Welcome to Big Bend Community College! We want you to experience a feeling of close support as you begin your educational journey with us. In that regard, I hope your contact with Big Bend Community College thus far has been positive, and we have made you feel at home.

For many of you, Big Bend Community College is a first choice to continue your education; for some of you, it offers a second chance to get a new start; and for all of you, Big Bend Community College is your source for continuing education in your own community. Whatever your reason for joining us, we are honored to help you achieve your educational goals.

We know the importance of getting a good start on your education, and the best way to do that is to explore options and ask questions. Consider us your “One-Stop Shop” where you can drop in when you need to stay up-to-date with new developments and technologies or pursue new skills for a current or new career.

Your success at Big Bend Community College depends on your willingness to set clear goals and stay committed to completing them. We will help by informing you of all the resources available to you. As proud as we are of our Moses Lake campus—our buildings and grounds, and our equipment—they are only a backdrop for our impressive faculty and staff. Our faculty and staff members are ready to provide accurate, timely advice and to help you through a difficult class or plan your career. This Student Handbook lists the help available and tells you how to get it. (Remember: no question is “dumb.” We encourage you to ask for help!)

This latest edition of the Student Handbook is filled with useful information that presents a full picture of Big Bend Community College and the ways in which we operate to help you achieve your education goals. Your Student Handbook is one of two important documents that you can always find online; the other is the college catalog (academics.bigbend.edu/coursecatalogs). Please bookmark them both for quick reference.

Thank you for choosing to join us, and best wishes for much success!

July 1, 2014
Big Bend Community College
Student Handbook

Mailing Address:
Big Bend Community College
7662 Chanute Street NE
Moses Lake, WA 98837-3299

Website: www.bigbend.edu
Telephone: 509.793.2222
Toll Free No. 1.877.745.1212
Contents

Academic Standards of Progress Policy ................................................................. 49-51
Admissions/Registration Office............................................................................. 8
BBCC Bookstore ............................................................................................. 15-16
BBCC Campus Alerts .................................................................................... 16
BBCC Printing Policy...................................................................................... 16-17
BBCC Testing Center ................................................................................... 8-9
Campus Directory ......................................................................................... 4
Campus Safety & Security .......................................................................... 18
Calendars ...................................................................................................... 79-90
Campus Safety, Security & Crime Reporting Policy (Clery Act) ...................... 65-66
Class Schedule Planner ............................................................................... 92-191
Clubs and Organizations ........................................................................... 23-24
Code of Student Rights and Responsibilities ................................................ 27-57
College Resources ....................................................................................... 15-23
Counseling .................................................................................................... 9
DeVries Activity Center (gymnasium) ............................................................ 25
Disability Services ....................................................................................... 10
Disabled Student Services Procedure .......................................................... 74-76
Discrimination Harassment/Sexual Harassment ............................................ 57-62
Disability Services ...................................................................................... 10
Domestic Violence, Dating Violence and Stalking ......................................... 62-63
Drug/Alcohol Abuse and Prevention ............................................................. 66-69
Emergency Numbers ................................................................................... 194
Emergency Procedures .............................................................................. 19
Financial Aid .............................................................................................. 10
Food Service ............................................................................................... 20
Hate Crimes and Bias Incidents ................................................................. 64-65
Important Dates & Times ............................................................................ 5
Intercollegiate Sports .................................................................................. 25
International Programs ............................................................................. 10-11
Lab Hours ................................................................................................... 20
Library ........................................................................................................ 21-22
Lost and Found ............................................................................................ 22
Posting of Information on Campus .............................................................. 26
Registration ................................................................................................. 6-7
Residence Halls .......................................................................................... 23
Security ......................................................................................................... 194
Smoking/Tobacco Policy ........................................................................... 74
STEM Center ............................................................................................... 11
Student Activities ....................................................................................... 23-27
Student Code of Conduct Violations ........................................................... 37-39
Student Government and Activities ............................................................. 26-27
Student Records ........................................................................................ 53-57
Student Services ....................................................................................... 8-14
Student Success Center ............................................................................. 11-12
Student Technology Fee ............................................................................ 12
Technology Use Policy and Procedures ...................................................... 70-74
Title IX Compliance Statement .................................................................... 194
Traffic and Parking ..................................................................................... 52-53
TRIO Student Support Services ................................................................. 13
Veterans’ Services ...................................................................................... 14
Worker Retraining Program ....................................................................... 14
University Center ....................................................................................... 13
Mission
Big Bend Community College delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement.

Vision
Big Bend Community College inspires every student to be successful.

Values
Student Success
Excellence in Teaching & Learning
Inclusion
Community Engagement
Integrity & Stewardship

Accreditation
Big Bend Community College is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges. Its transfer credits are normally accepted by other accredited colleges.

History
Big Bend Community College was authorized by the Washington State Board of Education in 1961 and held its first regular classes at night in Moses Lake High School, beginning fall quarter 1962. The college opened classes in a new facility located a short distance southeast of the city of Moses Lake fall quarter 1963. In 1966, Big Bend Community College acquired a 159-acre tract of land on the former Larson Air Force Base which became the permanent college campus for all programs in 1975. The State Legislature’s Community College Act of 1967 designated Big Bend Community College as District 18 of the state community college system. The district includes Adams and Grant counties, and a portion of Lincoln county (the Odessa Consolidated School District).
Campus Directory

Main Campus 509.793.2222, dial the extension when prompted

Accounting ........................................ 2019
Admissions ........................................ 2061
Agriculture ...................................... 2053
Aircraft Maintenance ......................... 2251
Aircraft Rescue Fire Fighting .............. 2045
Airframe/Powerplant .......................... 2254
Alumni Information ........................... 2006
Art .................................................... 2051
ASB ................................................... 2068
Automotive (College) ......................... 2255
Automotive (High School) ................. 2257
Aviation ......................................... 2241
Aviation Admissions ......................... 2062
Bookstore ........................................ 2036
Business Information
Management ...................................... 2182
Business Office ................................. 2024
Career Counselor ............................... 2056
Cashier ............................................ 2023
Center for Bus. & Indus. Services ...... 2374
Central Washington University ........... 2355
Child & Family Education .................. 2171
College Bound ................................... 2012
Commercial Driver’s License ............. 2295
Continuing Education ....................... 2047
Counseling/Career Center ................... 2035
Disabled Student Services ................. 2027
Dorm Office ...................................... 2291
Early Childhood Education ............... 2216
English as a Second Language .......... 2301
English Skills Lab .............................. 2361
Extension Services ............................ 2047
Families That Work ......................... 2301
Financial Aid .................................... 2034
Foundation ...................................... 2006
GED Classes .................................... 2300
GED Testing ..................................... 2064
Grades ............................................. 2065
Gym ................................................ 2229
Heritage College .............................. 2386
Housing ......................................... 2291
Human Resources/Personnel .............. 2008

Industrial Systems
Technology ...................................... 2264, 2267
Instruction Office Staff ..................... 2054
JATP Office ...................................... 2297
Library ............................................. 2350
Maintenance ..................................... 2282
Math/Science Resource Center ........... 2159
Medical Assistant ............................ 2133
Music .............................................. 2140
Nursing (RN/LPN) .............................. 2137
Nursing Lab/CNA ............................... 2135
Opportunity Center ......................... 2301
Outreach Advisor .............................. 2072
Payroll .......................................... 2026
Preschool ........................................ 2170
President ....................................... 2001
Public Information Office ................. 2003
Registration ..................................... 2061
Running Start Advisor ...................... 2035
Safety & Security ............................. 2286
Social Science .................................. 2188
Sodexo - Dining Hall ....................... 2380
Student Programs ............................. 2067
Student Orientation ......................... 2035
Student Support Services ................. 2040
Technology Help Desk ...................... 2206
Veterans/VA Counseling .................... 2032
VP, Administrative Services .............. 2002
VP of Instruction/Student Services ... 2055
Welding .......................................... 2262
Word Services .................................. 2270
WorkSource ...................................... 2070

ATHLETICS
Activities Center Director ................... 2231
Athletic Director ............................... 2054
Baseball Coach ................................. 2230
Men’s Basketball Coach .................... 2225
PE Department ................................. 2225/2226
Softball Coach ................................. 2232
Volleyball Coach .............................. 2232
Women’s Basketball Coach ............... 2227
## Important Dates

<table>
<thead>
<tr>
<th></th>
<th>Fall 2014</th>
<th>Winter 2015</th>
<th>Spring 2015</th>
<th>Summer 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Registration Begins</td>
<td>May 19</td>
<td>Nov. 17</td>
<td>Feb. 23</td>
<td>May 19</td>
</tr>
<tr>
<td>Tuition Due</td>
<td>Aug. 28</td>
<td>Dec. 11</td>
<td>March 12</td>
<td>June 18</td>
</tr>
<tr>
<td>1st Year Flight students report</td>
<td>Sept. 15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Faculty Report</td>
<td>Sept. 15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Sept. 22</td>
<td>Jan. 5</td>
<td>March 30</td>
<td>July 1</td>
</tr>
<tr>
<td>Last day to add a class with instructor permission</td>
<td>Sept. 25</td>
<td>Jan. 8</td>
<td>April 2</td>
<td>July 6</td>
</tr>
<tr>
<td>Last day to drop a class</td>
<td>Nov. 26</td>
<td>March 3</td>
<td>May 26</td>
<td>August 4</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Dec. 4</td>
<td>March 18</td>
<td>June 9</td>
<td>August 12</td>
</tr>
<tr>
<td>Final exams</td>
<td>Dec. 8-10</td>
<td>March 19-20</td>
<td>June 10-12</td>
<td></td>
</tr>
<tr>
<td>Quarter break</td>
<td>Dec. 11-Jan. 2</td>
<td>March 23-27</td>
<td>June 15-30</td>
<td></td>
</tr>
<tr>
<td>Commencement</td>
<td></td>
<td></td>
<td></td>
<td>June 12</td>
</tr>
<tr>
<td>Holidays</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veteran’s Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov. 11 Thanksgiving Nov. 26-28</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin Luther King Day Jan. 19 Presidents Day Feb. 16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence Day, July 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Tentative calendar, subject to change without notice.*
Registration

Students must complete the registration process before attending classes at BBCC. Registration is scheduled before the beginning of each quarter. A class schedule is posted to the BBCC website a few weeks before registration begins. Detailed information about registration dates and times and class information is in the class schedule. Students are encouraged to use the BBCC student kiosk at www.bigbend.edu to register.

Registration Access Times

Registration access times are scheduled for continuing students. Priority is based on the total number of credits earned. Current students find their access time at the BBCC student kiosk at www.bigbend.edu. Students are responsible for arranging appointments with their advisors prior to their registration time. Former BBCC students may contact the Admissions/Registration office (509.793.2061) for an access time. New students with 30 or more transfer credits register after currently enrolled students. Information concerning times is included in the class schedule. New students with fewer than 30 transfer credits register during new student registration sessions or open registration.

Dropping a Class

A student may drop classes up to ten days before the beginning of final exams. The final date to drop is printed in the class schedule. Students who are receiving financial aid and wish to withdraw completely must inform personnel in the Financial Aid Office. Courses which are dropped during the first ten days of the quarter are not included on the student’s academic transcript (Summer Quarter: first six days). Courses dropped after the 10th day will be recorded with a “W” on the transcript.

Refund Policy

Students who stop attending class without written notice to registration personnel forfeit all claims to credits or refunds and will receive failing grades. Students requested to withdraw for disciplinary reasons or delinquent attendance will not be eligible for refunds. Students who withdraw from a
class or from the College through the Admissions/Registration Office may be entitled to a refund on the following basis:

- Prior to first instructional day: 100% refund
- During first week of quarter: 80% refund
- During second week of quarter: 50% refund
- During the third week of quarter: 40% refund
- After third week of quarter: No refund

*Summer Quarter-see summer quarter class schedule for refund dates.

**Advising**

Counselors, full-time instructors and other trained staff serve as advisors to help students set educational and career goals. Advisors provide students with individualized attention needed to discuss educational support services, goals, programs and course selections.

Students are encouraged to participate in advising services at Big Bend Community College to assist in the completion of their programs of study. Meeting with an advisor prior to registering for classes each quarter can be helpful in the educational planning of a student’s degree or program. Students who intend to transfer need to take the time to learn about their prospective transfer school’s requirements early in their educational planning process.

Students with fewer than 30 earned credits must meet with an advisor prior to registration each quarter. All students on academic probation must see their advisor before registration will be accepted.

Although advisors are available to assist with education, it is the student’s responsibility to be informed about their degree or program requirements and college policies.
Student Services

Admissions/Registration Office

Location: Building 1400
Contact: 793.2061, admissions@bigbend.edu or on the web at www.bigbend.edu

Hours: 7:30 a.m. – 5:00 p.m., Monday – Thursday
       7:30 a.m. – 2:30 p.m., Friday

Services:
• Admissions Applications • Registration for classes
• Course schedule information • Advisor changes
• Course changes – adds and drops • Address changes
• Transcript services: accepted, sent out and evaluated
• Grade changes
• Refer to catalog for information on advanced placement, tuition refund policy and military credit

Web Services:
• Registration Access Time • Register to vote
• Registration • Class scheduler
• Course schedule information • Student address
• Unofficial transcript (grades) • Financial aid inquiry
• Tuition Payment by credit card • Class information
• Student PIN change • Student schedule
• Tax credit information • Degree audit

Student Right-to-Know Completion and Graduation Rates:
In accordance with federal regulations, Big Bend Community College reports completion and graduation rates on the web at www.bigbend.edu.

Big Bend Testing Center

The BBCC Testing Center is located in the 1000 building (7976 Bolling St. NE) (across from the Job Corps). From Patton Blvd, turn right on Bolling St. The test center is on the left.

Hours Monday – Thursday 7:30 a.m. – 4:30 p.m.
       Friday 7:30 a.m. – 2:00 p.m.
The Testing Center provides a consistent place for make-up exams as well as offering a variety of assessments by appointment.

- A.C.T.
- BBCC Placement Exams
- Certification Exams (Pearson Vue and Certiport)
- COMPASS
- DSST
- GED
- Proctored Exams
- S.A.T.
- TEAS

All personal belongings including but not limited to, cell phones, backpacks, keys, purses, notebooks, listening devices, etc., will be locked in secure storage during testing.

All required test fees must be paid at the Business Office in the 1400 building prior to testing (except A.C.T and S.A.T).

If you require an accommodation, please contact the Disabled Student Services Coordinator at 509.793.2027 prior to scheduling your appointment.

Counseling
Contacts: Marsha Nelson and MariaAnne Zavala-Lopez
Location: Counseling Center, Building 1400
Phone: 793.2035
Appointments are recommended
Hours: Fall, Winter and Spring Quarter Hours:
7:30 a.m. – 5:00 p.m., Monday – Thursday
7:30 a.m. – 2:30 p.m., Friday

Services:
- Academic advising
- Transfer information
- Help with enrollment, class changes and course withdrawal
- Re-entry support services for non-traditional students
- Personal counseling and agency referral
- Career planning and decision-making
- Career testing: interests and personality type
- Assistance in resume writing, interviewing and job seeking skills
- Running Start advising and counseling
Disabled Student Services
Contact: LoraLyn Allen, Coordinator of Disability Services /Student Advisor
Location: Administration Building, Room 1481
Phone: 509.793.2027; appointments 509.793.2035
TDD: 509.762.6335
Hours: 8:00 a.m. – 5:00 p.m., Monday – Thursday
        8:00 a.m. – 2:30 p.m., Friday

Services:
• Determines and provides reasonable accommodations for qualified students with disabilities
• Academic advising

Financial Aid Office
Contacts: 793.2033 or on the web at www.bigbend.edu
Location: Financial Aid Office, Building 1400
Hours: 7:30 a.m. – 5:00 p.m., Monday – Thursday
        7:30 a.m. – 2:30 p.m., Friday

Services:
• Grants, scholarships, loans, student employment to help pay the costs of a BBCC education
• To apply for federal & state financial aid complete the Free Application for Federal Student Aid (FAFSA)
• Current listing of available scholarships
• Application forms for federal & state financial aid & BBCC Foundation Scholarships are available
• You can check on the status of your financial aid application on the Financial Aid Portal
• To access the Financial Aid Portal click on the \ on the Financial Aid page on the BBCC website

International Student Services
Contact: Marsha Nelson
Location: Counseling Center, Building 1400
Phone: 793.2030
Hours: Fall, Winter and Spring Quarter Hours:
        8:00 a.m. – 5:00 p.m., Monday – Thursday
        8:00 a.m. – 2:30 p.m., Friday
**International Student Services:**
- International student information and advising
- Immigration and naturalization services liaison
- Employment authorizations
- Orientation and support services
- Academic advising and career planning
- Additional counseling services as listed in Counseling Section

**STEM Center**  
**Science, Technology, Engineering and Mathematics**

**Contact:** Rafael Villalobos Jr., STEM Support Specialist  
**Location:** 1200 Building  
**Phone:** 509.793.2198  
**email:** rafaev@bigbend.edu  
**Hours:** Monday – Thursday, 8:00 am - 8:00 pm  
Friday, 8:00 am - 12:00 pm  
***STEM CENTER & TUTORING HOURS MAY VARY***

**Our Mission:**  
Advancing STEM degree and transfer options while training the engineers of tomorrow

**Services:**
- Drop-in Math and Science Tutoring
- Emporium Math Supplemental Instruction (SI)
- Study area and private study rooms
- Printing and access to Wi-Fi

**Student Success Center**

**Contact:** Diana Villafana  
**Location:** 1400 Building  
**Phone:** 509.793.2369  
**Hours:** Monday – Thursday, 8:00 am - 5:00 pm  
Friday, 8:00 am - 2:30 pm

**What is Student Success Center (SSC)?**  
The Student Success Center is committed to serving students by providing resources that will help them achieve their educational goals at Big Bend Community College (BBCC).
Our Mission:
It is our mission to provide quality support services in-person and online to assure students have the tools necessary to be successful at BBCC.

