



Richland Collegiate High School

Welcome to the Start of Something Extraordinary

Junior Welcoming Packet

***Note: The information in this packet is intended to support you as you acclimate yourself to the RCHS program and to Richland College. Please read and refer to it throughout your two years in this incredible program.

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Dear RCHS Incoming Juniors,

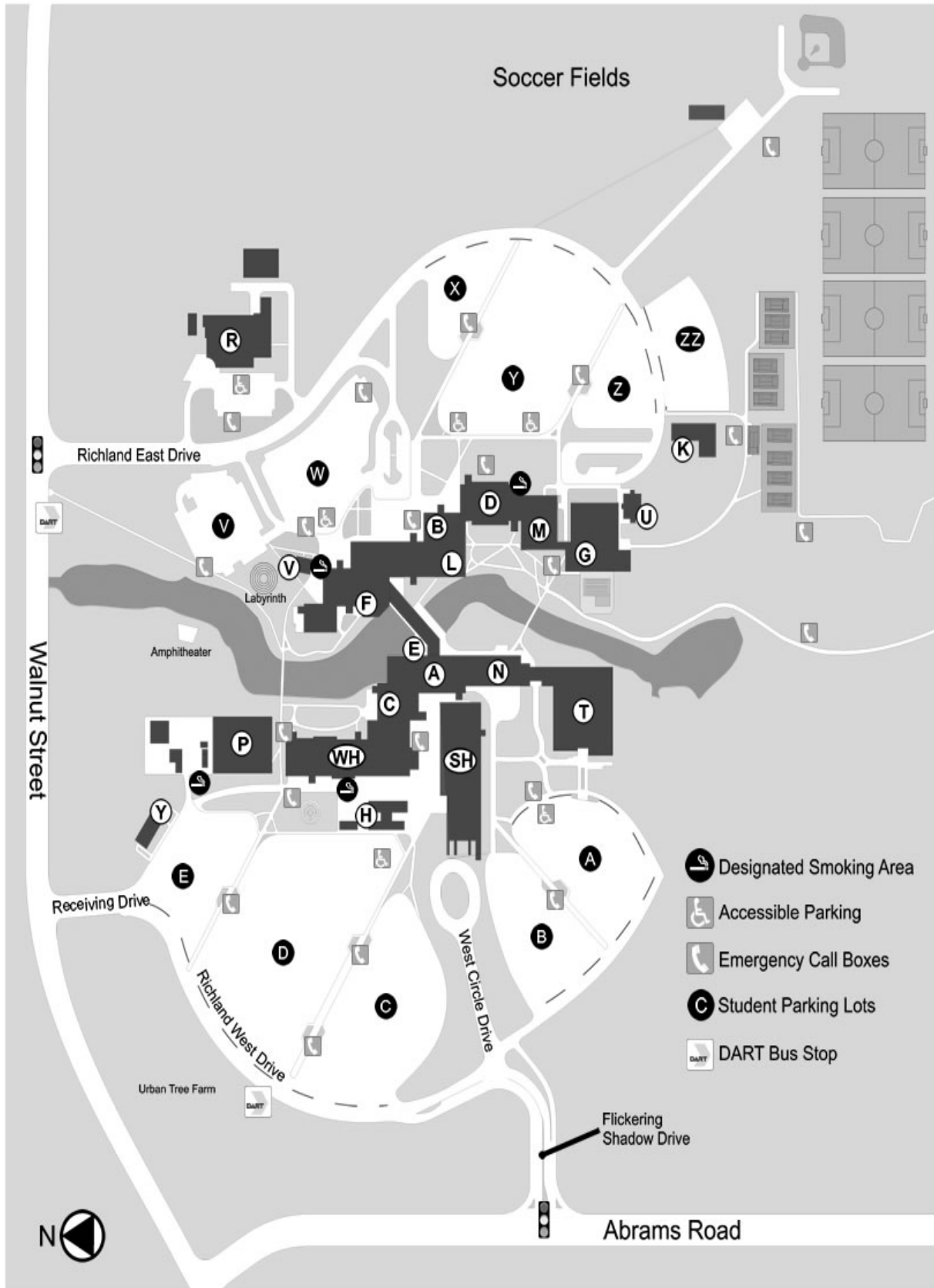
I want to welcome all of you to the first day of your college experience. Not only are you a junior, but you are now a freshman as well! As you move forward with new educational experiences, I want you to realize learning is not just about what comes out of the textbooks, or the lectures, but the relationships you build along the way. Take time to make new friends, develop new relationships, and challenge yourself like you have never been challenged before.

