIDEO-CONFERENCE COURSE (ZOOM, TEAMS, CANVAS)**

This is a course that will be scheduled at set days and times and **WILL NOT BE HELD ON CAMPUS**. It will be delivered via Zoom, Microsoft Teams, or Canvas Conference. You will join your peers and your instructor for live, virtual instruction **REMOTELY**.

### **ONLINE COURSE**

This course will be taught completely online via our Learning Management System, Canvas. You will complete this course on your own time following the instructions provided by the instructor.

Go to the college website at <http://swtjc.instructure.com> to log in to Canvas and click on the online class.

## **COMBINED DELIVERY MODE COURSES**

### **HYBRID COURSE**

This is a course that will be taught in two delivery modes. A portion of the course will be scheduled at set days and times and **WILL BE HELD ON CAMPUS**. You will join your peers and your instructor for live instruction. The other portion of the course will be taught online via our Learning Management System, Canvas. You will be responsible for attending class and for completing online activities outside of the scheduled class time.

### **HYBRID COURSE (ZOOM, TEAMS, CANVAS)**

This is a course that will be taught in two **REMOTE** delivery modes. A portion of the course will be scheduled at set days and times and **WILL NOT BE HELD ON CAMPUS**. It will be delivered via Zoom, Microsoft Teams, or Canvas Conference. You will join your peers and your instructor for live, virtual instruction. The other portion of the course will be taught online via our Learning Management System, Canvas. You will be responsible for attending class and for completing online activities outside of the scheduled class time.

**OPEN RESOURCE COURSE**

This is a course that provides free or very low-cost instructional materials for the students. Open Resource courses may be taught in any instructional mode.