Services:
- Exploring your college options
- Supplemental Instruction (SI)
- Peer Mentoring
- Computer Lab
- Laptop checkouts
- Book Checkouts

Student Technology Fee
The student technology fee is assessed when a student registers for classes and consists of $5 per credit hour, with a limit of $50 per quarter. The fee structure is governed by Washington State RCW 28B. 15.051 which states, in part, that the fee is “charged to students to recover the costs of providing and maintaining services (that include) access to the internet, email, computer stations, laboratories and computer software.” If students have questions and need technical support for college owned computers, portal access and campus email accounts, they should contact Big Bend Technology at 509-793-2206.

Students will receive:
- Access to the BBCC Portal system, including personal network storage and email.
- License to the current version of Microsoft Windows and Office Professional. The media for the software is available for purchase through the College Bookstore for $10.00 each plus tax. Prices are subject to change.
- 150 pages of printing per quarter.
TRiO-Student Support Services

Contact: Cheryl Brischle
Location: Administration Bldg. Room 1433
Phone: 793.2040
Hours: 7:30 a.m. – 5:00 p.m., Monday – Thursday
        7:30 a.m. – 2:30 p.m., Friday

Services:
• Academic Advising
• Career Counseling
• One-on-one tutoring/Group Tutoring
• Peer mentoring
• Help applying for financial aid
• Success workshops and seminars
• Computer Lab
• Social and cultural activities
• Lap-Top Check out
• Quiet Place to Study
• Transfer Planning
• Book Loan Library
• Campus visits to Four-Year Universities

University Center
Universtiy Center Reception  509.793.2384
Contact:  CWU - Moses Lake
Location:  Room 1846C - ATEC University Center
Phone: 509.793.2355

Contact:  Heritage University
Location:  Room 1852 - ATEC University Center
Phone: 509.793.2385

Representatives from the above mentioned universities are often available to meet with Big Bend students to answer any question concerning transfer advising.
Veterans’ Services
Contact: Rita Jordan, Program Specialist II
Location: Financial Aid Office Building 1400
Phone: 793.2452
email: ritaj@bigbend.edu
Hours: 7:30 a.m. – 4:30 p.m., Monday – Thursday
7:30 a.m. – 2:00 p.m., Friday

Services:
• Assistance in applying for Department of Veterans’ Affairs (VA) educational benefits
• G.I. Bill
• Dependent’s education assistance
• Educational assistance

Worker Retraining Program
Location: Opportunity Center, 7700 Building
Phone: 793.2052
Hours: 7:30 a.m. – 5:00 p.m., Monday – Thursday
7:30 a.m. – 2:30 p.m., Friday

Services:
• Grant money for students enrolled in or planning to enroll in one of the BBCC professional/technical programs and who are receiving unemployment benefits or have exhausted those benefits in the last 24 months.
BBCC Bookstore
Location: Building 1400
Phone: 793.2036
Website: www.bbccbookstore.com
Hours: 7:30 a.m. – 5:00 p.m., Monday – Thursday
       7:30 a.m. – 2:30 p.m., Friday

The BBCC Bookstore may offer special store hours at the beginning and end of the quarter. Check with the Bookstore for specific hours. The BBCC Bookstore is owned and operated by Big Bend Community College.

Services:
• New and used textbooks, textbook rentals, ebook rentals, course materials and general supplies are stocked, as well as a selection of college-imprinted clothing and merchandise, reference books, gifts, snacks and beverages. Postage stamps, copying and fax services are also available. The BBCC Bookstore accepts cash, personal checks, VISA, Mastercard and Discover. Students may set up a Debit Account at the Bookstore. Contact Bookstore for more information. Picture ID, preferably Big Bend Student ID, is required for check and credit card purchases.

• The BBCC Bookstore offers a book buyback during the three days of scheduled final exams each quarter. Contact the Bookstore for more information. Receipts are not required for buyback, but Student ID may be required.

• The Bookstore will accept personal checks, financial aid checks and BBCC issued checks for up to $10.00 over the amount of a purchase provided the person making the purchase is enrolled at or employed by the college. Returns of purchases made with a personal check will be refunded with a BBCC check (waiting period applies). Additional conditions, limits and adjudication and penalty information are available in the Bookstore.

• Students can find information on textbook and course material requirements for their classes and purchase these materials and other college related merchandise at the BBCC bookstore website www.bbccbookstore.com.
TEXTBOOK REFUND POLICY: For students dropping or changing a class, the Bookstore will give a full refund during the first two weeks of the quarter with receipt, valid Student ID and copy of new class schedule. A restocking fee of 20% the first week and 50% the second week will be applied to textbooks returned without dropping or changing classes. No refunds will be given after the second week of class. Cash Register receipt must be presented to receive a refund or exchange and books must be in the condition in which they were purchased. Refunds are issued using the tender indicated on the receipt of purchase.

BBCC Campus Alerts www.bigbend.edu/alerts
Subscribe to receive text message alerts or e-mails alerts whenever there is a campus emergency or unplanned closure. Log in using your College username and password to designate a cell phone number (for text message alerts) or designate the e-mail address you’d like to use to receive alerts. By signing up, you’ll receive alerts anytime there is an emergency on campus that causes the campus to close unexpectedly or if there is an incident that may pose a safety concern for the community.

BBCC Printing Policy
BBCC uses the PaperCut pay-for-print system to encourage responsible use of print resources and decreased print waste. A link to the official policy (AP8060) is available on the BBCC web site in the Student Life area.

Student Accounts
Students access PaperCut using their regular network login and password. A $15.00 complimentary deposit* is placed into student printing accounts each quarter. The deposit is automatically added on the last working day before the first day on instruction each quarter.

Clearance Notice - All student printing accounts, including those with unused funds of any kind, are automatically cleared when the complimentary deposit for the next quarter is added.

Restrictions - Unused complimentary printing account balances carry no cash value and cannot be refunded, sold, or transferred to another user.

Student Workers
Student workers will be assigned a BBCC network account specifically for their work related computer use, including printing. Student workers are responsible for ensuring they are using the proper account for work...
related printing. No credit will be given for work related printing mistakenly performed under a student’s personal account. Abuse of student worker computing accounts or printing privileges may result in the worker being billed for printing, loss of work related printing privileges, and/or removal of the student worker network account.

**Printing Costs**
Single-sided print.........................10¢, color 30¢
Double-sided (Duplex) print.........10¢, color 30¢

Double-sided printing will be set as the default wherever possible. However, users are responsible for verifying that setting is selected before printing.

**Adding Funds to Accounts**
Students may add funds to their printing accounts using their student ID number at the Printer Cash machine in the library. The machine accepts coins and bills. Change is available at the Library Service Desk.

Users are encouraged to only add the amount necessary for their printing needs to avoid the loss of funds when accounts are cleared and complimentary deposits are added.

Refunds for unused account balances are not possible.

**Printer Flaws or Errors**
ONLY print jobs that are below standard (e.g. crumpled, streaked, or low toner) due to printer malfunction will be credited back to printing accounts. Bring the damaged print job to the Library Service Desk or the lab monitor to have credit added for the cost of the misprinted pages as soon as possible. **Only credit** will be added to accounts for printer problems. Refunds are not possible.

**User Errors** - Credit will not be given for user related printing errors.

*Complimentary deposit amounts and printing costs are subject to change without notice.*
Campus Safety & Security  
For Help Call 509-793-2286  
All Calls to 9-1-1 must also be reported to Campus Safety  

For administrative issues or questions, contact  
Kyle Foreman, Director of Campus Safety & Security, 509-793-2299  
Office in Building 1400 across from the Bookstore  

Big Bend Community College (BBCC) Campus Safety & Security Department’s well trained and courteous non-commissioned staff provides personal safety, security and other services to the campus community seven days a week. Maintenance & Operations and Custodial staff assist Campus Safety during emergencies.

Campus Safety & Security staff and their designees do not have arrest authority, but they do have the authority to ask persons for identification and determine if the individual has lawful business on Campus property. Campus Safety & Security also responds to medical emergencies on campus to provide first aid, and also provides inspections, safety audits and emergency plan development, review and training.

Campus Safety & Security maintains works closely with federal, state and local law enforcement agencies, and has a strong relationship with the Grant County Sheriff’s Office (GCSO) which has jurisdiction on the Campus. All criminal incidents which happen on campus are referred to the Sheriff's office.

All crime victims and witnesses are strongly encouraged to immediately report any crime to BBCC Campus Safety and the appropriate law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Reasons to Contact Campus Safety:  
• Escort to your vehicle or another building any time.  
• Your car will not start or you have a flat tire or damage to your vehicle that was not there when you parked.  
• Someone is following you.  
• You or someone is injured.  
• Any emergency situation.  
• You are locked out of your vehicle or flat tire. We can give you a number to call.  
• You see suspicious activity.

For more information on Campus Safety, visit www.bigbend.edu/safety
Emergency Procedures
AP4130
SUSPENDED OPERATION POLICY FOR BIG BEND COMMUNITY COLLEGE
(satisfies WAC 357-31-275 for classified employees)

4130.1 EMPLOYEE NOTIFICATION
The President or designee shall notify employees of the college’s suspended operation through written internal communication when advance notice is possible and shall notify the public through local media (radio and newspapers). If advance notice is not possible, notification will be completed by broadcasting the announcement on the two local radio stations, KWIQ and KBSN/KDRM. Suspended operations may affect day or night classes, or both, and notification must include reference to both situations.

Suspended operations may fall into the following categories:

a. Delay in Starting - The President or his/her designee may choose to delay the start up time for classes and staff rather than suspend total college operations for an entire workday. The President or designee shall have the option to staff the institution, or portion thereof as he/she wishes during the delay time. The time to report will be announced on the radio stations identified above.

b. Class Closure - classes are closed for students and faculty; all other employees are expected to report to work.

c. Institution Closure - the institution is closed; the President or his/her designee shall have the option to staff the institution, or portion thereof, as he/she wishes during the first fifteen days of suspended operation.
Food Service

Contact: Dale Yates, General Manager
Location: ATEC, Building 1800, Dining Commons
Phone: 793.2380
Hours: 7:00 a.m. – 2:00 p.m., Monday – Thursday*
       8:00 a.m. – 1:00 p.m., Friday*
       Dining Commons in Building 1800

**Monday – Friday:**
   Breakfast (hot): 7:00 a.m. – 9:30 a.m. (M-Th)
                   8:00 a.m. – 9:30 a.m. (Fri)
   Lunch:          10:30 a.m. – 2:00 p.m. (M-Th)
                   10:30 a.m. – 1:00 p.m. (Fri)
   Espresso Stand: Monday – Thursday 7:00 a.m. – 2:00 p.m.
                   Friday  8:00 a.m. – 1:00 p.m.

Dining Commons is available for all students, by meal or by pre-paid plan.
*Hours subject to change throughout the year.

Services:
   • Fast food, discount cards, and catering programs available to
     students, staff, guests and special programs. All services managed
     by Sodexo.

Lab Hours:

English Skills Lab
Location: Building 1800, Room 1832
Hours: 8:00 a.m. - 8:00 p.m. Monday - Wednesday
        8:00 a.m. - 4:00 p.m. Thursday
        9:00 a.m. - 4:00 p.m. Friday

Math & Science Tutoring Lab @ STEM Center
Location: Building 1200
Hours: 8:00 a.m. - 8:00 p.m. Monday - Thursday

*** STEM CENTER & TUTORING HOURS MAY VARY ***
Library
Location: Building 1800
Phone: 509.793.2350
Website: www.bigbend.edu/library
email: librarymail@bigbend.edu
Hours: **Fall, Winter and Spring Quarter Hours**
Monday - Thursday 7:30 a.m. – 9:00 p.m.
Friday  8:00 a.m. – 4:00 p.m.
Saturday Noon – 6:00 p.m.
**Summer Quarter and Break Hours**
Monday - Friday  8:00 a.m. – 4:00 p.m.
Saturday CLOSED

The library is closed during college observed holidays. Call or check the library’s webpage to confirm hours.

Our primary purpose is to support the educational mission of the college by providing access to information resources as well as instruction and assistance in the research process. The library also serves as a cultural and educational resource for the surrounding community. We welcome your use of the library and encourage you to become familiar with the library’s services and policies. All users are expected to comply with all library and campus policies, including acceptable use of electronic information systems.

Resources:
- Books: over 35,000 titles, including over 3,000 in electronic format
- Periodicals & Newspapers: over 100 in hardcopy, thousands full text online
- Web based catalog and Primo (all-in-one-search) available 24/7
- Special collections: children’s books, Pacific Northwest history, Vocational/Continuing Education, nursing textbooks
- Movies, documentaries, and music CDs
- Computer use, including Microsoft Office Suite and Internet access
- The library subscribes to a number of online databases available on any computer on campus. Off campus access is available through your BBCC student login.
- 10 study rooms seating from 4 to 8 are available, most have TVs with DVD/VCR players, all have whiteboards.
- Wireless network access is available throughout the Library and ATEC Center.
Services:
• Reference - we will help you find what you need!
• Chat LIVE with a librarian 24/7 via a link on our web page!
• Interlibrary loans - if we don’t have it, we can get it!
• Reserves - items held at the Service Desk for everyone in a class to use.
• Orientations and instructional sessions - teaching you how to find it!
• Photocopy machine - 10¢ per page, 30¢ color, 10 free copies from library use only materials.
• Typewriter - yes, sometimes you still need one of these.
• Scanner - the color copier also allows you to scan to your BBCC email or a thumbdrive.
• Netbooks/Laptops – library use only, 1 day, and 7 day checkouts.
• Assistive technology equipment - have special needs? These will help.
• Media viewing and listening stations - Watch it, or listen to it, right here!
• Test proctoring is available through the campus Testing Center.
• Fax service is available at the BBCC Bookstore.

Overdue Materials:
The library does not currently charge overdue fines. Materials borrowed from the library should be returned or renewed on or before the due dates. Borrowers are required to pay for replacement costs plus a processing fee for lost or severely damaged materials. Accounts with materials two months overdue are turned over to collection.

An unresolved overdue or bill with the library will result in a hold on grades and transcripts as well the suspension of borrowing privileges.

Lost and Found
Location: Business Office, Building 1400
Phone: 793.2024
Hours: 7:30 a.m. – 5:00 p.m., Monday – Thursday
7:30 a.m. – 2:30 p.m. Friday

Services:
• Found items kept for identification.
Residence Halls

Contacts: Hugh Scholte, Residence Halls Director
Location: Philips Hall, Building 5000
Phone: 793.2291
Hours: 8:30 a.m. – 4:00 p.m. Monday – Thursday
8:30 a.m. – 2:00 p.m. Friday

Services:
• Information and applications for the college residence hall, which offers on-campus housing, plus leadership opportunities and co-curricular activities for full-time students.

Student Activities

Clubs and Organizations

Contact: ASB Office
Phone: 793.2067

Services:
BBCC students are encouraged to participate in existing clubs and organizations or to form new clubs. Contact the Activities Office or the ASB Office for a list of the active clubs on the BBCC campus. All BBCC clubs must adhere to the rules and regulations governing organizations, which are located in the BBCC Student Organization Handbook.

• Application to become a recognized student organization. Student groups desiring status as a recognized student organization must complete the application procedures in the Office of Student Activities. BBCC provides equal opportunity to student clubs and organizations and does not discriminate against anyone based on race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, religion or the presence of any sensory, mental or physical disability or whose stated purpose violates state, local or federal laws and/or college rules and regulations. Those organizations, which follow the Title IX exclusions solely retain the right to be single-gender.

• In order to start a new recognized student organization, a representative of the group must make an appointment with representatives in the Office of Student Activities to discuss the application process.
• The following must then be submitted to the Office of Student Activities:
  Letter of intent, focusing on goals and outcomes of club
  Membership roster (an organization must have at least 10
  members plus an advisor)
  Club constitution & bylaws
  Application form

• The petitioning organization will be granted “Pending” status once
  the application and paperwork is received. While under pending
  status, the group will be granted a 30-day permit to use campus
  facilities for the purpose of holding organizational meetings and
  recruiting new members. This permit does not include the right to
  sponsor an all-campus event, to solicit (raising funds on campus) or
  to use the name of the college.

• The application is reviewed by the representatives of the Office of
  Student Activities. It is then brought before the ASB. Final approval
  is through the Director of Student Programs. This process usually
  takes 30 days.

• The Office of Student Activities and the ASB will consider the
  following criteria for approval or denial of the application:
  Possible duplication of another student organization on campus.
  Possible attributes that the new organization may bring to campus
  life.
  Probability of growth and continual good standing of the new
  organization.
  Activities which are consistent with the college policy and city, state
  and federal laws.

• Once all requirements have been met and approval has been
  granted, the group will be classified as a “recognized” student
  organization. In order to maintain registered status, the president
  of the organization must annually register his/her organization and
  maintain accurate and up-to-date records of officers, members and
  programs with the Office of Student Activities.
DeVries Activity Center

Contact: Michael DeHoog, Activity Center Supervisor
         Jameson Lange, Assistant - 793.2342

Location: Building 2000

Phone: 793.2231

Hours:
Fall Quarter
   Monday – Thursday  7:30 a.m. – 7:30 p.m.
   Friday    9:00 a.m. – 1:00 p.m.
   Saturday, Sunday  Closed

Winter Quarter
   Monday – Thursday  7:30 a.m. – 7:30 p.m.
   Friday    9:00 a.m. – 1:00 p.m.
   Saturday, Sunday  Closed

Spring Quarter
   Monday – Thursday  7:30 a.m. – 7:30 p.m.
   Friday    9:00 a.m. – 1:00 p.m.
   Saturday, Sunday  Closed

Summer Quarter
   Monday – Thursday  8:00 a.m. – 3:00 p.m.
   Friday    9:00 a.m. – 1:00 p.m.
   Saturday, Sunday  Closed

Closed August to mid-September, Winter Break, Spring Break, Athletic Contests, Special Events and all Holidays when classes are not in session.