I am glad you are here and look forward to meeting each of you as you begin this new journey. If you have questions, don't hesitate to ask. My door is always open.

Sincerely,

A handwritten signature in black ink, appearing to read 'CH', written in a cursive style.

Craig Hinkle
RCHS Principal



Campus Map Key

A - Alamito:	ACCESS Adjunct Faculty Center; Administration; College Communications and Marketing; Distance Learning
B - Bonham:	Academic Enrichment; Classrooms; College Communications and Marketing; Graphics; Language Lab; Media; School of Engineering, Business and Technology; Web Office
C - Crockett:	Brazos Gallery; Classrooms; Dual Credit; Educational Transitions; Emeritus Office; Richland Collegiate High School (RCHS) ; Rising Star Program; School of Learning Enrichment and Academic Development; Trio/Soar Programs
D - Del Rio:	Computer Labs
E - El Paso:	Attendance: Cafeteria; Career Center; Counseling Center; Office of Student Life; Richland Chronicle; Student Lounge; Veterans Affairs; Working Wonders
F - Fannin:	Arena Theatre; School of Humanities, Fine and Performing Arts; Performance Hall
G - Guadalupe:	Dance Studio; Fitness Center; Gymnasiums; School of Ethnic Studies, Social Science and Physical Education; Swimming Pool
H - Hondo:	Employee Services; Gardens; Thunderwater Organizational Learning Institute
K - Kiowa:	RCHS Support Classes, School Resource Officer
L - Lavaca:	Lago Vista Gallery; Library; School of World Languages, Cultures and Communications
M - Medina:	Learning Center; Classrooms; ESOL Lab; Test Center
N - Neches:	Classrooms; Office of Planning and Research for Institutional Effectiveness
P - Pecos:	College Police; Facilities Services; Information Technology Support Center
R - LeCroy Center:	Telecommunications
SH - Sabine:	Bookstore; Coffee Shop; Conference Rooms; School of Mathematics, Science and Health Professions; Science Labs
T - Thunderduck:	Advising; Admissions; Cashier Windows; Classrooms; Computer Training Institute; Continuing Education; Disability Services; Financial Aid; Health Center; Multicultural Center; Multimedia Labs; Photography; Registration; Skills Training Center
U - Uvalde:	Classrooms
V - Verde:	Classrooms
WH - Wichita:	American English and Culture Institute (AECI); Classrooms; Health Professions; Print Shop; Engineering Labs;
Y Yegua:	Classrooms

eCampus

- <http://ecampus.dcccd.edu/>
 1. Using eCampus is a VITAL part of surviving RCHS:
 2. USERNAME:_____
 3. PASSWORD:_____
- This is where you get:
 1. RCHS announcements – **CHECK this OFTEN!**
 2. Professor announcements
 3. Syllabus for each class
 4. “Extended Classroom” – Professors who require this will elaborate on this later
- You can also check on your grades and current progress in your classes IF your professors use eCampus for grading purposes.

eConnect

- You probably already created an eConnect account, but if you did not, that is okay. We will create one now and familiarize you with this webpage that is also VITAL to your survival here:
 1. USERNAME:_____
 2. PASSWORD:_____
- This is where you get:
 1. End of semester grades
 2. College GPA
 3. Associate Degree plan audit – this tells you what you have completed for your degree and what you still lack for your degree
 4. Transcript request information for your college transcript

Academic Calendars

- This is a way to sort out all of your deadlines and homework
- Follow these steps to create a suitable academic calendar:
 1. Review all your syllabi and highlight important dates & assignments.
 2. Enter all due dates for assignments, quizzes, tests, or other required class work on your calendar.
 3. Enter study time on your calendar – be strategic about when and where you study so that you stay ahead in your classes.
 4. Enter some social or fun time – you need to stay balanced, so you do not feel overwhelmed.
- We recommend that you use a scheduler (book, phone, tablet, or computer) in order to combine all of your academic calendars into one location

Grade Sheets

- Your grade sheets essentially outline your progress and grades in a class, so that you know what to expect as your final grade
- Here is a sample of what your grade sheets may look like:

Your Name: _____ Your Professor's Name: _____
 Course Name & Section: (ex. TNLZ 1185) Semester & Year: (ex. Fall 2014)

<u>Name of Assignment</u>	<u>Overall Points Possible</u>	<u>Actual Grade</u>
Ex. = Assignment 1 (Due Date)	Point Value/ Percentage of Grade	Grade You Earned
Duck Camp (8/28/14)	100	100
		Total Points Possible:

Your Professor's System of Grading

(Example -> A = 900-1000, B = 800- 899, C = 700- 799, D = 650- 699 F = Below 600)

Total Points: Numerical Grade: Letter Grade:

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

** NOTE: YOUR ADVISORS WILL NOT SEE YOU WITHOUT YOUR ACADEMIC CALENDAR AND YOUR GRADE POINT SHEETS FOR ALL OF YOUR CLASSES. If you have an advisor appointment, and you fail to bring these items, you will have to reschedule your appointment.

