

SERVICES AND ACTIVITIES

College Libraries

Each San Jacinto College library provides a broad range of academic support services that include:

- Current print materials including books, magazines, and newspapers;
- Electronic databases with access to more than 19,000 full-text journals;
- Thousands of electronic books; and
- Instructional videos.

Professional librarians are available in person and online to show students how to use the library and to help students locate information. Students may submit mail reference inquiries through the library's page on the San Jacinto College website.

Students can access the library catalog and research databases from home or work through the San Jacinto College website. In the library catalog, students can place holds on books, renew books, and check personal library records. Students can also access library resources through Blackboard.

Students can obtain textbooks, supplemental readings, and videos placed on reserve at the reserve desk of the campus where the class is being taught. These items may be used inside the library. Copiers and scanners are also available at each library.

The libraries loan most books for three weeks. Students may renew books once if no one else has placed a hold on the item(s).

The libraries have laptop and desktop computers that provide students with access to the Internet, Microsoft Office software, and other applications. Students who have their own laptops are welcome to use the wireless network available at each library.

Students may request a TexShare card that provides access to materials from participating public and academic libraries across the state. The College's students may use the interlibrary loan service to borrow books or obtain articles not owned by any of the San Jacinto College libraries.

Note: Late fees for past due items vary from \$.50 to \$1 per day. The library bills students full replacement costs plus late fees for lost or damaged materials.

Student Success Centers

The Student Success Centers on each campus offer free tutoring services to all students. Student tutors are certified by the College Reading and Learning Association and come highly recommended by their instructors. Located in the libraries, the Centers offer the following services:

- One-on-one tutoring;
- Group tutoring;
- Help with a wide range of subjects, including math, English, chemistry, biology, physics, geology, history, BCIS and accounting
- Review sessions and TSI Assessment Prep sessions;
- Resources for checkout;
- Access to study rooms, computers and calculators; and
- Help with studying and test-taking skills.

Computer Access

Students have access to computers via the Interactive Learning Centers (ILC) and computer labs located throughout the campuses. The labs are equipped with personal computers and printers. Students are assigned an account to access a local area network that provides tutorial software as well as software for creating assignments, reports, accounting spreadsheets, statistical analysis, and computer programs. The ILC offers access to the Internet, Microsoft Office, Blackboard, and other College-supported applications with onsite lab support available. The ILCs post lab hours at the beginning of each semester.

Child Care

North and Central campuses operate a Child Development/Early Childhood Education Lab School licensed by the Texas Department of Family and Protective Services, a division of Texas Health and Human Services Commission and accredited by the National Association for the Education of Young Children. The College enrolls children in the Lab School on a first-come basis, as space is available, for one term or session at a time. Grants may be available for child care assistance.

Child Care Assistance

San Jacinto College works with Workforce Solutions to provide child care assistance. Students and employees are encouraged to visit the nearest San Jacinto College Financial Aid Office to complete an application.

Textbook Repurchase Policy

San Jacinto College bookstores, located on Central, North, and South campuses, are providers for all required textbooks, course materials, and school supplies. With the largest selection of used books and digital titles (as available), the bookstores stock every book for every course offered at San Jacinto College. Textbooks (when applicable) also can be rented for an entire semester at significant savings, sometimes more than half the price of a new textbook.

Textbooks purchased at the beginning of the term may be returned for 100 percent refund, subject to the following conditions.

- The bookstore will provide a full refund in the original form of payment if textbooks are returned during the first week of classes with original receipt.
- With proof of a schedule change and original receipt, the bookstore will provide a full refund in the original form of payment during the first 30 days of classes.
- The bookstore cannot provide refunds on unwrapped loose-leaf books or shrink-wrapped titles that do not have the wrapping intact.
- The bookstore cannot provide refunds on Digital Content once accessed.
- Textbooks must be in the original condition.
- The bookstore cannot provide refunds or exchanges without original receipt.

Bookstores will buy back textbooks at the end of each term. Bookstore decisions about whether to buy back any textbook are determined by the need for that book in the next term. Cash register receipts are not required to sell books back to the bookstores, but a valid student ID is required. Students may contact the bookstore for specific buyback dates.

Central campus 281-476-1898

North campus 281-459-7111

South campus 281-922-3410

Commuter Campus

San Jacinto College is a commuter college, so dormitories are not located on College campuses. A variety of apartments are located within close proximity to the College campuses.

Student Services

San Jacinto College provides a comprehensive network of support services to create a supportive, stimulating academic environment that extends beyond the classroom. Student Services staff help students achieve their educational and career goals by providing knowledgeable assistance about various educational options including advising, financial aid, and student engagement opportunities for leadership, personal enrichment, and recreation.

Campus Activities

The goal at the Office of Student Engagement and Activities is to promote success inside and outside of the classroom by enhancing the student experience. College is not just about learning on the inside of the classroom. The College strives to create an environment where students feel connected to their alma mater by offering programs that open doors to student leadership, social events, volunteer opportunities in the local community, and programs that enhance academic success.

San Jacinto College believes that students acquire many of their most lasting impressions in college in co-curricular and extracurricular activities. The College provides a variety of campus activities to meet the interests and needs of all students. These campus activities enrich the college experience through a wide variety of social, cultural, intellectual, and recreational programs that complement the students' classroom experiences.

The Office of Student Engagement and Activities has information on over 100 student organizations across the campuses, festivals, activities, lecture series, community service projects, and leadership development programs. Student organizations are a major component of the Student Engagement and Activities program. Belonging to a professional, social, cultural, or special interest group on campus allows a student to acquire new interests, develop leadership and management skills, and meet new people. Participating in extracurricular programs can make a difference in the transition from college to career. Many employers see campus involvement as a key indicator of a student's potential for success within his/her company. The College encourages students to participate in campus activities for both personal and professional enrichment.