Intercollegiate Sports

Big Bend Community College offers five varsity athletic programs, including women’s volleyball (Fall Quarter), men’s and women’s basketball (Fall/Winter Quarter), men’s baseball and women’s softball (Winter/Spring Quarter). Admission to all athletic events is free to students carrying ASB cards. Non-students can purchase individual basketball and volleyball game tickets at the door. There is no admission fee for regular season baseball and softball games.
Posting of Information on Campus

Contact: Kim Jackson, Director of Student Programs
Location: Student Activities Office, Building 1400
Phone: 793.2067
Hours: 8:00 a.m. – 5:00 p.m., Monday – Thursday
8:00 a.m. – 2:30 p.m., Friday

Services:
• Printing of posters for college-sponsored activities
• Posting of information for non-profit, non-partisan community activities
• College facilities may not be used for commercial solicitation, advertising or promotion. The Director of Student Programs, who will normally arrange posting and removal, must approve all posters for posting. Posters placed without permission or in places not designed for posting will be removed and discarded.

Student Government and Activities

Contact: ASB Office or Student Activities Office
Location: Room 1410, Building 1400
Phone: 793.2067

Services:
• Student Government. Associated Student Body (ASB), the principle student governing body, is comprised of six officers appointed in the spring and eight to ten programmers appointed for the fall. For their service, the ASB president, vice president, secretary, treasurer, program director and public relations officer are paid the equivalent of 18 resident credit hours and a $400 bookstore allowance, while programmers receive the equivalent of resident half tuition per quarter. The ASB normally meets weekly. Meetings, which are open to the public, are held in the large conference room in the 1400 bldg. To be eligible to apply for an ASB office, students must be formally enrolled with a full-time credit load of at least ten credits, hold and maintain a 2.5 cumulative GPA.

• Student Programs Mission Statement. The Association of Student Body of Big Bend Community College strives to build a strong community through motivation, education and a sense of unity. ASB encourages students to develop a positive outlook on life, while recognizing individual success.
The primary function of the ASB is to provide opportunities for involvement for all BBCC students including club activities, concerts, dances, and special events. The ASB Executive Board welcomes student input in planning those activities.

- ASB Identification Cards. Students are encouraged to go to the BBCC Library to have their free Associated Student Body (ASB) cards made early in the quarter. Students must present a picture ID (such as a Driver’s License) to receive an ASB card. The cards not only provide student identification, but are also used for library checkout, are required for free admission to intercollegiate basketball and volleyball games, use of campus athletic facilities, and free or reduced fees at ASB sponsored activities. Students need to get their ID cards validated each quarter by bringing them in to the Library. There is a $3.00 replacement fee. Cards can be made or validated any time the Library is open.

**Code of Student Rights and Responsibilities**

**Student Rights Statement**
Protection of freedom of expression, improper academic evaluation, improper disclosure, and improper access to student records and directory information as defined under the Family Education Rights and Privacy Act of 1974.

**Preamble**
Big Bend Community College is dedicated not only to learning and the advancement of knowledge, but also the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound educational program and policies concerning conduct that encourage independence and responsibility shared by all members of the college community. Sharing goals held in common, the students, faculty and staff of Big Bend Community College are joined in voluntary association in an educational community.

The student is, first of all, a member of the community at large, and as such, is entitled to the rights and responsibilities of any citizen of comparable age and maturity. In addition, students, as members of the college are in the unique position of being citizens of two communities subject to the regulations imposed by both and accountable to both.
Big Bend Community College expects that students will respect the laws of the greater society. As an agency of the State of Washington, the college must respect and adhere to the regulations established by local, state and federal authorities. As an educational institution, it has the added responsibility for assisting students in gaining an understanding of the law and its function, and the responsibilities imposed upon each individual in a democratic society to respect and support the legal structure, which protects the individual, and the society. As a functioning organization, it also has the responsibility to develop a set of regulations to assure the orderly conduct of the affairs of the college.

Admission to the college carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with the rules and regulations of the college, maintain high standards of integrity and honesty, respect the rights, privileges and property of other members of the college community and will not interfere with legitimate college affairs.

An atmosphere of learning and self-development is created by appropriate conditions in the college community. The rights and responsibilities in this document are critical ingredients in the free, creative and spirited educational environment to which the students, faculty and staff of Big Bend Community College are committed.

Definitions

As used in this Code of Student Rights and Responsibilities the following words and phrases shall mean:

**ASB** means the representative governing body for students at Big Bend Community College recognized by the Board of Trustees.

**Assembly** means any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons or group of persons.

**Board** means the Board of Trustees of Community College District 18, State of Washington.

**College President** or **President** means the duly appointed chief executive officer of Big Bend Community College, Community College District 18, State of Washington, or in his/her absence, the acting chief executive officer.

**College** means Big Bend Community College located within Community College District 18, State of Washington.
College Facilities means and includes any or all real and personal property owned or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto.

College Personnel refers to any person employed by Community College District 18 on a full-time or part-time basis, except those who are faculty members.

Disciplinary Action means and includes suspension or any lesser sanction of any student by the Vice President of Student Services, Student Disciplinary Council, College President or the Board of Trustees for the violation of any of the provisions of the code of Student Conduct or any of the provisions of the Code of Student Rights and Responsibilities for which such sanctions may be imposed.

District means Community College 18, State of Washington.

Faculty Member(s) means any employee of Big Bend Community College who is employed on a full-time or part-time basis as a teacher, counselor or other position for which the training, experience, and responsibility are comparable as determined by the appointing authority, except administrative appointments.

Hazing means any method of initiation into a student organization, association, or living group or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution.

Recognized Student Organization means and includes any group or organization composed of students, which is affirmed by the student government of the college.

A Sponsored Event or Activity means any activity that is scheduled by the college and is supervised and controlled by college faculty members or personnel. Such sponsorship shall continue only as long as the event is supervised and controlled by the college faculty member or personnel. When the sponsored event or activity is of a prolonged nature, and free time periods are permitted to the students participating in the event, any activity taking place during such a free time period outside of the supervision and control of the college’s faculty member(s) or personnel, shall be deemed to be a non-sponsored activity.

Student means a person who is enrolled for courses at the college.

Working Days means Monday through Friday, excluding holidays.
Jurisdiction
All rules herein adopted shall apply to every student whenever said student is present upon or in any college facility and whenever said student is present at or engaged in any college-sponsored activity or function whether occurring on or off college facilities/premises.

Authority to Prohibit Trespass
In the instance of any event that is deemed to be unreasonably disruptive of order or which impedes the movement of persons or vehicles or which seems to disrupt the ingress and/or egress of persons from facilities owned and/or operated by the college, the President or his/her designee shall have the power and authority subject to the students’ right of demonstration to:

1. Prohibit the entry of, or withdraw the license or privilege of any person or persons or any group of persons to enter onto or remain upon all or any portion of a college facility which is owned and/or operated by the college; or
2. Give notice against trespass to any person, persons or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering onto or remaining upon all or any portion of a college facility, which college facility is owned and/or operated by the college; or
3. Order any person, persons or group of persons to leave or vacate all or any portion of a college facility, which is owned and/or operated by the college. Any student who shall disobey a lawful order given by the President or his/her designee pursuant to the requirements of this rule, may be subject to criminal prosecution and may be subject to disciplinary action.

Right to Demand Identification
For the purpose of determining identity of a person as a student any faculty member or other college personnel authorized by the College President may demand that any person on college facilities produce evidence of student enrollment at the college. Tender of the student identification card will satisfy this requirement.

Refusal by a student to produce identification as required shall subject the student to disciplinary action.

Freedom of Access to Higher Education
Each student is free to pursue his or her educational goals; and to that end, appropriate opportunities for learning in the classroom shall be provided by
the district. The college shall maintain an open door policy, to the end that no student will be denied admission because of the location of the student’s residence, or because of the student’s educational background or ability; that, insofar as is practical in the judgment of the board, curriculum offerings shall be provided to meet the educational training needs of the community generally and the students thereof; and that all students, regardless of their differing courses of study, will be considered, known and recognized equally as members of the student body; provided, that the administrative officers of the college may deny admission to a prospective student or attendance to an enrolled student if, in their judgment, the student would not be competent to profit from the curriculum offerings of the community college, or would, by the student’s presence or conduct, create a disrupting atmosphere within the community college inconsistent with the purposes of the institution.

Freedom of Expression
Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students, other members of the college community, and non-students shall always be free to express their views or support causes by orderly means, which do not disrupt the regular and essential operations of the college.

Concomitantly, while supporting the rights of students and others, the college recognizes the responsibility to maintain an atmosphere conducive to a sound educational endeavor.

To insure the reconciliation of such rights and responsibilities, while respecting the private rights of all individuals, campus demonstrations may be conducted only in areas which are generally available to the public provided such demonstrations are conducted in an orderly manner, do not unreasonably interfere with classes, scheduled meetings or ceremonies, or with the general educational processes of the college; or do not unreasonably interfere with vehicular or pedestrian traffic; or do not unreasonably interfere with regular college functions.

A student who conducts or participates in a demonstration that violates any provision of this rule shall be subject to disciplinary action. A non-student who violates any provision of the rule will be referred to the civilian authorities for criminal prosecution.
Freedom of Association and Organization
Students bring to the campus a variety of previously acquired interests and develop many new interests as members of the college community. They are free to organize and join associations to promote any legal purpose, whether it be religious, political, educational, recreational or social.

Student organizations must be granted a charter by the college student government before they may be officially recognized. Prior to becoming chartered, a student organization must submit to the student government a statement of purpose, criteria for membership, a statement of operating rules or procedures, and the name of a faculty member who has agreed to serve as an advisor. All student organizations must also submit to the student government a list of officers and keep that list updated when changes occur.

In order to qualify for issuance of a charter, a student organization must be open to all students without respect to race, sex, creed, national origin or religion. Membership in all student organizations shall be open to any member of the college community who is willing to subscribe to the stated aims of the student organization. Affiliation with a non-campus organization shall not be grounds for denial of charter, provided that other conditions for charter issuance have been met.

Firearms and Dangerous Weapons
Possession, carrying or discharge of any explosive, firearm or other weapon (including shot guns, pistols, air guns, pellet-guns and paint-ball guns), whether loaded or unloaded, is prohibited on Big Bend Community College owned or controlled property.

Only such persons who are authorized to carry firearms or other weapons as duly appointed and commissioned law enforcement officers in the state of Washington, and persons or entities authorized by contract to carry firearms in the course of their employment, shall possess firearms or other weapons issued for their possession by their respective law enforcement agencies while on campus or other college controlled property, including residence halls.

Other than the persons referenced in the previous stated paragraph, members of the campus community and visitors who bring firearms or other weapons to campus must immediately place the firearms or weapons in the college-provided storage facility. The storage facility for students living at the residence halls is controlled by the Resident Halls Coordinator. The storage facility for all other students is in the Registration office and is controlled by
Anyone seeking to bring a firearm or other weapon onto campus for display or demonstration purposes directly related to a class or other educational activity must obtain prior written authorization from the Vice President of Instruction or any other person designated by the President of the college. The Vice President of Instruction or other designee shall review any such request and may establish conditions to the authorization. Violators shall be subject to appropriate disciplinary or legal action.

Student Participation in College Governance
As members of the college community, students will be free, individually and collectively, to express their views on college policy and on matters of general interest to the student body. The ASB constitution and the college’s administrative procedures provide clear channels for student participation in the formulation and application of institutional policies regarding academic and student affairs. Individuals affected by a policy shall have a representative voice in the formulation of that policy.

Student Publications
The college recognizes the fact that student publications are a valuable aid in providing instruction in communication, and establishing and maintaining an atmosphere of free and responsible discussion. They are a means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating opinions on various issues on the campus and in the college community at large. Publications may also serve as a means of journalistic and/or creative expression.

The student publications policy protects the students’ freedom to deal with ideas and to express opinions in the student publications without fear of their censorship. However, the college newspaper is the property of Big Bend Community College, and is governed by the Board of Trustees, which has delegated responsibility and authority to the College President. The President, in turn, has delegated specific authority to the Vice President of Instruction and the Vice President of Student Services, who have delegated authority to the newspaper advisor. The newspaper advisor is the publisher of the newspaper, and has the responsibility to review all material written for the paper. Editors and managers of student publications are protected from arbitrary suspension and removal. Only for the proper and stated causes,
as outlined in the statement of purpose or philosophy adopted for each student publication, should editors and managers be subject to removal.

Student editors, managers, and advisors are charged with the corollary responsibilities to be governed by the canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

**Distribution and Posting of Materials**

The college encourages free expression. Use of college facilities as provided herein, however, does not accord users the opportunity to post commercial solicitations, advertising or promotional materials without permission. Permission for posting literature in the various restricted areas provided, therefore, shall be obtained from the Vice President of Student Services or his/her designee. Permission to post literature does not accord users immunity from legal action which may occur from posting said material. ASB campaign rules govern special poster and sign locations for ASB elections. Information on these special policies, restricted areas and regulations is available in the Activities Office.

Posting of posters, signs and other publicity or promotional materials is permitted only in locations specified above. All materials sought to be posted in restricted posting areas must have the identity of its sponsorship appearing on its face.

Handbills, leaflets, newspapers and similar related matter may be sold or distributed free of charge by any student or students or by members of recognized student organizations or by college employees on or in college facilities at locations specifically designated by the Vice President of Student Services or by his/her designee; provided such distribution or sale does not interfere with the ingress and egress of persons, or interfere with the free flow of vehicle or pedestrian traffic.

Such handbills, leaflets, newspapers and related matter must bear identification as to the publishing agency and distributing organization or individual.

All non-students shall be required to register with the Vice President of Student Services or with his/her designee prior to the distribution of any handbill, leaflet, newspaper or related matter. Non-students shall not be allowed to sell handbills, leaflets, newspapers or related matter on or in college facilities.
The dissemination or distribution of materials by persons on public streets, walks and hallways of the campus, shall be subject to the laws of the city of Moses Lake, Grant County, State of Washington and the United States of America.

**Commercial and Promotional Activities**

College facilities shall not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives, including but not limited to, display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or at the request of a college department or office of the Associated Student Body, provided that such solicitation does not interfere with or operate to the detriment of the conduct of the college affairs or the free flow of pedestrian or vehicular traffic.

For the purpose of this section, the term “commercial activities” does not include handbills, leaflets, newspapers and similarly related materials as stated in the previous section.

**Use of College Facilities**

Any recognized ASB organization may request approval from the Director of Student Programs to utilize available college facilities for authorized activities as provided for in official ASB documents. Facilities will be provided free of charge to the organization except when such use necessitates staffing and services beyond regular college requirements. Standard college fees will be charged in these cases.

Use of facilities for purposes other than those approved or in an irresponsible manner may result in withdrawal of this privilege for an organization.

Student organizations should schedule facility use requests with the appropriate office at least two weeks in advance of an event whenever possible.
Operation of Bicycles, Motorcycles, Motor Scooters, Snowmobiles, Skateboards, Skates, In-line Skate and All-terrain Vehicles

No bicycle, motorcycle or motor scooter may be operated on sidewalks, walkways, lawns or other property not set aside for such purposes on the Big Bend Community College campus.

Bicycles, motorcycles, motor scooters and all-terrain vehicles may be operated any place where automobiles or other motor vehicles are permitted. Snowmobiles, skateboards, skates and in-line skates are prohibited as a means of transportation or recreation on campus property.

Non-College Speaker Policy

The trustees, administration and the faculty of the college subscribe to the proposition that an important aspect of the education of college students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs on important public issues. In conformity with the American tradition of free speech and free inquiry, the following policies are established governing the appearance on campus of speakers not themselves members of the college community.

1. Any recognized ASB campus student organization may invite speakers on campus subject to the legal restraints imposed by the laws of the United States and the State of Washington
2. The appearance of an invited speaker on the campus does not represent an endorsement, either implicit or explicit, of his/her views by the college, its students, its faculty, its administration or its board.
3. The scheduling of facilities for guest lecturers or speakers shall be made through the office of the Vice President of Instruction or the Director of Student Programs, by the inviting instructor or campus student organization.
4. The Vice President of Instruction or the Director of Student Programs will be notified at least three days prior to the appearance of an invited speaker, at which time a proper form (available in the office of the Vice President of Instruction or the Director of Student Programs) must be completed with all particulars regarding speaker, time, place, etc., signed by the sponsoring instructor or organization advisor, and filed with the Vice President of Instruction or the Director of Student Programs. Exceptions to the three-day ruling may be made by either of the identified administrators.
The Vice President of Instruction or the Director of Student Programs may require a question period or arrange to have views other than those of the invited speakers represented at the meeting, or at a subsequent meeting. The President or his/her designee may assign faculty or staff to preside over any meeting where a speaker has been invited.