Attendance Office

- Phone Number: 972-761-6778
- Rchsattendance@dcccd.edu
- Location- E050
- Office Hours
 - Monday-Friday, 7:30AM-5:00PM
- Description:
 - The Attendance Office ensures students attend classes every day on time. You will need to visit the Attendance Office for the following reasons:
 - Check-in at E050 when your class is cancelled. You will be marked with an unexcused absence if you fail to check-in with the Attendance Office during your regularly scheduled class time, or you do not have your ID.
 - Drop off absence and doctor notes for absences. Be sure to bring written documentation to the Attendance Office by or before the 3rd day following your absence. **(see the RCHS Handbook for more details about attendance)**
 - Request copies of your attendance – Review your attendance for accuracy and to stay informed. Do not get expelled from the RCHS program because of absences...Stay on top of your attendance!
 - Request a VOE form in order to get a driver's license 48 hours in advance.

Absence notes may be turned in, within 3 days of absence, to El Paso E050, emailed to RCHSAbsence@dccc.edu, or faxed to (972) 238-6318. Turning notes in to any other place will result in your note not being accepted.

RICHLAND COLLEGIATE HIGH SCHOOL

ABSENCE NOTE

- **PLEASE COMPLETE THIS FORM FOR ALL ABSENCES THAT DO NOT REQUIRE OFFICIAL DOCUMENTATION.**

(Official documentation is required for: visits to the doctor/dentist, court, college visits, & religious holy days)

- **THIS FORM MUST BE TURNED IN WITHIN 3 DAYS OF THE STUDENTS RETURN TO SCHOOL**
- **ALL INFORMATION MUST BE COMPLETED IN ORDER FOR THE FORM TO BE ACCEPTED**

Student's Name: _____ Student ID Number: _____

Date of Absence: _____ Was student absent for ALL classes? Yes No

(If yes, please SKIP down to "reason for absence")

*If the student was only absent **part of a day**, please complete the following for time **missed**:

Date	Out all day? (If so, stop here. If not, fill out rest of boxes) →	Time Out	Time In	Signed out/in with attendance office?	CLASS OR CLASSES MISSED:
	YES or NO				

- ***** PLEASE NOTE:** If only part of a day was missed and the student *did not sign in* at the attendance office, this note will **not** be accepted. If student left campus for **any** reason, this note will *not* be accepted to excuse the absence. Student must return with **official** documentation to excuse the absence. If a student is ill, one must leave through the health center. *******

Reason for absence: _____

Parent/Guardian's Signature: _____ Date: _____

Contact Number: _____ Email: _____

FOR OFFICIAL USE ONLY:

RECEIVED BY: _____

NOTE ACCEPTED: YES NO

ENTERED BY: _____

RECEIVED DATE: _____

REASON NOTE REJECTED: _____

ENTERED DATE: _____ 9 _____

Career Center

- Phone Number: 972-238-6921
- <http://www.richlandcollege.edu/career/>
- Location- E093
- Office Hours
 - Monday-Thursday, 8:30AM-7PM
 - Friday, 8:30AM-4:30PM
- Description:
 - The Career Center is primarily available to provide all Richland College students with information about job opportunities and to provide advice on which careers suit your personality. This department is available to help you transition from college into the work field and plan your path toward where you want to go.

Disability Services Office

- RCHS Student Support Service - Ronnie Hickey – 214-890-3801
- Richland College DSO - 972-238-6180
- <http://www.richlandcollege.edu/dso/>
- Location- T120
- Description:
 - The Disability Services Office (DSO) is committed to assisting students with disabilities throughout their college careers. After verification of the student's disability, the office works with the student on an individualized plan. Possible services include sign language interpreters, adaptive technology, tutoring referral, textbook taping, testing accommodations, academic counseling, priority registration, and referral information as needed.

Health Center

- Phone Number: 972- 238-6135
- <http://www.rlc.dcccd.edu/health/>
- Location- T110
- Office Hours
 - Monday-Thursday, 8:30 AM- 8:00 PM
 - Friday, 8:30 AM- 3:00 PM
- Description: The Health Center's staff, including registered nurses, focuses on promoting healthy and happy students. This center hosts events throughout the year to help create awareness of healthy lifestyles and to promote wellness. Whether you are sick or simply have questions that apply to health, this center is eager to serve your needs during your time here as an RCHS student.