Recreational and Intramural Sports

The San Jacinto College campus recreation department provides students opportunities to enjoy a variety of sports such as volleyball, basketball, indoor soccer, pool, table tennis, and more. All eligible students are welcome to participate in the program's individual, dual, or team sports. Most activities are free for eligible students. For more information, students may contact the campus Rec Sports department.

Services for Students with Disabilities

San Jacinto College does not discriminate on the basis of disabilities in admission or access to its educational programs. The College complies with Section 504 of the Rehabilitation Act of 1972 and the Americans with Disabilities Act (ADA) of 1990. Students with disabilities may be eligible for certain accommodations such as additional

testing time, registration assistance, or interpreting services. The College's Accessibility Services office assists students who may need accommodations. Students wishing to apply for accommodations should go to www.sanjac.edu/accessibility to complete the online application. Inquiries about accessibility services may be addressed to accessibility.services@sjcd.edu or by visiting the Educational Planning, Counseling, & Completion office on each campus.

Central campus: 281-478-2768

North campus: 281-459-7192

South campus: 281-922-3444

Any student with a question or concern about discrimination or harassment based on disability may file a complaint in accordance with Procedure 300 in the Student Handbook. Individuals who wish to file a complaint may obtain information about the complaint process at www.sanjac.edu/complaint-process.

Students with disabilities have the right to appeal accommodation decisions made through Educational Planning, Counseling, & Completion (EPCC). To appeal, an individual first will have needed to have completed the Accessibility Services Accommodation Application.

Individuals wanting to appeal the decision must do so in writing within 14 days of the notice of the accommodation decision. The appeal should include a copy of the original request for accommodation, documentation of disability, the accommodation decision, and the reasons why the individual is appealing the decision. The appeal is to be sent to the Director of EPCC (on each respective campus) who, after a review, will render a written decision, typically within two weeks or less.

For inquiries, students may call:

Central campus: 281-478-2768

North campus: 281-459-7192

South campus: 281-922-3444

The Director of EPCC will provide students an opportunity to present information useful to understanding the appeal. The Director of EPCC may decide to uphold the previous accommodation decision, support the appeal request, decide on an alternative or decide that new information has been submitted that necessitates further review.

Equity and Accommodation

San Jacinto College is dedicated to providing the least restrictive learning environment for all students. The College promotes equity in academic access through reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and ADA, which allow students with disabilities access to all post-secondary educational programs and activities.

Career Services

The purpose of Career Services is to be the leader in continuously fostering partnerships with students, alumni, employers, faculty, staff, administrators, and the community. The College supports student success by providing students and alumni with the tools necessary to bridge education with employment while promoting lifelong career development.

The College is committed to students' complete success and that means helping them take the next step beyond course work and into the working world.

Career Services offers a variety of services to assist with career exploration, decision making, and job searches. Career Services also provides career assessments for students who are unsure about a major. Web-based tools to assist with career exploration give students the opportunity to explore their personality, interests, and values, which are important factors in choosing a career. An online database is available to search for full-time, part-time, on-campus, and seasonal employment. Throughout the year, Career Services offers workshops on résumé writing and interviewing, as well as career fairs, networking events, and employer panels.

Students, alumni, continuing education students, and community members are invited to take advantage of these free services.

For more information or how to contact a Career Services, students may visit www.sanjac.edu/career-center.

Official Communications

The College considers the following as official notifications: Communications delivered through San Jacinto College email, posted on the official San Jacinto College website, Blackboard, or published in the catalog or Student Handbook.

The College automatically generates an Email account for all San Jacinto College students who have registered and paid for a class. The College uses this account as the primary email account for student communications. This email service is for student use only.

In the event of an emergency on campus, the College will activate SJC AlertMe. Students may opt-in to receive text, voice, and mobile app alerts from SJC AlertMe by visiting www.sanjac.edu/alert-me, or by clicking on the red SJC AlertMe tab in SOS. Text and voice messages will only be used in the event of a campus or College emergency. Students incur no cost to sign up for this notification service; however, end users are responsible for any data charges from their phone service provider associated with receiving messages.

Emergency Closings

In the event the College needs to be closed for any situation, such as inclement weather, students and employees should check the College website at www.sanjac.edu or call (888) 845-5288 for the most immediate and current information. The College will also engage SJC AlertMe, which sends a voicemail, email, and/or text message to each student/employee who opts in. Students are responsible for any charges from their phone service provider associated with receiving voice or text messages. Official communications with students is through their San Jacinto College email account. The College will always send any emergency notifications to students' San Jacinto College email addresses. The College will also contact local media, but the most reliable, accurate, and current information will also be found on the College website, via SJC AlertMe, or at the toll-free number listed above.

Student Email Account

The College provides email service to all San Jacinto College students. This account will be used by the College as the primary email account for student communications and is tied to Blackboard courses for communications with faculty and other students. The College automatically generates an email address for a student who has registered and paid for a class at the College. This email service is for student use only. Features of the service are available at www.sanjac.edu/email.

Educational Planning, Counseling, & Completion

Educational Planning, Counseling, & Completion (EPCC) provides comprehensive services to help students with educational planning, career and personal development, and short-term personal counseling.

The purpose of EPCC is to create a collaborative learning experience that empowers students to maximize their potential while completing their educational goals. This process involves a series of ongoing and intentional conversations between the student and an educational planner that establish a pathway to student success and the realization of educational, career, and life goals.

Professional counselors are available to help students understand how their skills, values, and interests can assist them in identifying a career path.

Short-term personal counseling is available to assist students in dealing with personal issues such as transition to college, study skills, family issues, and referrals to social services in the community.

For more information, students may visit www.sanjac.edu/educational-planning.