**Student Code of Conduct Violations**

Any student shall be subject to immediate disciplinary action provided for in Code Procedures and Summary Suspension Rules who, either as a principal actor, aider or abettor:

1. Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college.
3. Commits any of the following acts which are hereby prohibited:
   a. All forms of academic misconduct and dishonesty including cheating (using or attempting to use unauthorized materials, information, or study aids in any academic work submitted for credit); plagiarism (submitting academic work for credit that includes material copies or paraphrased from published or unpublished works without documentation; knowingly furnishing false information to the college (deliberately falsifying or inventing any information or citation in academic work); and forgery, alteration or use of college documents or instruments of identification with intent to defraud.
   b. Failure to comply with lawful directions of faculty, administrators and other regularly employed personnel acting in performance of their lawful duties.
   c. Conduct which intentionally and substantially obstructs or disrupts freedom of movement, teaching, research administration, disciplinary proceedings or other lawful activities on the college campus. Said conduct may be defined as:
      1) *Behavior that involves an expressed or an implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in college activities and causes the person to have a reasonable apprehension that such interference is about to occur;*

---

2) Threat to cause bodily harm at present or in the future to any person, or to cause physical damage to another's property, or to maliciously do any act which is intended to substantially harm another person's physical or mental health or safety;

3) Intentional and repeated following or contacting another person in a manner that intimidates, harasses or places another in fear for his or her personal safety or the safety of his or her property.

d. Physical abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the physical or mental health and safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.

e. All forms of sexual misconduct, which includes sexual harassment, sexual intimidation, sexual coercion, sexual assault and rape.

f. All forms of hazing which endangers, or is likely to endanger, the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of admission into, affiliation with or as a condition for continued membership in a group or college organization.

g. Malicious damage to or malicious misuse of college property, or the property of any person where such property is located on the college campus.

h. Refusal to comply with any lawful order to leave the college campus or any portion thereof.

i. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on the college campus, except for authorized college purposes; unless prior written approval has been obtained from the Vice President of Student Services, or any other person designated by the College President.

j. Intentionally inciting others to engage immediately in any of the conduct prohibited herein, which incitement leads directly to such conduct. (Inciting is that advocacy which prepares the group addressed for imminent action and steers it to the conduct prohibited herein.)

k. Possessing, consuming, being demonstrably under the influence of, or furnishing any form of alcoholic beverages on college-owned or controlled property or at college-sponsored or supervised functions where prohibited by the college’s current alcohol policy.

l. Disorderly conduct, including disorderly conduct resulting from drunkenness.
m. Engaging in lewd, indecent or obscene behavior on college-owned or controlled property or at college-sponsored or supervised functions.

n. Using, possessing, furnishing or selling any narcotic or dangerous drug as defined in Washington statutes, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.

o. Falsely setting off or otherwise tampering with any emergency safety equipment, alarm or other device established for the safety of individuals and/or college facilities.

p. Theft or conversion of college property or private property.

q. Entering any administrative office or any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.

r. Possession, making or causing to be made, any key to operate locks or locking mechanisms on campus without proper authorization or using or giving to another, a key for which there has been no proper authorization.

s. Interfering with college computing or communication functions or with the work of another student, faculty member, or college official; gaining unauthorized access, altering data, misusing computing facilities to send harassing messages, or misuse of the campus network and/or computing facilities as defined by the current college technology use policy and procedures.

t. Disruptive classroom conduct including abusive language toward a classroom instructor and/or student and other acts of misconduct.

4. Single or repeated violation of the above code is relevant in determining an applicant’s or a student’s membership in the college.

**Standards**

Attendance at Big Bend Community College presupposes that a student will observe the laws and deport themselves according to accepted standards of personal and group conduct. It further presupposes that each student will comply with the rules, regulations and procedures as are, or may be, established by Big Bend Community College for its students. Failure to observe such laws, standards, rules, regulations and procedures shall render students subject to penalties, which may include dismissal from college.

The provisions of this section on Student Conduct and Discipline do not apply to probation or suspension arising solely from low scholarship.
Discipline Statement
The Vice President of Student Services is the primary agent for administration of discipline for unacceptable conduct or infraction of college rules except those, which are the responsibility of divisions and instructors as hereafter described.

1. The Division Chair and faculty of each division are responsible for the administration of discipline for infraction of rules and regulations of the college or for unacceptable conduct by students in matters relating to their academic progress.
2. The instructor is responsible for the maintenance of order and proper conduct in the classroom. He/She is authorized to impose interim suspension as may be necessary to preserve order and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

Classroom Discipline
The instructor of each course shall be responsible for the maintenance of order and proper student conduct in a classroom. Each instructor is authorized to impose interim suspension in order to preserve order and to maintain effective cooperation of the class in fulfilling the objective of the course. In the event of disruptive classroom conduct, academic misconduct, and/or dishonesty, the instructor may take any and all reasonable action against any student. A course of action might include, but not be limited to:

1. Issuing a failing grade on a particular test, paper, assignment or course.
2. Dismissing the student(s) from class pending a hearing with the Vice President of Student Services.
3. Dropping the student from the course.
4. Referring the case to local authorities for civil action.

An instructor taking action against any student for an act of disruptive classroom conduct, academic misconduct, and/or dishonesty shall report such action in writing to the Division Chair, appropriate Dean, Vice President of Student Services and Vice President of Instructional Services as soon as possible. Any student subject to action of an instructor for a code of conduct violation may seek review of that action by the Vice President of Student Services. The student disciplinary review request must be submitted in writing to the Vice President of Student Services within ten working days from the date of said disciplinary action.
Disciplinary Action
A student charged with unacceptable conduct is entitled to a fair hearing. The procedures set forth below shall be interpreted and administered in such a way as to accomplish this objective. Disciplinary proceedings are not to be construed as judicial trials; care will be taken to comply as fully as possible with the spirit and intent of procedural safeguards relative to the rights of the individual concerned.

1. When disciplinary action is initiated by a faculty member for disruptive classroom conduct, academic misconduct, and/or dishonesty, a written report of the occurrence shall be filed with the Division Chair, appropriate Dean and Vice President of Instruction/Student Services.

2. All other instances of misconduct shall be reported to the Vice President of Instruction and the Vice President of Student Services.

3. Any student accused of violating any provisions of the rules of student conduct shall be called for an initial conference with the Vice President of Student Services or his/her designated representative, and shall be informed of what provision of the rules of student conduct have been violated, and the maximum penalties, if any, which might result from initiation of a disciplinary proceeding.

After considering the evidence in the case and interviewing the student or students accused of violating the rules of student conduct, the Vice President of Student Services or his/her designated representative may take any of the following actions:

1. Terminate the proceedings, exonerating the student or students;
2. Dismiss the case after whatever counseling and advice may be appropriate;
3. Impose minor sanctions directly (warning or reprimand);
4. Refer the case to the Disciplinary Committee.

Should a Disciplinary Committee hearing be necessary the student shall be notified in writing as to the date, time, place of the hearing, and the charge(s), including reference to the particular sections of the rules of student conduct involved. He/She shall be permitted to examine the evidence against him/her and where pertinent shall be given the names of those who will be witnesses against him/her. In the hearing he/she may present evidence, testimonial or documentary in his/her behalf.

The President or Vice President of Student Services shall notify the student in writing of the final determination on any charge of unacceptable conduct. In the case of a student under eighteen years of age who is expelled,
suspended or placed on disciplinary probation, the parents or guardian of the student shall also be notified in writing. (This does not apply to emancipated minors.)

**Disciplinary Committee**

The committee shall be a standing committee composed of one administrator, appointed by the President, two faculty members selected by the college faculty association and two students selected by the student government.

If any member of the committee is unable to consider a particular disciplinary proceeding for any reason including a conflict of interest, such member shall be temporarily replaced by a student or faculty member as appropriate pursuant to the procedure established in this section.

The Disciplinary Committee shall conduct such hearing within 20 working days after disciplinary action has been referred to such committee and shall give the student charged with violation of the rules of student conduct a minimum notice of five working days of said hearing as specified within the following section. With the mutual agreement of the parties, the hearing date may be continued beyond the 20 working day limit.

**Disciplinary Committee Procedures**

The hearing panel will hear, and make recommendations to the President of the College on all disciplinary cases referred to it by the Vice President of Student Services.

The student has a right to a fair and impartial hearing before the Disciplinary Committee on any charge of violating the rules of student conduct. The student’s failure to cooperate with the hearing procedures hereinafter outlined, however, shall not preclude the Disciplinary Committee from making its findings of fact, conclusions and recommendations as provided herein.

The student shall be given written notice of the time and place of the hearing before the Disciplinary Committee by personal service or registered mail and be afforded not less than five working days notice thereof. Said notice shall contain:

1. A statement of the time, place, and nature of the disciplinary proceedings.
2. A statement of charges against him/her including reference to the particular sections of the rules of student conduct involved.
The student shall be entitled to hear and examine the evidence against him/her and be informed of the identity of its source; he/she shall be entitled to present evidence in his/her own behalf and cross examine witnesses testifying against him/her as to factual matters.

The student has the right to be assisted by any one advisor he/she may choose, at his/her own expense. The advisor may be an attorney. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in a hearing. The accused student can, however, speak with his/her advisor during the hearing. If the student utilizes an attorney as an advisor, the student shall give the Vice President of Student Services three working days notice of intent to do so.

In all disciplinary proceedings, the college may be represented by a designee appointed by the Vice President of Student Services, said designee may then present the college’s case against the student accused of violating the rules of student conduct, provided that in those cases in which the student elects to have a licensed attorney act as his/her advisor, the Vice President of Student Services may elect to have the college represented by an assistant attorney general.

If, at the conclusion of the hearing, the committee finds that the student has committed one or more violations, and that such violations are in fact violations of a rule or rules of student conduct, the committee shall make such a finding and recommend such disciplinary action, as they shall deem appropriate against the student. Prior acts of misconduct may be considered in making the recommendation for disciplinary action.

During the course of the proceeding an adequate summary of all the evidence and facts will be taken. A copy shall be available at the office of the Vice President of Student Services.

**Disciplinary Committee Decision**

Upon conclusion of the disciplinary hearing, the Disciplinary Committee shall consider all the evidence therein presented and decide by majority vote as to the specific findings and conclusions required pursuant to the previous section, and whether to recommend to the President any of the following:

1. That the college terminate the proceedings and exonerate the student or students.
2. That the President or his/her designee imposes any of the disciplinary action as provided in the section entitled Imposition of Discipline.
Imposition of Discipline

The President or his/her designee shall review all hearings for which the Disciplinary Committee has recommended disciplinary action and determine whether or not disciplinary action shall be imposed against the said student. With the exception of interim discipline, the President or his/her designee shall have no authority to impose any disciplinary action on a student unless the Disciplinary Committee against such student has recommended disciplinary action or unless such student has waived his/her right to a hearing before such Disciplinary Committee.

In determining whether or not to impose disciplinary action against a student, the President shall review the summary of the evidence and facts presented to the Disciplinary Committee and the recommendation of the Disciplinary Committee. The President shall then determine whether or not to impose disciplinary action in any form. Prior acts of misconduct may be considered in making a decision.

Discipline may be imposed by the President or his/her designee for violations of the rules of conduct, not only in those instances where the Disciplinary Committee has made recommendations after a hearing, but also in cases where the student has waived his/her right to such a hearing. Sanctions available to the President are described in the next section.

Disciplinary Sanctions

If any student is found to have violated any of the offenses enumerated in the section of Student Code of Conduct Violations, one or more of the following sanctions may be imposed against the student or student organization. Failure to comply with any imposed sanctions may result in additional sanctions.

1. Minor disciplinary sanction:
   
   **Disciplinary Warning:** Formal action censoring a student for unacceptable conduct or violation of college rules or regulations. The student is notified in writing of this action. Warnings imply that further unacceptable conduct or violation of rules will result in one of the more serious actions described below.
   
   **Disciplinary Probation:** Formal action placing condition on the student’s continued attendance for violation for specified regulations. The disciplinary probation shall specify, in writing, the period of probation and the conditions which may include conditions such as limiting the student’s participation in college-related privileges or extra-curricular activities or enforcing a “no contact” order which
would prohibit direct or indirect physical and/or verbal contact with specific individuals or groups. Disciplinary probation further shall give the student notice that any further misconduct will automatically raise the question of suspension from the college. Disciplinary probation shall be for a specified period of time.

**Educational Activities:** Activities designed to foster student development may include, but are not limited to, community service, attendance at educational programs, or written assignments.

**Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

**Assessment:** Referral for drugs/alcohol or psychological assessment may be required. Results of the assessment may lead to the determination that conditions of treatment and further assessment apply to either continued attendance or return after a period of suspension.

2. Major disciplinary sanction:

**Disciplinary Suspension:** Formal action taken by authorized personnel (the President or anyone authorized to act in the absence of the President) dismissing a student temporarily from the college for unacceptable conduct or violation of college rules or regulations. Suspension may be for a stated or for an indefinite period, but the implication of the action is that the student may eventually return if evidence or other assurance is presented that the unacceptable conduct will not be repeated. The notification suspending the student must state the conditions to be met and whether the action is to be noted permanently on the student’s record. The student and Vice President of Student Services are notified in writing of the action taken, the terms of the suspension and any conditions involved, and the Dean of Enrollment Services is requested to enter the action on the student’s academic record. No fees will be refunded for the quarter in which the action is taken.

**Disciplinary Expulsion:** Discretionary action by authorized personnel dismissing a student permanently for flagrantly unacceptable conduct or violation of college rules or regulations. Unlike suspension, no term is involved; the action always becomes effective on notice. Expulsion must have the prior approval of the President. The student is notified in writing of the action taken, and the Dean of Enrollment Services is requested to enter the action permanently on the student’s academic record.

**Hold (Administrative):** Attachment of a student’s record to assure compliance with College rules, procedures, or obligations. The “hold” may be placed on the student’s record by the authorized
college office responsible for enforcement of the rule, procedure, or obligation involved. The authorized office must request the Dean of Enrollment Services in writing to place a “hold” on the student’s record. The student will not be permitted to register for any subsequent quarter nor to obtain a transcript of his/her record except on the written release of the office, which placed the “hold.”

Registration Canceled (Administrative): Privileges of attendance withdrawn, effective immediately on notice.

1. By order of the Business Office for financial delinquencies. (Handled as a withdrawal for recording purposes.)

2. By order of the Vice President of Student Services for failure to comply with rules, regulations or instruction.

The order canceling a registration must be addressed to the student involved in writing. The Registration Office automatically will place a “hold” on the student’s record to prevent registration for future quarters and the issuance of transcripts

Interim Discipline

Disciplinary actions of the college will be implemented by the President, except as such implementation may be delegated by the President or the Board of Trustees. Ordinarily, the disciplinary authority of the college will be invoked only after completion of the procedures established for the review of disciplinary cases and after the student, if he/she so wishes, has availed himself/herself of the appeal procedures. However, in situations where there is cause to believe that the student or the student organization poses an immediate threat to himself or herself, to others or to property, or is incapable of continuing as a student for medical or psychological reasons, or where it is believed that the student’s continued attendance or presence may cause disorder or substantially interfere with or impede the lawful activities of others or imperil the physical or mental health and safety of members of the college community, interim actions may be taken immediately without prior notice or hearing. These actions, taken by the President or the President’s designee, may include:

1. Interim restrictions, including but not limited to assignment to alternate college housing or removal from college housing, limitation of access to college facilities, or restriction of communication with specific individuals or groups;

2. Interim suspension, including temporary total removal from the college or restriction of access to campus;

3. Mandatory medical/psychological assessment, including referral to outside, medical professionals and/or to the mental health advisory board for assessment of the student’s capability to remain in the college.
Each instructor is authorized to implement interim suspension when necessary to preserve order and to maintain effective cooperation of the class in fulfilling the objective of the course. An instructor imposing an interim suspension shall report such action, in writing, to the Division Chair, Vice President of Instruction and the Vice President of Student Services.

In all cases of interim discipline, the student or student organization is entitled to personally appeal before the Vice President of Student Services or designee as soon as is reasonably possible. The student disciplinary review request must be submitted in writing no later than ten working days from the date of said disciplinary action.

The Vice President of Student Services shall conduct a meeting with the student within five working days after receipt of the disciplinary review request. As a result of the meeting between the Vice President of Student Services and the student, the Vice President may recommend to the President or the President’s designee either continuation or termination of the interim discipline and/or initiate disciplinary procedures.

**Student Appeal**

Any student feeling aggrieved by the recommendations of the Disciplinary Committee or the order of the President or his/her designee imposing disciplinary action may appeal the same in writing by directing an appeal to the President or his/her designee within 15 days following receipt of the order of the President or his/her designee imposing disciplinary action. The President or his/her designee may, at his/her discretion, suspend any disciplinary action pending determination of the merits of the findings, conclusions and disciplinary action imposed.

**Maintenance of Disciplinary Records**

The Vice President of Student Services shall keep records of all disciplinary cases. The Division Chair shall report to the Vice President of Student Services and appropriate Dean, in writing, all cases in which disciplinary action is taken.

The Vice President of Student Services shall notify the Chair and the Dean of the division in which the student is enrolled and the Dean of Enrollment Services of any disciplinary action taken, which is to be recorded on the student’s official record, and shall keep accurate records of all disciplinary cases handled by, or reported to, his/her office.
The Vice President of Student Services shall receive and maintain certain records of all disciplinary action taken by any college employee. These records should be consulted by disciplinary authorities for records of previous misconduct before taking disciplinary action in any case.

Re-admission After Suspension
Any petition for re-admission by a student suspended or expelled for disciplinary reasons other than poor scholarship must be addressed to the office of the Vice President of Student Services. Such a petition must be in writing and must state in detail the reasons why the penalty should be reconsidered. Since the President of the college or his/her designee participates in all disciplinary decisions suspending/expelling students from the college, decisions on such petitions for re-admission must be reviewed and approved by the President before being announced to the petitioner.

Academic Grievances
This section is designed to protect the students through orderly procedures, against capricious actions or decisions by their instructors.

Academic Grievance shall refer to a claim by a student that:
1. A grade assigned to the student by an instructor is a result of an arbitrary or capricious application of otherwise valid standards of academic evaluation, or
2. The standards employed by an instructor in evaluating the academic progress of the students are arbitrary or capricious, or
3. An instructor has taken an arbitrary or capricious action or made an arbitrary or capricious decision which adversely affects the student’s academic standing or academic career, or
4. An instructor or academic unit (college department or program area) has reached a clearly erroneous decision or taken a clearly erroneous action, which adversely affects the student’s academic standing or academic career.