Media Center

- Phone Number: 972-238-6094
- <http://www.rlc.dcccd.edu/mediatech/info.php>
- Location- B218
- Office Hours
 - Monday-Thursday, 8:00AM-9:30PM
 - Friday, 8:00AM-4:30PM
 - Saturday, 12:00 NOON-5PM
- Description:
 - The Media Center is available to help and support students with technology needs. Computers, foreign language class materials, and even DVDs are available in this area.

Richland College Health Services (RCHS) Office

- Phone Number: 972-761-6888
- <http://www.richlandcollege.edu/rchs>
- Location- Crockett Hall
- Office Hours
 - Monday-Friday, 8:00 AM – 5:00 PM
- Description:

The RCHS Office in Crockett is where you registered for this program. It is where your advisors “live” and where you go whenever you have a question regarding this program or need a principal.

The Library

- Phone Number: 972-238-6082
- <http://www.richlandcollege.edu/library/>
- Location- Lavaca Hall
- Office Hours
 - Monday-Friday, 9:00AM-5:00PM
- Description:
 - The Library is essentially one of the best places on campus to study. They have designated study rooms for group study sessions, informative workshops, and amazing librarians that are willing to dedicate some of their time to helping you get started with your research papers and projects. **UTILIZE** this resource!!

The Learning Center

- Phone Number: 972-238-6226
- <http://www.richlandcollege.edu/tlc/>
- Location- M216
- Office Hours
 - Monday-Thursday, 9:00AM- 8:00PM
 - Friday, 9:00AM-4:00PM
 - Saturday, 11:00AM-2:00PM
 - Sunday, 1:30PM-4:30PM
- Description
 - The Learning Center is dedicated to providing free tutoring to all Richland College and RCHS students. They have tutoring for reading, writing, math, accounting, government, and a CSM room for students in DMAT classes. USE THE LEARNING CENTER as much as you can because this is often the difference between passing a class and failing.

**Also available through the learning center are these tutoring services*

- **Science Corner**
<http://www.richlandcollege.edu/sciencecorner/>
- **The English Corner:**
<http://www.richlandcollege.edu/englishcorner/>
- **The Writing Center:**
<http://www.richlandcollege.edu/writing/>

Counseling

The Counseling Center is located in El Paso Hall room E-082

www.richlandcollege.edu/counseling

Call or walk in for an appointment (972) 238-3771

Hours of Operation Are:

Mon. - Thurs, 8:00am - 7:00pm

Friday, 8:00am - 5:00pm

Description:

Richland counselors are available to help current students with personal, career and academic concerns that affect academic success and quality of life. Counselors provide short-term, solution focused personal counseling and make referrals, when needed, for such concerns as:

- Adjustment Issues
- Relationship and Family Concerns
- Death or Loss
- Drug and Alcohol Abuse
- Depression and Anxiety
- Conflicted Life Choices
- Anger Management
- Stress/Time Management
- Test Anxiety - Educational Concerns
- Community Referrals When Needed

Office of Student Life

Richland College **Office of Student Life (OSL)** welcomes you! OSL is the department which is responsible for **the extra and co-curricular activities** of the college campus. We offer you a wide variety of culturally diverse programs and services which are designed to promote the success of your educational goals. OSL schedules programs which complement and enhance your classroom learning process. In addition, we provide many unique educational experiences which go beyond the traditional classroom instruction.

The OSL Office is located in El Paso Hall (E040) next to the Student Lounge. The Cafeteria Stage and the Student Lounge are located close to Subway near the center of the campus. These OSL facilities seek to create a social environment that is both pleasant and conducive to your educational development. **OSL Office hours are 8:00am- 5:00pm, Monday - Friday.** If you wish to find out more about the activities at Richland, come to the OSL office and pick up your free student activity calendar. We welcome your questions, comments and suggestions for future programming. All of our activities are free and open to the public unless otherwise noted.