Appeal Procedure
Prior to initiating a formal appeal through the Vice President of Student Services, the student should make arrangements to meet with the faculty member(s) concerned. An attempt should be made to identify points of disagreement as well as points of commonality shared by both parties. In many cases this process will yield resolution. If the student and the faculty member are unable to resolve the problem, the student should contact the appropriate Division Chair. If the issue is not resolved to the student’s
satisfaction, the student should contact the Vice President of Student Services. The Vice President of Student Services will serve as the resource person for the student until the issue is resolved.

The Vice President of Student Services will assist the student through the following steps:

1. Arrange a meeting with the student, the faculty member and the Division Chair. If the issue is not resolved;
2. Arrange a meeting with the student, the faculty member and the appropriate instructional administrator. If the issue is not resolved;
3. After meeting with the instructional administrator, the student may request, in writing, that the Vice President of Student Services convene the Academic Council. Subsequent to a Council hearing, which will provide opportunity for input from both the student and faculty member concerned, the Council will recommend a disposition to the College President who will render a final decision.

**Academic Council**

**Purpose:**
1. Interpretation and waiving of academic regulations.
2. Review petitions for re-admission of students on suspension.
3. To hear, review and recommend action in “academic grievance” issues.

**Procedure:**
1. Petition for consideration by the Academic Council must be submitted in writing through the Vice President of Student Services.
2. Student requests for changes in rules or regulations must be presented to the Academic Council in writing.

**Membership:**
1. Vice President of Student Services or his/her designee
2. One student services staff member
3. Two faculty members
4. Two student representatives

**Academic Standards of Progress Policy**

**Introduction**
Big Bend Community College expects all students to be serious about their education. Each student needs to plan for success and the college provides many ways to help. One way is by setting standards for academic success. BBCC has three academic standards policies: Low Grades Policy, Credit Completion Policy and Excessive Credits Policy.
Low Grades Policy:
Each student must earn a cumulative grade point average of 2.00 or above to remain in good standing. A student earning a cumulative GPA below 2.00 will be placed on warning, probation, or suspension. The category depends upon the criteria listed below. A student will be considered in good academic standing when her/his cumulative grade point average is raised to 2.00 or above.

Academic Warning
A student with less than 11 cumulative graded credits and a cumulative grade point average below 2.00 will be placed on academic warning status. A student in this category is required to meet with her/his assigned advisor prior to registering for future quarters.

Academic Probation
A student with 11 or more cumulative graded credits and a cumulative grade point average below 2.00 will be placed on academic probation status. A student in this category is required to meet with her/his assigned advisor prior to registering for future quarters.

Academic Suspension
A probationary student will be placed on academic suspension when the student’s number of cumulative graded credits at BBCC is greater than 23 credits and cumulative grade point average is below 2.00 and quarterly grade point average is below 2.00. A student in this category will be suspended from enrollment in classes for one quarter. A student who has preregistered for the following quarter will be withdrawn from classes and a refund will be processed for any tuition and fees paid for that quarter. A student returning after suspension is required to meet with her/his assigned advisor prior to registering for future quarters and must earn a 2.00 quarterly grade point average at the end of every quarter until her/his cumulative grade point average is above 2.00.

Appeals
A suspended student may appeal academic suspension and request immediate reinstatement. The student must provide proof of extenuating circumstances and/or a plan for making measurable and substantial progress towards repairing her/his cumulative GPA. A letter of appeal must be submitted to the Vice President of Instruction/Student Services. The Vice President will call a meeting of the Academic Council to hear the appeal. The Academic Council may grant the appeal, may allow the student to continue under certain conditions, or may deny the appeal. The decision of the Academic Council is final.
Academic Dismissal
A student who fails to meet minimum standards and is subject to suspension a second time will be placed on academic dismissal. Academic dismissal results in suspension from enrollment in classes for one calendar year. A student who has preregistered for the following quarter will be withdrawn from classes and a refund will be processed for any tuition and fees paid for that quarter. A student returning after dismissal is required to meet with her/his assigned advisor prior to registering for future quarters and must earn a 2.00 quarterly grade point average at the end of every quarter until her/his cumulative grade point average is above 2.00. There is no appeal.

Academic Amnesty Procedure
A student may apply for Academic Amnesty if they:
- are currently enrolled at BBCC
- did not enroll in college (at BBCC or another institution) for at least two consecutive years following the period in which they had academic problems (grade point average below 2.00)
- have completed 24 or more credits with a grade point average of 2.50 or higher since returning to college
- have not withdrawn from more than five credits in any quarter since returning to college

Students who qualify for Academic Amnesty must complete this application and submit it to staff in the Admissions/Registration Office for processing. The Dean of Enrollment Services will revise the student’s transcript to indicate amnesty after approval. A student may petition for amnesty only once. If amnesty is approved, all grades will still appear on the transcript. The designated quarters for which the student is granted amnesty, indicated by an asterisk, will not be calculated in the BBCC cumulative grade point average. Current financial aid policies are not superseded for students granted Academic Amnesty.

Students planning to transfer to another college or university may have their grade point average recalculated by the receiving institution. No other institution is obligated to abide by the BBCC Academic Amnesty policy.

Financial Aid Council
The purpose of this committee is to review financial aid appeals for students whose financial aid has been discontinued. The membership consists of the Director of Financial Aid, one student services staff member, two faculty members and two students. The meetings are held as needed.
Traffic and Parking
Handicapped-Parking
Spaces shall be set-aside in certain parking lots adjacent to campus buildings for the exclusive use of handicapped faculty, staff, and students. Persons must have a valid state handicapped-parking sticker on their vehicle when parking in a “handicapped space.” No vehicle shall be parked in any driveway, emergency access, sidewalk, lawn or any other area not designated as a parking lot. Nor shall any vehicle be parked within fifteen feet either side of a fire hydrant.

Abandoned Vehicles
No abandoned, disabled, or inoperative vehicle shall be parked on the campus for a period in excess of seventy-two hours. Vehicles which have been parked for periods in excess of seventy-two hours and which appear to be abandoned, disabled, or inoperative may be impounded and stored at the expense of either or both the owner and operator thereof. Neither the college nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

The President or his designee(s) may order the impound and storage of any vehicle parked in areas where parking is not allowed, or parked in a space reserved for another vehicle, or illegally parked in a handicapped space. The impounding and storage shall be at the expense of either or both the owner and operator of the impounded vehicle. Neither the college nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

Liability
The college assumes no liability for vehicles parked on college properties. The college provides space to individuals desiring to park on campus while attending college classes, college functions, or non-college functions of agencies or organizations renting college facilities, while employed at the college, or visitors to the college.

Parking Violations
Parking violations may occur and may result in the issuance of a parking violation citation, impound, or both.

1. Vehicles parked in a space reserved for handicapped parking and not displaying a handicapped-parking permit shall be subject to citation.
2. Vehicles parked in such a manner as to occupy more than one space shall be subject to citation.
3. Vehicles parked in an area not specifically posted for parking shall be subject to citation. Vehicles parked in service areas, driveways, loading zones, on lawns, or areas with yellow curb shall be subject to citation, impound, or both.

4. Vehicles parked in a posted area specifically prohibiting parking shall be subject to citation, impound, or both.

Drivers of vehicles shall obey regulatory signs posted by the college. Drivers of vehicles shall also comply with directions given them by campus security or other representatives of the office of campus security in the control and regulation of traffic and parking.

**Student Records**

In compliance with the Family Educational Rights and Privacy Act this policy has been created to ensure that information contained in student records is accurate and is handled in a responsible manner by the college and its employees.

Education records means those records, files, documents and other materials which contain information directly related to the student and are maintained by the college or a person acting for the college. The term does *not* include the following:

a. Records that are in the sole possession of the maker and which are not accessible or revealed to any other person.

b. Records and documents in the Security Office which are kept separate, are maintained solely for Security Office purposes, and are not made available to others.

c. Records on a student which are made or maintained by a counselor acting in his or her professional capacity, and which are made or maintained, or used in connection with the treatment to the student, and are not available to anyone other than persons providing such treatment. Such records can be personally reviewed by a physician or other professional of the student’s choice.

**Right of Inspection**

Any student who is or has attended the college has the right to examine or review all education records directly related to him or her that is intended for school use or that is available for parties outside the school. Education records will be made available to the student within fifteen working days after receipt of the written request. Copies may be requested and shall be provided at a fee not to exceed the actual cost to the college of providing the copies. The college reserves the right to refuse to permit a student to inspect and review the following education records:
a. The financial statement of the student’s parents
b. Confidential letters and statements of recommendation which were placed in the student’s records before January 1, 1975, or for which the student has waived his or her right in writing to inspect and review and that are related to the student’s admission, application for employment or job placement, or receipt of honors. Except that if these statements and letters have been used for any purpose other than that for which they were originally prepared, the student may inspect and review them. When a record contains personally identifiable information about more than one student, a student may inspect only that information which relates to him or her.
c. Records connected with admission to the college, application for employment, and receipt of an honor or honorary recognition.
d. Those records which are excluded from the definition of education records.

Availability of Directory Information
The following personally identifiable information contained in a student’s education record shall be deemed “directory information” and unless restricted by the student may be disclosed without the student’s prior written consent: Student’s name, address, electronic mail address, telephone listing, date of birth, enrollment status (full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honor roll, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Each student will have 10 days from the day of registration to decide if he or she wishes to have “directory information” released without written consent.

Access permitted to college and certain other officials without consent
The following persons, individuals, agencies or organizations shall be entitled access to official education records of any student subject to limitations without prior consent of the student:
a. College officials including college administrators, faculty and staff who have a legitimate educational interest within the performance of their responsibilities to the college. Access or release of records is permissible only when the information is required for advisement, counseling, record keeping, reporting or other legitimate educational interest consonant with their specific duties and responsibilities.
b. Officials of other colleges, schools, or school systems, upon the condition that the student is notified of the transfer and receives a copy of the record if he/she desires it and has the opportunity to challenge the content of the record.
c. Authorized federal, state or local officials as required by law.
d. Lending institutions receiving applications from students or granting to students financial aid, and individual organizations or institutions that provide scholarships to any applicant student when such organizations or individuals make requests for education records in connection with a student's application for, or receipt of, financial aid.

e. Accrediting organizations to carry out their accrediting function

f. Parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.

g. Appropriate parties in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

The college shall maintain a record, kept with the education records of each student, indicating all agencies or organizations which have requested or obtained access to the student’s education records. The custodian of the records shall indicate specifically the legitimate interest each such agency or organization has in obtaining this information. The record may be reviewed by the student.

**Distribution of Information to Others**

The college shall not furnish any personally identifiable information contained in education records directly related to a student to anyone other than those listed above, unless a written consent from the student is obtained. The college may furnish such information without the consent of the student if it is furnished in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that the student is notified of all such orders or subpoenas in advance of the compliance therewith unless the court or other issuing agency orders the college not to notify the student before compliance with the subpoena. The written consent should specifically identify the records to be released, the reason for the release and to whom the records are to be released.

**Requests for access to student records**

Personally identifiable information regarding a student will only be furnished to persons making a written request and providing to the custodian of the records information sufficient to identify the requesting party as a person who has a right to access such records.

**Challenges to content of records, to release of records, or to denial of access to records**

Any student who believes that inaccurate, misleading, or otherwise inappropriate data is contained within his or her education records shall be permitted to have included within the record a written explanation by
the student concerning the content of the records.

A student has the right to:

a. Challenge the content of education records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student
b. Have the opportunity to correct or delete inaccurate, misleading or otherwise inappropriate data contained within education records

c. Challenge the release of education records to specific persons
d. Challenge a decision by the college to deny the student access to particular types of records.

Procedures on challenging grades is included in the Academic Grievance section of this handbook. Once those procedures are followed a student may not challenge the validity of grades posted on his or her record except that as a result of a clerical error the student’s records fail to accurately reflect the grades actually assigned by an instructor.

Procedure for challenges

A student wishing to exercise his or her rights shall first discuss with the Dean of Enrollment Services the nature of the corrective action sought by the student. If the informal proceedings required of this section fail to resolve the student’s challenge, the student may file with the public records officer a written request for a hearing. Within a reasonable time after submission of a request for hearing, the President or his or her designee will appoint a hearing officer. The hearing officer may not have a direct interest in the outcome of the hearing.

a. The hearing officer shall conduct a hearing concerning the student’s request for corrective action within a reasonable time and shall reasonably in advance of the hearing notify the student of the date, time and place of the hearing.
b. The student may, at his or her expense, be represented by one or more individuals of his or her choice at the hearing.
c. The student and the college shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request for the hearing. A record shall be made of the hearing by means satisfactory to the college.
d. Within 10 days of the completion of the hearing, the hearing officer shall provide the parties with a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision shall be binding upon the college and the student.

If the education records are held to be accurate, or not misleading or in violation of the student’s right of privacy, the college will notify the student
of his or her right to place in the record a statement commenting on the
callenged information and/or a statement setting forth the reasons for
disagreeing with the decision. Such statement will be maintained as part
of the student's education records as long as the contested portion is
maintained and must be disclosed if the college discloses the contested
portion of the record. If information in the education record is held to be
inaccurate, misleading, or in violation of the student’s right of privacy, the
college will amend the record and so notify the student in writing.

Disciplinary records
Disciplinary records shall be kept separate and apart from academic records,
and transcripts of a student’s academic record shall contain no notation
of any disciplinary action. The Vice President of Student Services office
shall keep records of all disciplinary cases, which shall be recorded on the
official records of the students. Special precautions shall be exercised to
ensure that information from disciplinary or counselling files is not revealed
to unauthorized persons. Provisions shall be made for periodic review and
routine destruction of inactive disciplinary records by offices maintaining such
records. However, the results of any disciplinary proceeding, concerning a
crime of violence may be released to an alleged victim of that crime.

Discrimination, Harassment,
and/or Sexual Harassment

Definition
Big Bend Community College does not discriminate on the basis of race,
color, national origin, age, disability, pregnancy, genetic status, sex, sexual
orientation, gender identity, marital status, creed, religion, status as a veteran
of war, or use of a trained guide dog or service animal as required by Title
VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964,
Title IX of the Educational Amendments of 1972, Sections 504 and 508
of the Rehabilitation Act of 1973, the Americans with Disabilities Act and
ADA Amendment Act, the Age Discrimination Act of 1975, the Violence
Against Women Reauthorization Act and Washington State’s Law Against
Discrimination, Chapter 49.60 RCW and their implementing regulations.

Harassment is a form of discrimination consisting of physical or verbal
conduct that denigrates or shows hostility toward an individual because of
their membership in a protected class or their perceived membership in a
protected class. Harassment occurs when the conduct is sufficiently severe
and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College’s educational and/or social programs, and/or student housing. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:

- Epithets, “jokes,” ridicule, mockery, or other offensive or derogatory conduct focused upon an individual’s membership in a protected class.
- Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.
- Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.

**Sexual harassment** is a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person’s gender. There are two types of sexual harassment.

1. **Hostile Environment Sexual Harassment** occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the college’s educational and/or social programs, and student housing.

2. **Quid Pro Quo Sexual Harassment** occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

Examples of conduct that may qualify as sexual harassment include:

1. Physical assault;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation;
3. A pattern of behavior(s) that is unwelcome and severe and/or pervasive, resulting in unreasonable interference with the work or educational environment or creation of a hostile, intimidating or offensive work or educational environment, and may include but is not limited to the following:
a. Persistent comments or questions of a sexual nature.
b. A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
c. An instructor who promises a student a passing grade in exchange for sexual favors.
d. Sexually explicit statements, questions, jokes, or anecdotes.
e. Unwelcome touching, patting, hugging, kissing, or brushing against an individual’s body.
f. Remarks of a sexual nature about an individual’s clothing, body, or speculations about previous sexual experiences.
g. Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
h. Direct or indirect propositions for sexual activity.
i. Unwelcomed letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.

Complaint Procedure
Discrimination and/or harassment may take many forms, and the perpetrator may not understand that his/her behavior is being perceived as discriminatory or harassing. Therefore, any student who feels that she/he is being subjected to discriminatory or harassing behavior is encouraged to respectfully discuss the offensive behavior directly with the person involved.

If direct communication is either impractical, the person does not respond as desired, or the student is uncomfortable discussing the issue with that person, then the student may bypass the offending person and discuss the behavior directly with one or more of the following:

- VP of Human Resources/Title IX Coordinator, 509.793.2010, Building 1400, 2nd floor
- VP for Instruction & Student Services, 509.793.2055, Building 1400, 2nd floor
- Counseling Office, 509.793.2035

If the situation cannot be settled informally, the student may file a formal internal complaint. Students are not required to utilize informal procedures, but may go directly to the formal complaint procedure.

Formal Complaint: If informal complaint resolution does not occur or the problem persists, the student should make a written complaint concerning allegations of discrimination, harassment, or sexual harassment to the VP of Human Resources/Title IX Coordinator, or the VP of Instruction & Student Services.
In addition, Big Bend Community College encourages any individual who observes incidents of harassment or discrimination to immediately report what he or she has observed.

Any reports or complaints of discrimination, harassment and/or sexual harassment will be investigated. Different circumstances will produce different responses and levels of investigation. If college officials determine that a violation of this policy has occurred, then the offending party will be subject to disciplinary action, up to and including termination/expulsion.

**External Complaints:** Inquiries or appeals beyond the institutional level may be filed with the following agencies or other agency with the jurisdiction to hear such complaints.

- **US Dept. of Education**
  - Office for Civil Rights
  - Federal Office Building
  - 915 Second Ave., Room 3310
  - Seattle, WA 98174-1099

- **U.S. EEOC**
  - Federal Office Building
  - 909 First Ave Suite 400
  - Seattle, WA 98104-1061
  - http://www.eeoc.gov/

- **Washington State Human Rights Commission**
  - Spokane District Office
  - 1330 N. Washington St., Suite 2460
  - Spokane, WA 99201
  - http://www.hum.wa.gov

**Confidentiality:** To facilitate the investigative process and protect the privacy of those involved, all information will be maintained in a confidential manner to the fullest extent permissible. During an investigation, complaint information will only be disseminated on a need-to-know basis. Files subject to public disclosure will be released only to the extent required by law.

**Retaliation:** No one shall suffer penalty or retaliation for making or supporting a charge of discrimination, harassment or sexual harassment under this policy. Retaliation against any person for bringing forward or participating in the investigation of a complaint under this policy, including creating a hostile work environment, forms independent ground for taking appropriate disciplinary action. Retaliatory acts shall be reported to the Human Resources Office.

**Malicious or Frivolous Allegations Prohibited:** Members of the College community who knowingly make false or frivolous allegations of
discrimination, harassment or sexual harassment will be subject to discipline. No complaint will be considered malicious or frivolous solely because it cannot be corroborated.

Sexual Assault Reporting Options
As a Big Bend Community College student, if you believe that you are the victim of a sexual assault, you may choose one or more of the below actions.

Choose to report the incident to a law enforcement agency and pursue criminal charges. (See contact information)
Upon reviewing the facts of your case, the Sheriff’s Office may arrest the accused. Thereafter, the Prosecuting Attorney may decide to prosecute the matter. If so, you may be required to testify. The case will be handled in the local criminal courts.

Choose to report the incident to the Office of Student Conduct. (See contact information)
If the accused is a BBCC student, you may have the matter handled internally through the College’s student conduct system. If the accused is found in violation, the College will take action in accordance with its Student Code of Conduct policies and procedures.

Choose to file a sex discrimination grievance. (See contact information)
Because sexual assault is considered to be a severe form of sex discrimination, you may wish to file a sex discrimination grievance with the Title IX Coordinator. This person is responsible for ensuring a non-discriminatory campus environment that is free from harassment. The Title IX Coordinator will undertake an investigation that may involve taking statements from you, the accused, and pertinent witnesses.

Choose to document the incident that has occurred, but decide to not pursue further actions.
You may report the incident to one or more of the listed offices, but decide not to proceed further. However, an anonymous report about the incident (date, time, location) will be shared with the Title IX Coordinator, Campus Safety and the Student Conduct Office to ensure that accurate sexual assault records are kept. The College may take all reasonable steps to investigate and respond to the complaint consistent with your request in an effort to prevent similar incidents. Please know that a request to remain anonymous may limit the College’s ability to take action on your report.
BBCC’s greatest concern is for the safety, physical and mental health, of all students, faculty, and staff. The College is committed to maintaining a welcoming and supportive educational climate. This means BBCC takes every report seriously and continues to educate all students, faculty, and staff about sexual assault and other forms of sexual misconduct to encourage civil and respectful behavior across our community.

**Contact information:**

**Campus Safety**
Building 1400, 1st Floor
509.793.2286

**Grant County Sheriff’s Office**
Emergency, call 9-1-1
Non-emergency, 509.762.1160

**Student Conduct Office**
Bob Mohrbacher, Vice President of Student Services and Instruction
Building 1400, 2nd Floor
509.793.2055

**Title IX Coordinator**
Kim Garza, Vice President of Human Resources & Labor
Building 1400, 2nd Floor
509.793.2010

**Counseling and Advocacy**
**New Hope Domestic Violence and Sexual Assault Services**
840 East Plum St., Moses Lake
888.560.6027

---

**Domestic Violence, Dating Violence and Stalking**

**What is domestic violence?** Domestic violence is asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**What is dating violence?** Dating violence is violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**What is stalking?** Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.
What behaviors are prohibited at BBCC and at BBCC-sponsored events?

**Domestic or dating violence:** Any abusive behavior or pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic or dating violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Stalking:** Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email; repeatedly leaving or sending victim unwanted items, presents, or flowers; following or laying in wait for the victim at places such as home, school, work, or recreation place; making direct or indirect threats to harm the victim, the victim’s children, relatives, friends, or pets; damaging or threatening to damage the victim’s property; harassing victim through the internet; posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth; obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim’s garbage, following the victim, contacting victim’s friends, family work, or neighbors, etc.

Why is it important to report the incident?
To ensure that it will not happen to other students/staff/faculty and to let the campus community know that domestic violence, dating violence and stalking behaviors are not tolerated.

Anyone can be a victim of a domestic violence, dating violence or stalking incident. Please make sure that you are safe and that you report the incident. BBCC wants you to be safe and protected while on campus.

**Report Domestic Violence, Dating Violence or Stalking**
Campus Safety, 509.793.2286, Building 1400 – 1st floor
Title IX Coordinator Kim Garza, 509.793.2010, Building 1400 – 2nd floor
Vice President of Student Services Bob Mohrbacher, 509.793.2055, Building 1400 – 2nd floor
What is a hate crime? A hate crime is an actual criminal offense motivated, in whole or in part, by the offender’s bias toward the victim’s status. According to federal law, the types of prejudice and bias motivating factors are limited to those based on race, religion, sexual orientation, ethnicity/national origin, and disability. For example, an aggravated assault motivated by the actual or perceived sexual orientation of a victim constitutes a clear case of a hate crime. Hate crimes are not separate, distinct crimes, but rather traditional offenses motivated by the offender’s bias.

What is a Bias-related Incident and how does it differ from a Hate Crime? A Bias-Related Incident is when an individual experiences or is the target of prejudicial behavior based on group identity, and the incident is not covered by the federal and/or state hate crime legislation. Not every act of bias can be considered a hate crime. Hate or bias-related incidents, like hate crimes, negatively impact individuals who are or are perceived to be members of a particular group. This impact also extends to the community at large.

What behaviors are prohibited at BBCC and at BBCC-sponsored events? Harassment and/or a hate/bias crime/incident that is persistent or pervasive so as to threaten or limit the ability of an individual to work, study or participate in the activities of the college.

Examples of behaviors that are not tolerated at Big Bend Community College include, but are not limited to:

- threatening phone calls or text messages, hate mail (including all forms of electronic messages),
- physical assault,
- threats of harm or violence,
- arson,
- vandalism,
- religious cross burning,
- bombing and bomb threats,
• verbal and written comments,
• slurs, jokes, innuendoes, cartoons, behavior or action, either physical or verbal, which is sexual in nature and unwelcome, unwanted or uninvited.

Unwelcome sexual advances, requests for sexual favors, or other related verbal or physical conduct are considered to be forms of discrimination, harassment, sexual harassment, and intimidation and are therefore prohibited.

**Why is it important to report the incident?** To ensure that it will not happen to other students/staff/faculty and to let the campus community know that hate/bias behaviors are not tolerated.

Anyone can be a victim of a hate/bias incident. Please make sure that you are safe and that you report the incident. BBCC wants you to be safe and protected while on campus.

**Report Hate/Bias Incidents**
Campus Safety, 509.793.2286, Building 1400 – 1st floor
Title IX Coordinator Kim Garza, 509.793.2010, Building 1400 – 2nd floor
Vice President of Student Services Bob Mohrbacher, 509.793.2055, Building 1400 – 2nd floor

---

**The Clery Act**

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and
near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties (up to $35,000 per violation) against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

The law is named for Jeanne Clery, a 19-year-old Lehigh (Penn.) University freshman who was raped and murdered in her campus residence hall in 1986. The backlash against unreported crimes on numerous campuses across the country led to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act.

All students are encouraged to report all crimes to Campus Safety.

For more information on the Clery Act and BBCC’s annual Campus Security and Fire Report, visit www.bigbend.edu/safety.

Drug/Alcohol Abuse Prevention

One of the most important social decisions a college student will make is to use or not use alcohol and other drugs. The choice is an individual decision. Before making this decision, all students should be informed about the effects of alcohol and drugs and the potential consequences of using them.

Big Bend Community College prohibits the unlawful manufacture, delivery, possession, or use of alcohol, marijuana in any form, other controlled substances, and drug paraphernalia while on college property, while conducting college business, and while participating in any college-sponsored activities whether on campus or not.

Board Policy 3019, Drug Free/Alcohol Free Workplace Policy and Administrative Process 3019, Drug & Alcohol Abuse Prevention are intended to meet, at a minimum, the requirements of all applicable federal and state laws, including but not limited to the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act Of 1988.
Sanctions
Big Bend Community College will impose disciplinary sanctions on students found accountable for violations of BP 3019, Drug Free/Alcohol Free Workplace Policy. Sanctions will be imposed in accordance with the provisions of the Student Code of Conduct. Sanctions that may be imposed include but are not limited to:

- Mandatory attendance at a prevention education program
- Loss of privileges, restitution, community service, and/or fines
- Eviction from college-owned or controlled housing
- Suspension and/or dismissal from the college
- If under 21, notification of the student’s parents/guardians
- Or some combination of the above

As required by federal law, the college cooperates with law enforcement authorities in referring for prosecution of unlawful possession, use or distribution of alcohol and illicit drugs by students or employees on college premises or as part of any of its activities.

If you have been convicted of drug possession, you will be ineligible for federal financial aid for one year from the date of your conviction after the first offense, two years after the second offense, and indefinitely after the third offense. If you have been convicted for selling drugs, you will be ineligible for federal financial aid for two years from the date of your conviction after the first offense, and indefinitely after the second offense. If you lose your eligibility for federal financial aid, you can regain eligibility early by successfully completing an approved drug rehabilitation program.

A description of the health risks associated with the abuse of alcohol and use of illicit drugs

**Alcohol** – Alcohol abuse is involved in the majority of violent behavior incidents: date rape, vandalism, fights, and driving under the influence. Alcohol (and other depressant) abuse results in impaired judgment and coordination, aggressive behavior, impairment in learning & memory, respiratory depression, coma, and possibly death when taken in excess or combined with other depressants.

**Club Drugs (GHB, Rohypnol & Ecstacy)** – GHB is an illegal depressant (liquid or powder) which is odorless & colorless (therefore it can be easily slipped into drinks undetected). GHB can be used to facilitate rape because it causes impairments in judgment, sleepiness & amnesia. Rohypnol also known as “Roofies” is a strong depressant drug, commonly known as the “Date Rape” drug. When ingested
with alcohol or other drugs, effects begin within three (3) minutes and peak within two (2) hours. MDMA/Ecstacy/XTC is a hallucinogenic mind-altering drug. Adverse effects include confusion, depression, sleep problems, severe anxiety & paranoia, nausea, blurred vision, faintness, and the possibility long-term brain damage.

**Marijuana**—The effects associated with marijuana use include: increased blood pressure, blood-shot eyes, dry mouth, hunger, impairment of short-term memory and concentration, altered sense of time, decreased coordination and motivation, psychological dependence, lung cancer, and possibly chronic lung disease after long-term use.

**Methamphetamines/Amphetamines & other Stimulants**—Symptoms of stimulant abuse include: increased heart & respiratory rates, elevated blood pressure, dilated pupils, excessive perspiration, headache, dizziness, sleepiness, anxiety, and loss of appetite, coma, and death may result.

**Ritalin**—A prescription drug used to treat ADHA, ADD and other conditions. It has similar effects to those of cocaine and amphetamines. Ritalin is often abused for appetite suppression and/or to stay awake.

**Narcotics (Heroin, Morphine, Codeine, Demerol, Percodan)**—Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting. Overdose may cause slow and shallow breathing, clammy skin, convulsions, coma, and possibly death.

**Hallucinogens (LSD, Mescaline, Cannabis, Magic Mushrooms)**—Hallucinogens or psychedelics are mind-altering drugs which affect the mind’s perceptions, causing bizarre, unpredictable behavior and severe, sensory disturbances that may place users at risk of serious injuries or death. The combination of hallucinogens with other substances, like alcohol or marijuana, can increase the chances of adverse effects and the risk of overdose.

**Inhalants (glue, paint thinner, gasoline, laughing gas, aerosol sprays)**—Psychoactive substances inhaled as gases. Adverse effects may include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, brain & nervous system damage and possibly death.

**Cocaine**—Use produces psychological & physical dependence. Adverse effects include elevated blood pressure, heart rate, respiratory rate & body temperature, increased risk of contracting HIV/AIDS (sharing needles), chronic use can result in ulceration and rupture of the mucous membrane.

**Anabolic Steroids (Anadrol, Oxandrin, Durabolin, Stanozol, Dianabol)**—Man-made substances related to male sex hormones. Steroids are taken to improve physical performance as well as to
enlarge muscles and increase strength. Negative effects of steroids include baldness, cysts, shrinking of testicles, oily hair and skin, acne, heart attack, stroke and change in voice. Hostility is also a frequent side effect of anabolic steroids.

**Tranquilizers (Valium)**—Use of tranquilizers can induce calm and relaxation. Feelings will range from mild euphoria to drowsiness, confusion and light headedness. Hostility, blurred vision, hallucinations, lethargy, memory loss and irritability can also occur.

### Information, Education, and Counseling
Big Bend Community College emphasizes the importance of information and education helping to prevent alcohol and drug abuse. The college is committed to helping students prevent and address alcohol and drug abuse problems. For additional information about counseling, assessment, and referral services, contact:

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBCC Counseling Center</td>
<td>509.793.2035</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td>888.755.4614</td>
</tr>
<tr>
<td>Central WA Narcotics Anonymous</td>
<td>877.664.0388</td>
</tr>
<tr>
<td>Grant County Prevention and Recovery Center</td>
<td>509.765.5402</td>
</tr>
<tr>
<td>Office of the VP of Instruction &amp; Student Services</td>
<td>509.793.2055</td>
</tr>
</tbody>
</table>

### Available Counseling, Treatment or Rehabilitation
Students with alcohol or drug related problems are encouraged to contact the BBCC counseling staff for information and referral. Students may also take advantage of services provided by the Grant County Prevention and Recovery Center 765.5402. The center provides such services as alcohol and drug assessments, individual counseling, family counseling, group therapy, an intensive outpatient program and an alcohol and other drug information school. Private practitioners and agencies are listed in the local telephone directory.
Philosophy Statement
Big Bend Community College (BBCC) has a strong commitment to intellectual growth and to extended access of educational opportunities. Because of these philosophical commitments, BBCC supports the use of technology as both an analytical tool and a means to expand access to both information resources and educational opportunities. In order to support these commitments, the following operational policy has been implemented. This policy applies to all users of BBCC technology facilities and equipment. This policy also reinforces the Community and Technical College Network Acceptable Use Policy, which is in place for college employees. Failure to comply with these policies may result in disciplinary action as specified in this document. For full text of CIS policy, see http://academics.bigbend.edu/universities/Pages/UsePolicyProcedures.aspx.

Access
BBCC computing and networking resources are state property. Use of BBCC’s computing and networking resources is a privilege. The access provision applies to all users, including but not limited to, students, college faculty, staff, and community users of library services. Additionally, individual labs may limit access to students currently enrolled in specific courses and each computer lab may charge lab fees accordingly. Individual units within the college may define conditions of use for facilities under their control.

These statements shall be consistent with this overall policy. Please refer to the link preceding link for additional detail, guidelines and/or restrictions. In addition, any network traffic exiting the college is subject to the acceptable use policies of the network connectivity providers.
Network Misuse/Actions that are **Prohibited** on the College Network

A. **Illegal Activities**
   All BBCC resources shall be used in strict accordance with all local, state, and federal laws.

B. **Sharing and Copying Passwords**
   All computer account passwords are confidential and shall not be shared with others.

C. **Hacking and Interference in Operation**
   Using the college network to gain unauthorized access to any computer system is forbidden. Knowingly performing an act that will interfere with the normal operation of technology facilities and/or computer workstations is not allowed.

D. **Network Traffic**
   Knowingly running or installing on any computer system, or network, or giving another user a program intended to damage or to place excessive load on a computer system or network is forbidden.

E. **Breach of Security**
   - Attempting to circumvent data protection schemes or uncover security loopholes; and
   - Attempting to monitor or tamper with another user’s electronic communications, or reading, copying, changing, or deleting another user’s files or software without obtaining explicit written agreement of the owner.

F. **Unauthorized Copying or Modification of Files**
   The unauthorized copying or modification of files belonging to others or the college may constitute plagiarism or theft.

G. **Identity of User/Abuse of Account(s)**
   Misrepresenting in any manner, your identity, your account, or a computer in any email communication is forbidden. Unauthorized use of another user’s account is not allowed.

H. **Violation of Copyright Restrictions, Intellectual Property Rights, Software License Agreements, and Unauthorized Software Installation**
   Users shall comply with all local, state and federal laws and restrictions that apply to the use of any and all copyrighted materials.

I. **Unauthorized Movement of Equipment**
   Students are not allowed to move equipment unless they are employed by the college and have received permission from the appropriate college administrator and/or supervisor to do so. College equipment shall not be removed from campus for use in another
location unless written permission is obtained from the appropriate Dean or Vice President.

J. **Restricted Application Use**
Restricted application use is the use of applications not clearly related to the core purpose of the college, or which violate general college policy, jeopardize its state accredited status, or otherwise interfere with applications vital to everyday operation.

**Consequences of Misuse**

A. **Disciplinary Provision**
Individual disciplinary actions shall follow college grievance and disciplinary procedures and policies applicable to faculty, employees, and students. Efforts will be made to resolve problems at the lowest departmental or divisional level. Misuse of computing, networking, instructional technologies and/or information resources by any individual may result in the loss of privileges.

B. **Legal Defense**
The college will not authorize legal defense in a proceeding instituted against individuals who engage in illegal use of the college’s computers, networks or software unless otherwise authorized by law.

**Other Miscellaneous Provisions**

A. **Resource Limitations**
Limitations or restrictions may be applied by system administrators on computing resources, such as storage space, time limits, or amount of resources consumed. Such restrictions ensure fair access for all users.