Recognized Student Organizations/Clubs (Spring 2014)

Organization/Club

Academic and Civic Engagement
 Achieving Latino Academic Success (ALAS)
 Alpha Omega Bible Discussion
 AMRA - Together We Can
 Anime Club
 Association of United Engineers
 Baptist Student Ministry
 Be Project
 BYOC Gamers
 Delta Psi Omega
 Environment and Charity Club

Advisor

John Daniels
 Luz Villegas
 Shane Grant
 Sahera Ali
 Debbie Smith
 William Kengeffey
 Jay Wooldridge
 Romilio Castillo
 Chris Curra
 Andy Long
 Lois Parrott

Email

[johndaniels@dcccd.edu](mailto: johndaniels@dcccd.edu)
[luzv@dcccd.edu](mailto: luzv@dcccd.edu)
[sgrant@dcccd.edu](mailto: sgrant@dcccd.edu)
[saheraa@dcccd.edu](mailto: saheraa@dcccd.edu)
[dsmith@dcccd.edu](mailto: dsmith@dcccd.edu)
[wkengeffey@dcccd.edu](mailto: wkengeffey@dcccd.edu)
[jwooldridge@dcccd.edu](mailto: jwooldridge@dcccd.edu)
[RoCastillo@dcccd.edu](mailto: RoCastillo@dcccd.edu)
[ccurra@dcccd.edu](mailto: ccurra@dcccd.edu)
[andylong@dcccd.edu](mailto: andylong@dcccd.edu)
[lparrot@dcccd.edu](mailto: lparrot@dcccd.edu)
[gsimmons@dcccd.edu](mailto: gsimmons@dcccd.edu)
[sasfaw@dcccd.edu](mailto: sasfaw@dcccd.edu)
[rcrowder@dcccd.edu](mailto: rcrowder@dcccd.edu)
[tlynd@dcccd.edu](mailto: tlynd@dcccd.edu)
[ggarrett@dcccd.edu](mailto: ggarrett@dcccd.edu)
[cthomas@dcccd.edu](mailto: cthomas@dcccd.edu)
[ldemoss@dcccd.edu](mailto: ldemoss@dcccd.edu)
[pdhayanithy@dcccd.edu](mailto: pdhayanithy@dcccd.edu)

Organization/Club

Muslims for Humanity
 Phi Theta Kappa
 RCHS Sports Club

Advisor

Sobia Khan
 John Ewing
 Michael Gross



Student ID Room

- <http://www.richlandcollege.edu/osl/idCard.php>
- Location- E034
- Office Hours
 - MWF, 9:00AM-5:00PM
 - TR, 9:00AM-7:00PM
- Description:
 - The Student ID Room is where you get your RCHS ID. This ID is **necessary** to check-out textbooks from RCHS. You will also use your RCHS ID for the following reasons:
 - riding the DART buses
 - signing- in and out of The Learning Center
 - checking-out library books and resources
 - checking-in to the labs
 - DO NOT lose your ID. There is a \$10 replacement fee and you need it with you at all times!

Testing Center

- Phone Number: 972-238-6160
- <http://www.richlandcollege.edu/testcenter/>
- Location- M105
- Office Hours
 - Monday-Thursday, 8:30AM-9:50PM
 - Friday-Saturday, 9:00AM-4:20PM
- Description:
 - The Testing Center is available for students who need to take a supervised test. This is where you go if your professor assigns a test that needs to be monitored. When you are taking a test in the Testing Center, all cell phones must be turned off, and you must present an ID to receive your test.

Contact Information

Richland College Main Number: [972-238-6100](tel:972-238-6100) or [972-238-6106](tel:972-238-6106)

Richland College Main Number: [972-761-6888](tel:972-761-6888) & Fax: [972-761-6890](tel:972-761-6890)

Attendance: [972-761-6778](tel:972-761-6778), RCHSAttendance@dcccd.edu

Richland College Advisors:

Beverly Gaither	972-761-6887 , Bgaither@dcccd.edu
Trent Price	972-761-6886 , Tprice@dcccd.edu
Chau Tran	972-238-6396 , ChauTran@dcccd.edu
Billy Clark	972-761-6780 , Bclark@dcccd.edu
Brenda Molina	972-761-6743 , BrendaMolina@dcccd.edu

Richland College Instructors:

Melanie Pruit	214-890-3822 , Mpruit@dcccd.edu
Sahera Ali	214-890-3847 , SaheraA@dcccd.edu
Jason Bennett	972-284-5541 , jmbennett@dcccd.edu
Cynthia Devaney	972-761-6842 , Cdevaney@dcccd.edu
Philip Kelton	214-890-3828 , Pkelton@dcccd.edu
Calyn Smoot	972-284-5552 , csmoot@dcccd.edu

Student Support:

Chris Manes	972-761-6781 , Cmanes@dcccd.edu
Ronnie Hickey	214-890-3801 , Rhickey@dcccd.edu

Administration:

Craig Hinkle	214-890-3837 , Chinkle@dcccd.edu
Kevin Brimage	972-761-6884 , kbrimage@dcccd.edu
Bob Clare	972-761-6884 , BobClare@dcccd.edu

Emergency:

Vincent Brooks	972-761-6771 , VBrooks@dcccd.edu
Campus Police:	972-860-4290 or 972-238-6911