B. **Accounts/Data**
- BBCC makes no warranty of any kind, expressed or implied, regarding computer resources or services, or the contents of resources or electronic messages over the BBCC college network or connected networks. BBCC will not be liable, in any event, for incidental or consequential damages, direct or indirect, resulting from the use of the BBCC network or network services.
- Students are responsible for backing up their own data at all times onto their own floppy disks. BBCC disclaims responsibility for loss of data, and individual account contents.
- BBCC reserves the right, without notice, to limit or restrict individual use and hours of operation; to inspect, copy, or remove data, file, or system resources; and to log and audit activities on computing systems.
C. **Web Pages/Internet/Intranet—General and Web Pages**

The use of internet, intranet, or web pages which violate BBCC policies and procedures, as well as state and federal laws, is prohibited and may result in disciplinary actions.

**Student Web Pages**

College resources cannot be used for commercial gain. Students may put web sites on college servers as directed in furtherance of their education or as a part of their educational objectives. Students may not post personal or business websites on college servers. Students may not act to represent the college on external websites.

D. **Right of Agency/System Administration**

The College network is subject to a variety of laws including, but not limited to:

- Use of state property (i.e., computers) is limited by state employees to purposes related to official duties by RCW 42.52.160;
- Use of state property (i.e., computer facilities/equipment) is prohibited for political purposes by RCW 42.52.180;
- Criminal liability for computer trespass could result in a felony conviction pursuant to RCW 9A.52.110 et seq;
- Criminal charges could result if users alter, damage, obliterate or erase records, information, data or computer programs pursuant to RCW 9A.48.100; and
- Materials prepared on the college’s computer system may be subject to release as a public record (i.e., email, letters, memos); even deleted information from a back up system may be retrieved in the course of litigation pursuant to the Washington State Public Records Law, RCW 42.17.020 et seq.

BBCC maintains the right to inspect and monitor the use of computers to ensure compliance with college policy and all applicable state and federal laws.

Additionally, to maintain the function and operation of technology facilities and to protect them against unauthorized use, BBCC reserves the right to take whatever steps it deems appropriate to remedy or prevent activities that in its judgment, endanger the orderly operation of its networks or systems and/or which threaten the college’s network connections to the internet and/or other institutions or networks.

A computer owned personally by a student, faculty member, or staff member is subject to college policy while it connects to the college.
network directly or through a WiFi connection. An individual shall not grant access privileges to other individuals on a computer in violation of the general use policy, even if that computer is personally owned.

**Smoking/Tobacco Policy**

In accordance with RCW 70.160, the use of tobacco and tobacco-related products is prohibited in all Big Bend Community College facilities, vehicles, athletic fields, and buildings. Smoking is restricted to college parking lots only. Where such lots are contiguous to college buildings, smoking areas are those immediately adjacent to the smoking containers. Appropriate signage will be placed across campus. Smoking containers will be provided in all parking lots or other designated areas.

Tobacco and tobacco-related products includes cigarettes, cigars, pipes, smokeless tobacco, and electronic cigarettes.

**Disabled Student Services Procedure**

**Disabled Student Services**

BBCC complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. BBCC is free from discrimination in the recruitment, administration, and treatment of students. The Disabled Student Services (DSS) office at BBCC provides voluntary and confidential support services for students with documented disabilities in one or more of the following categories: Deaf/Hearing, Speech/Language, Blind/Visual, Neurological/Nervous System, Psychological/Emotional, Mobility, Learning, Chronic/Acute Health, and Temporary/Other. To ensure maximum participation by all students with disabilities, our commitment is to:

- Provide programs and facilities that are accessible to all students with disabilities.
- Determine and provide reasonable accommodations and modifications that meet the individual needs of students with disabilities.
Contact Information
The DSS office is located in the Administration Building, Room 1481. The telephone number for the Coordinator of Disability Services is 509.793.2027. To schedule an appointment, call 509.793.2035.

For students with hearing impairments, a telecommunications device for the deaf (TDD) is available in the Admissions/Registration Office, Building 1400, for incoming and outgoing calls. The TDD telephone number is 509.762.6335. Upon request, TDDs may also be made available in the Student Activities Office, Business Office, and BBCC Library for outgoing calls only.

Obtaining Services/Procedures
Requests for disability services are processed through the DSS office on campus. We value a collaborative process with students as we work to determine and implement reasonable accommodations and services.

1. To begin the process, students can schedule an appointment with the Coordinator of Disability Services to request services, provide information about past use of accommodations and services in other settings, and discuss the likely impact of the disability on the student’s educational experience at BBCC.

2. The student will be provided with an intake packet to complete and return. Relevant documentation from external sources may also be requested to help substantiate the disability and the student’s eligibility for requested accommodations.

3. Once the intake packet and any requested additional documentation has been received, the student will meet with the Coordinator of Disability Services to discuss and finalize eligibility for services and accommodation requests.

4. For approved classroom accommodations, the Coordinator of Disability Services will prepare a Letter of Accommodation. It is the student’s responsibility to provide instructors with the Letter of Accommodation and to discuss how the accommodation will be met in the classroom.

5. If an approved accommodation is not being met, it is the responsibility of the student to immediately inform the instructor and Coordinator of Disability Services and to work collaboratively with them to ensure implementation.
Accessible Parking
Students, faculty, and visitors who have Washington State Disabled Parking Permits may use designated parking spaces in BBCC parking lots. Students and faculty who have temporary mobility impairments may request a campus Disabled Parking Permit through the DSS or Campus Safety offices.

Disability Related Complaints
Students with disabilities who have complaints with BBCC staff or faculty regarding disability related issues should contact the Coordinator of Disability Services (509.793.2027) or the Associate Vice President of Student Services (509.793.2061). Complaint procedures are found in this student handbook under the Discrimination, Harassment, and/or Sexual Harassment section.

Disclaimers
Big Bend Community College does not discriminate on the basis of race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, genetic information and/or status as a veteran in accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Action of 1973.

Inquiries may be made to:
Big Bend Community College
Kim Garza, VP of Human Resources and Labor, Title IX Coordinator
Phone: 509.793.2010

LoraLyn Allen, Coordinator of Disability Services, Student Advisor
Phone: 509.793.2027

Handicapped access available:
Phone: 509.793.2222 • 1.877.745.1212 • TDD 509.762.6335

This handbook and its components shall not constitute a contract between Big Bend Community College and prospective or enrolled students. The information contained in this handbook reflects the current policies and regulations of the college. However, the college reserves the right to make changes in its policies and regulations at any time. If policies or regulations of the college at any time conflict with information contained in this handbook, the polices and regulations will govern, unless expressly
determined otherwise by the board of trustees. The college reserves the right to eliminate, cancel, phase out or reduce in size courses and/or programs for financial, curricular or programmatic reasons.

**Disclaimer**

This handbook provides a general guideline of opportunities offered by the college. The opportunities described herein are implemented at the sole discretion of the college and are subject to change at any time without notice. Information contained on opportunities are illustrative only and are not intended to create any contractual obligation or covenant with the college.

**Limitation of Liability**

The college’s total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental or consequential damages, including but not limited to, loss of earnings or profits.
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>Labor Day</td>
<td>3</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>4</td>
<td>7</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>5</td>
<td>10</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>6</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>7</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>8</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>9</td>
<td>20</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>10</td>
<td>21</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>11</td>
<td>22</td>
<td>26</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>12</td>
<td>23</td>
<td>27</td>
<td>27</td>
</tr>
<tr>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
<td>Saturday</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>32</td>
<td>33</td>
<td>34</td>
<td>35</td>
</tr>
</tbody>
</table>

- **October 2014**
- **Big Bend Community College**

- **Halloween**
- **Columbus Day**
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>

- **November 2014**
- **Big Bend Community College**

**Special Days:**
- **November 1:** Daylight Saving Time Ends
- **November 4:** Election Day
- **November 11:** Veteran's Day
- **November 26:** Thanksgiving Day
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pearl Harbor Remembrance Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>New Year’s Eve</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>Christmas Day</td>
<td></td>
<td></td>
<td>Christmas Day</td>
<td></td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>Winter Begins</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
<td>Saturday</td>
</tr>
<tr>
<td>----------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

January 2015

- New Year's Day
- Martin Luther King Jr. Day

Big Bend Community College
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 Groundhog Day</td>
<td>10</td>
<td>18</td>
<td>21</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>16</td>
<td>17</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>19</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25</td>
<td>26</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27</td>
<td></td>
</tr>
</tbody>
</table>

February 2015

Big Bend Community College

- Valentine's Day (21st)
- President's Day (23rd)
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>Daylight Savings Time Begins</td>
<td></td>
<td></td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>St. Patrick's Day</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

March 2015 | Big Bend Community College
<table>
<thead>
<tr>
<th></th>
<th>April 2015</th>
<th>Big Bend Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>1 2 3 4</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Thursday</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>Friday</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>Saturday</td>
<td>15</td>
<td>16</td>
</tr>
</tbody>
</table>

- **April Fool’s Day**: April 1
- **Easter Sunday**: April 5
- **Good Friday**: March 25
- **Earth Day**: April 22

**Dates of Interest:**
- **April 1**: April Fool’s Day
- **April 5**: Easter Sunday
- **March 25**: Good Friday
- **April 22**: Earth Day
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

**May 2015**

**Big Bend Community College**

- **Mother's Day** - 14 May 2015
- **Memorial Day** - 28 May 2015
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>7</td>
<td>14</td>
<td>17</td>
<td>24</td>
</tr>
<tr>
<td>5</td>
<td>13</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>25</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>8</td>
<td>15</td>
<td>16</td>
<td>18</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence Day</td>
<td>Independence Day</td>
<td>Observed</td>
<td>Independence Day</td>
<td></td>
<td>College Closed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>11</td>
<td></td>
<td></td>
<td>College Closed</td>
<td></td>
</tr>
<tr>
<td>September 2015</td>
<td>Big Bend Community College</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
<td>Saturday</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>32</td>
<td>33</td>
<td>34</td>
<td>35</td>
</tr>
</tbody>
</table>
SUNDAY 31 AUGUST
SEPTEMBER 2014

MONDAY
1
SEPTEMBER

• Labor Day

TUESDAY
2
SEPTEMBER

WEDNESDAY
3
SEPTEMBER
MONDAY
15 SEPTEMBER

• 1st Year Flight students report

TUESDAY
16 SEPTEMBER

WEDNESDAY
17 SEPTEMBER

• Women’s Volleyball vs. CC of Spokane 6:00 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THURSDAY</strong></td>
<td>18 SEPTEMBER</td>
</tr>
<tr>
<td><strong>FRIDAY</strong></td>
<td>19 SEPTEMBER</td>
</tr>
<tr>
<td><strong>SATURDAY</strong></td>
<td>20 SEPTEMBER</td>
</tr>
</tbody>
</table>
MONDAY
22
SEPTEMBER

TUESDAY
23
SEPTEMBER

WEDNESDAY
24
SEPTEMBER

• Instruction Begins - Fall Quarter
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>THURSDAY 25 SEPTEMBER</td>
<td>• Last Day to Add a Class - Fall Quarter with Instructor permission</td>
</tr>
<tr>
<td></td>
<td>• ASB sponsored Back to School BBQ 4:00 - 7:00 p.m. ATEC courtyard $5.00/person</td>
</tr>
<tr>
<td>FRIDAY 26 SEPTEMBER</td>
<td></td>
</tr>
<tr>
<td>SATURDAY 27 SEPTEMBER</td>
<td>• Women’s Volleyball vs. Yakima Valley CC 2:00 p.m.</td>
</tr>
</tbody>
</table>
• ASB sponsored Free Movie Night Lee Theater – Ephrata 7:00 p.m. Students Free - BBCC ID Required

• Women’s Volleyball vs. Treasure Valley CC 6:00 p.m.

• Women’s Volleyball vs. Blue Mountain CC 2:00 p.m.
SUNDAY  5  OCTOBER

OCTOBER  2014

MONDAY  6  OCTOBER

---

TUESDAY  7  OCTOBER

---

WEDNESDAY  8  OCTOBER

- ASB Sponsored Blood Drive
  10:00 a.m. - 1:30 p.m.

- Disability Awareness Speaker
  1:00 p.m.
  Masto Conference Center
  ATEC, Bldg.
THURSDAY

9 OCTOBER

- Blue Palm Fundraiser Night – Support ASB by Attending 7:00 p.m. - 9:00 p.m. Blue Palm Frozen Yogurt

FRIDAY

10 OCTOBER

- Women’s Volleyball vs. Columbia Basin C 6:00 p.m.

SATURDAY

11 OCTOBER

NOTES

-
• Columbus Day

• Appetizerfest – Lunchfest Masto Conference Center, ATEC Building
  10:30 a.m. – 1:00 p.m.
  $5.00 w/ BBCC ID card
  $7.00 w/o BBCC ID
• Thrillin’ Third Thursday Event – Matt Corey, Saxophone Performer
  7:00 p.m.
  Wallenstien Theater
  Students/Staff Free w/ BBCC ID
  Regular Admission $5.00

THURSDAY
16
OCTOBER

FRIDAY
17
OCTOBER

• Allied Arts presents:
  Spokane Symphony
  Wallenstien Theater
  7:00 p.m. Big Bend
  Students: $10.00

SATURDAY
18
OCTOBER

NOTES
SUNDAY 19 OCTOBER

OCTOBER 2014

MONDAY 20 OCTOBER

TUESDAY 21 OCTOBER

WEDNESDAY 22 OCTOBER

• Women’s Volleyball vs. Walla Walla CC 6:00 p.m.
THURSDAY
23
OCTOBER

- ASB sponsored Bowling Night -
at Lakebowl
10-midnight
BBCC students only
I.D. Required

FRIDAY
24
OCTOBER

- Allied Arts presents:
  Cashore Marionettes,
  Green Turtle Series,
  Wallenstein Theater
  7:00 p.m. - Big Bend
  Students: $10.00

NOTES
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| THURSDAY 30 OCTOBER | ASB sponsored Halloween Dance  
9-midnight, Masto Conference Center - ATEC Bldg  
$5.00/person |
| FRIDAY 31 OCTOBER | Halloween                                                  |
| SATURDAY 1 NOVEMBER |                                                      |
**SUNDAY  2  NOVEMBER**

**NOVEMBER  2014**

- Daylight Savings Ends

**MONDAY  3  NOVEMBER**

- Election Day
- Lunchfest: Thanksgivingfest BBCC VETERANS EAT FOR FREE Masto Conference Center, ATEC Building 10:30 a.m. – 1:00 p.m. $5 w/ BBCCID card $7.00 w/o card

**TUESDAY  4  NOVEMBER**

- Pool Tournament – 12:00 p.m. - $5.00 entry fee – Game room, 1400 Bldg. BBCC Students only
- Deadline for sign up for the Dodgeball Tournament – 4:30 p.m. Student Activities Office, 1400 Bldg.

**WEDNESDAY  5  NOVEMBER**
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>THURSDAY</td>
<td>• ASB sponsored Dodgeball Tournament - 7:00 p.m. - Devries Activity Center</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>• Women's Volleyball vs. Wenatchee Valley C 6:00 p.m.</td>
</tr>
<tr>
<td>SATURDAY</td>
<td></td>
</tr>
</tbody>
</table>
NOVEMBER  2014

SUNDAY  9  NOVEMBER

MONDAY  10  NOVEMBER

TUESDAY  11  NOVEMBER

WEDNESDAY  12  NOVEMBER

• Veteran’s Day
No Classes

• Inspirational Muslim
Speaker Zohra Sarwari
1:00 p.m.
Masto Conference
Center, ATEC Bldg.
SUNDAY  16 NOVEMBER

NOVEMBER  2014

MONDAY  17 NOVEMBER

TUESDAY  18 NOVEMBER

WEDNESDAY  19 NOVEMBER

• Early Registration Begins – Winter Quarter
• Thrillin’ Third Thursday Event – Singer, Songwriter Nick Hagelin - 7:00 p.m. Wallenstien Theater Students/Staff Free w/BBCC ID Regular Admission $5.00

THURSDAY
20
NOVEMBER

FRIDAY
21
NOVEMBER

• Men’s Basketball vs. Columbia Basin All-Stars 7:00 p.m.

SATURDAY
22
NOVEMBER

NOTES
• Last Day to Drop a Class - Fall Quarter
• Thanksgiving – break
  No Classes - Nov. 26-28
  Campus closed - Nov. 27-28
<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>THURSDAY 27 NOVEMBER</td>
<td>• Thanksgiving Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
</table>
| FRIDAY 28 NOVEMBER | • Allied Arts presents: “Snowfall”  
The Four Freshman  
Wallenstien Theater  
7:00 p.m.  
Big Bend Students: $10.00 |

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
</table>
| SATURDAY 29 NOVEMBER | • Allied Arts presents: “Snowfall”  
The Four Freshman  
Wallenstien Theater  
7:00 p.m.  
Big Bend Students: $10.00 |
• Instruction Ends - Fall Quarter

THURSDAY
4
DECEMBER

FRIDAY
5
DECEMBER

SATURDAY
6
DECEMBER

NOTES
<table>
<thead>
<tr>
<th>Monday, December 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Final Exams</td>
</tr>
<tr>
<td>* Free Pool – 8:00 a.m. – 5:00 p.m. - Game room</td>
</tr>
<tr>
<td>* ASB Library Campout 8:00 p.m. - Peterson Gallery – ATEC Bldg.</td>
</tr>
<tr>
<td>* Phi Theta Kappa - Rho Zeta Chapter - Book Buy Back Bake Sale - 1400 Bldg. lobby (by the Bookstore) 8:00 a.m. - 2:00 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday, December 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Final Exams</td>
</tr>
<tr>
<td>* Phi Theta Kappa - Rho Zeta Chapter - Book Buy Back Bake Sale - 1400 Bldg. lobby (by the Bookstore) 8:00 a.m. - 2:00 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wednesday, December 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Final Exams</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>Thursday</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Friday</td>
</tr>
</tbody>
</table>
| Saturday   | • Men’s Basketball vs. Peninsula CC 12:00 p.m.  

  • Women’s Basketball vs. Mt. Hood CC 2:00 p.m.  

NOTES
• Men's Basketball - NWAC Crossover Tournament

THURSDAY
18
DECEMBER

• Men's Basketball - NWAC Crossover Tournament

FRIDAY
19
DECEMBER

• Men's Basketball - NWAC Crossover Tournament

SATURDAY
20
DECEMBER

NOTES
• Christmas Day

THURSDAY
25
DECEMBER

FRIDAY
26
DECEMBER

SATURDAY
27
DECEMBER

NOTES
MONDAY
29 DECEMBER

- “Big Bend Holiday Classic” Basketball Tournament

TUESDAY
30 DECEMBER

- “Big Bend Holiday Classic” Basketball Tournament

WEDNESDAY
31 DECEMBER

- “Big Bend Holiday Classic” Basketball Tournament
- New Years Eve
• New Year’s Day

THURSDAY
1
JANUARY

FRIDAY
2
JANUARY

• Women’s Basketball vs. Alumni 2:00 p.m.

• Men’s Basketball vs. Alumni 4:00 p.m.

SATURDAY
3
JANUARY

NOTES
MONDAY
5
JANUARY

• Instruction Begins - Winter Quarter

TUESDAY
6
JANUARY

WEDNESDAY
7
JANUARY
• Last Day to Add a Class - Fall Quarter with Instructor permission

• ASB Cocoa Cart 9:00 a.m. – noon Between 1400 and 1600 bldgs.

THURSDAY
8
JANUARY

FRIDAY
9
JANUARY

SATURDAY
10
JANUARY

NOTES
• ASB sponsored
  Lunchfest: Breakfastfest -
  ATEC Building
  10:30 a.m. - 1:00 p.m.
  $5.00 w/ BBCC ID card
  $7.00 w/o BBCC ID

• ASB Sponsored
  Blood Drive
  10:00 a.m. - 1:30 p.m.
<table>
<thead>
<tr>
<th>THURSDAY 15 JANUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASB Cocoa Cart</strong></td>
</tr>
<tr>
<td>9:00 a.m. – noon Between 1400 and 1600 bldgs.</td>
</tr>
<tr>
<td><strong>Thrillin’ Third Thursday Event</strong> – Magician Josh McVicar “The Trickster” 7:00 p.m. Wallenstien Theater Students/Staff Free w/BBCC ID Regular Admission $5.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FRIDAY 16 JANUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Women’s Basketball</strong> vs. Blue Mountain CC 6:00 p.m.</td>
</tr>
<tr>
<td><strong>Men’s Basketball</strong> vs. Blue Mountain CC 8:00 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SATURDAY 17 JANUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Women’s Basketball</strong> vs. Treasure Valley CC 2:00 p.m.</td>
</tr>
<tr>
<td><strong>Men’s Basketball</strong> vs. Treasure Valley CC 4:00 p.m.</td>
</tr>
</tbody>
</table>

NOTES
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Jan</td>
<td>Martin Luther King Day – No Classes</td>
</tr>
<tr>
<td>20 Jan</td>
<td>Pool Tournament – 12:00 p.m. - $5.00 entry fee – Game room, 1400 Bldg. BBCC Students only</td>
</tr>
<tr>
<td>21 Jan</td>
<td></td>
</tr>
</tbody>
</table>
• ASB Cocoa Cart
  9:00 a.m. – noon  Between 1400 and 1600 bldgs.

• Free Movie Night – Lee Theater – Ephrata
  7:00 p.m.
  Students Free – BBCC ID Required

THURSDAY
22
JANUARY

FRIDAY
23
JANUARY

• Women’s Basketball
  vs. Walla Walla CC
  2:00 p.m.

• Men’s Basketball
  vs. Walla Walla CC
  4:00 p.m.

• Allied Arts presents:
  Missoula Children’s Theatre, Green Turtle
  Series Wallenstien
  Theater  3:00 p.m.
  & 7:00 p.m. Big Bend
  Students: $10.00

SATURDAY
24
JANUARY

NOTES
THURSDAY
29 JANUARY

• ASB Cocoa Cart
  9:00 a.m. – noon Between
  1400 and 1600 bldgs.

• ASB sponsored
  Ice Skating & Batting
  Cages - Larson
  Recreation Center
  10 p.m. - midnight
  BBCC students only
  ID required

FRIDAY
30 JANUARY

SATURDAY
31 JANUARY

• Women’s Basketball
  vs. CC of Spokane
  2:00 p.m.

• Men’s Basketball
  vs. CC of Spokane
  4:00 p.m.
• Women’s Basketball vs. Northwest Indian College - 7:00 p.m.

• Women’s Basketball vs. Northwest Indian College - 7:00 p.m.
• ASB Cocoa Cart
  9:00 a.m. – noon Between 1400 and 1600 bldgs.

• Bowling Night – Lakebowl
  10:00 p.m. – midnight
  Students Free – BBCC ID Required

• Allied Arts presents –
  “Broadway’s Next Hit Musical”
  Wallenstien Theater
  7:00 p.m. - Big Bend
  Students: $10.00

THURSDAY
5
FEBRUARY

FRIDAY
6
FEBRUARY

• Women’s Basketball vs. Yakima Valley College
  2:00 p.m.

• Men’s Basketball vs. Yakima Valley College
  4:00 p.m.
• Lunchfest: Pastafest – Masto Conference Center, ATEC Building
  10:30 a.m. – 1:00 p.m.
  $5.00 w/ BBCC ID card
  $7.00 w/o BBCC ID

• Black History Month Speaker - 1:00 p.m
  Masto Conference Center, ATEC Bldg.
• ASB Cocoa Cart
  9:00 a.m. – noon  Between
  1400 and 1600 bldgs.

THURSDAY
12
FEBRUARY

• Valentine’s Day

SATURDAY
14
FEBRUARY

NOTES
SUNDAY 15 FEBRUARY

FEBRUARY 2015

MONDAY

16 FEBRUARY

• President’s Day
No Classes

TUESDAY

17 FEBRUARY

WEDNESDAY

18 FEBRUARY

• Women’s Basketball vs. Columbia Basin C 6:00 p.m.
• Men’s Basketball vs. Columbia Basin C 8:00 p.m
• ASB Cocoa Cart
  9:00 a.m. – noon Between
  1400 and 1600 bldgs.

• Thrillin’ Third Thursday
  Event – Mentalist
  Sean Bott 7:00 p.m.
  Wallenstien Theater
  Students/Staff Free
  w/BBCC ID
  Regular Admission $5.00
• Early Registration - Spring Quarter

• Women’s Basketball vs. Wenatchee Valley C
  6:00 p.m.

• Men’s Basketball vs. Wenatchee Valley C
  8:00 p.m.
THURSDAY
26
FEBRUARY

• ASB Cocoa Cart
9:00 a.m. – noon Between
1400 and 1600 bldgs.

FRIDAY
27
FEBRUARY

• Baseball vs.
Grays Harbor CC
11:00 a.m.

SATURDAY
28
FEBRUARY

NOTES
• Last Day to Drop a Class - Winter Quarter

Baseball vs. Grays Harbor CC
10:00 a.m.
• Baseball vs. Green River CC 11:00 a.m.
• Baseball vs. Green River CC
  10:00 a.m.

TUESDAY

10
MARCH

• Lunchfest: BBQ – Masto Conference Center, ATEC Building
  10:30 a.m. – 1:00 p.m.
  $5.00 w/ BBCC ID card
  $7.00 w/o BBCC ID

WEDNESDAY

11
MARCH

• Motivational Speaker
  Yo Pal Hal  1:00 p.m.
  Masto Conference Center, ATEC Bldg.
• Tuition Due for Spring Quarter

THURSDAY
12 MARCH

FRIDAY
13 MARCH

• Women’s Softball vs. Shoreline CC
  2:00 p.m. & 4:00 p.m.

SATURDAY
14 MARCH

• Baseball vs. Thompson River University
  11:00 a.m.

• Allied Arts presents Junie B. Jones, Green Turtle Series
  Wallenstein Theater
  7:00 p.m.
  Big Bend Students: $10.00

NOTES
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday 15 March</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>MONDAY 16 March</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>TUESDAY 17 March</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>WEDNESDAY 18 March</td>
<td></td>
</tr>
</tbody>
</table>

- *Baseball vs. Thompson River University*  
  10:00 a.m.

- *St. Patrick’s Day*

- *Instruction Ends - Winter Quarter*

- *Free Pool –*  
  8:00 a.m. – 5:00 p.m.  
  Game room

- *ASB Library Campout*  
  8:00 p.m. - Peterson Gallery – ATEC Bldg.
THURSDAY 19 MARCH

• Final Exams

• Phi Theta Kappa - Rho Zeta Chapter - Book Buy Back Bake Sale - 1400 Bldg. lobby (by the Bookstore) 8:00 a.m. - 2:00 p.m.

FRIDAY 20 MARCH

• Final Exams

• Phi Theta Kappa - Rho Zeta Chapter - Book Buy Back Bake Sale - 1400 Bldg. lobby (by the Bookstore) 8:00 a.m. - 2:00 p.m.

SATURDAY 21 MARCH

• Baseball vs. Thompson River University 11:00 a.m.

• Allied Arts presents Tayla Lynn Wallenstien Theater 7:00 p.m. Big Bend Students: $10.00

NOTES
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 23</td>
<td>Baseball vs. Thompson River University</td>
</tr>
<tr>
<td></td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>Monday 23</td>
<td>Quarter Break - March 23-27</td>
</tr>
<tr>
<td>Tuesday 24</td>
<td></td>
</tr>
<tr>
<td>Wednesday 25</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>THURSDAY</td>
<td></td>
</tr>
<tr>
<td>26 MARCH</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>FRIDAY</td>
<td></td>
</tr>
<tr>
<td>27 MARCH</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>SATURDAY</td>
<td></td>
</tr>
<tr>
<td>28 MARCH</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Women’s Softball vs. Blue Mountain CC**
  2:00 p.m. & 4:00 p.m.

- **Women’s Softball vs. CC of Spokane**
  Noon & 2:00 p.m.

- **Baseball vs. Wenatchee Valley C**
  1:00 p.m.
SUNDAY 29 MARCH

APRIL 2015

MONDAY

30 MARCH

TUESDAY

31 MARCH

WEDNESDAY

1 APRIL

• Instruction Begins - Spring Quarter
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>SATURDAY</td>
<td>• Baseball vs. Treasure Valley CC 12:00 p.m.</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>• Easter Egg Hunt – 10:00 p.m. – meet at the Peterson Gallery to sign in with flash light, basket and BBCC ID -BBCC Students Only</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>• Last Day to Add a Class - Spring Quarter with instructor permission</td>
</tr>
</tbody>
</table>

NOTES
• Easter Sunday

WEDNESDAY

8
APRIL

• Motivational Speaker
1:00 p.m.
Masto Conference Center, ATEC Bldg.
• Women’s Softball vs. North Idaho College 2:00 p.m. & 4:00 p.m.

• Women’s Softball vs. Treasure Valley CC Noon & 2:00 p.m.

• Baseball vs. Yakima Valley College 1:00 p.m.
• Lunchfest: Pandafest – Masto Conference Center, ATEC Building
10:30 a.m. – 1:00 p.m.
$5.00 w/BBCC ID card
$7.00 w/o BBCC ID

• Women’s Softball vs. Wenatchee Valley College
2:00 p.m. & 4:00 p.m.

• Baseball vs. Blue Mountain CC
1:00 p.m.
THURSDAY

16 APRIL

• Thrillin’ Third Thursday Performance – 7:00 p.m. Wallenstein Theater Students/Staff Free w/BBCC ID Regular Admission $5.00

FRIDAY

17 APRIL

SATURDAY

18 APRIL

NOTES
MONDAY 20 APRIL

TUESDAY 21 APRIL

WEDNESDAY 22 APRIL

- Pool Tournament – 12:00 p.m. - $5.00 entry fee – Game room, 1400 Bldg. BBCC Students only
- Baseball vs. Columbia Basin College 1:00
• Women’s Softball vs. Walla Walla University 2:00 p.m. & 4:00 p.m.
• Women’s Softball vs. Yakima Valley College Noon & 2:00 p.m.
SUNDAY 26 APRIL

APRIL 2015

MONDAY 27 APRIL

TUESDAY 28 APRIL

WEDNESDAY 29 APRIL

- Women’s Softball vs. Walla Walla CC 2:00 p.m. & 4:00 p.m.

- Baseball vs. CC of Spokane 1:00
• Women’s Softball vs. Columbia Basin College
  Noon & 2:00 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 6 May</td>
<td>Baseball vs. Walla Walla CC 1:00 p.m.</td>
</tr>
</tbody>
</table>
• Free Movie Night
  Lee Theater – Ephrata
  7:00 p.m. Students Free –
  BBCC ID Required

THURSDAY

7
MAY

FRIDAY

8
MAY

SATURDAY

9
MAY

NOTES
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>MAY 11</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TUESDAY</th>
<th>MAY 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Lunchfest: Tacofest – Masto Conference Center, ATEC Building</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10:30 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>$5.00 w/ BBCC ID card</td>
</tr>
<tr>
<td></td>
<td>$7.00 w/o BBCC ID</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEDNESDAY</th>
<th>MAY 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Latino Speaker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Masto Conference Center, ATEC Bldg.</td>
</tr>
</tbody>
</table>
THURSDAY
14
MAY

FRIDAY
15
MAY

SATURDAY
16
MAY

NOTES
SUNDAY 17 MAY

MAY 2015

MONDAY

18 MAY

TUESDAY

19 MAY

WEDNESDAY

20 MAY

• Early Registration Begins - Summer Quarter
• Thrillin' Third Thursday Event - Wallenstein Theater - 7:00 p.m.
  Students/Staff Free w/BCCC ID
  Regular Admission $5.00

THURSDAY

FRIDAY

SATURDAY

NOTES
SUNDAY  24  MAY

MAY  2015

MONDAY

25  MAY

• Memorial Day – No Classes

TUESDAY

26  MAY

• Last Day to Drop a Class - Spring Quarter

WEDNESDAY

27  MAY
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 May</td>
<td>THURSDAY</td>
</tr>
<tr>
<td>29 May</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>30 May</td>
<td>SATURDAY</td>
</tr>
</tbody>
</table>

**NOTES**
SUNDAY 7 JUNE

JUNE 2015

MONDAY 8 JUNE

- Family Surf ‘n Slide Night – 6:30 p.m. – 8:00 p.m. BBCC Student ID required for free entrance for student and immediate family

TUESDAY 9 JUNE

- Instruction Ends - Spring Quarter
- Free Pool – 8:00 a.m. – 5:00 p.m. Game room
- ASB Library Campout 8:00 p.m. Peterson Gallery – ATEC Bldg.

WEDNESDAY 10 JUNE

- Final Exams
- Phi Theta Kappa - Rho Zeta Chapter - Book Buy Back Bake Sale - 1400 Bldg. lobby (by the Bookstore) 8:00 a.m. - 2:00 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>THURSDAY 11 JUNE</td>
<td>• Final Exams</td>
</tr>
<tr>
<td></td>
<td>• Phi Theta Kappa - Rho Zeta Chapter - Book Buy Back Bake Sale - 1400 Bldg. lobby (by the Bookstore) 8:00 a.m. - 2:00 p.m.</td>
</tr>
<tr>
<td>FRIDAY 12 JUNE</td>
<td>• Final Exams</td>
</tr>
<tr>
<td></td>
<td>• Commencement 7:00 p.m.</td>
</tr>
<tr>
<td>SATURDAY 13 JUNE</td>
<td></td>
</tr>
</tbody>
</table>

NOTES
• Tuition Due for Summer Quarter

THURSDAY

18
JUNE

FRIDAY

19
JUNE

SATURDAY

20
JUNE

NOTES
• Fathers’ day
• Independence Day
Observed
College Closed

NOTES
MONDAY 6 JULY

• Last Day to Add a Class
  - Summer Quarter
  with Instructor permission

TUESDAY 7 JULY

WEDNESDAY 8 JULY
THURSDAY
23
JULY

FRIDAY
24
JULY

SATURDAY
25
JULY

NOTES
• Last Day to Drop a Class
Summer Quarter
• Instruction Ends - Summer Quarter
Title IX Compliance Statement

Big Bend Community College does not discriminate against anyone on the basis of sex in admission to or employment in its education programs or activities. This includes all students who are interested in participating in educational programs and/or extracurricular activities. Inquiries regarding compliance and/or grievance procedures may be directed to the college’s Title IX compliance officer: at 7662 Chanute Street NE, Moses Lake, WA 98837-3299 509.793.2062.

Complaint procedures for discrimination are found on page 61 of the Student Handbook.

More information regarding Title IX policies may be directed to: The Office for Civil Rights, Seattle Office, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099 / Telephone: 206.220.7900 / Facsimile: 206.220.7887 / TDD: 206.220.7907 / Email: OCR.Seattle@ed.gov

Emergency Numbers

Fire: Dial 9 then 911
Emergency: Dial 9 then 911

School information: Big Bend Community College
7662 Chanute Street NE
Moses Lake, WA 98837-3299

Campus Security - 24 Hours
Building security, unlocking doors, escort to your vehicle and unauthorized people on campus

Call 793.2286

Campus Buildings:
1. Security 793.2286
2. Maintenance 793.2282
3. Vice President of Administration 793.2002

Residence Halls:
1. Director of Residence Halls 793.2291

194