

GED Testing	70.00 80.00
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SERVICE ANIMAL POLICY AND GUIDELINES

This policy applies to students, employees and visitors in all offices and divisions of the Howard County Junior College District. HCJCD seeks to accommodate persons with disabilities who demonstrate the necessity of a service animal. The college is simultaneously mindful of the health and safety interests of its general community. The Service Animal Guidelines are aimed at accomplishing these objectives.

Pets are not permitted in any buildings on campus. Only qualified service animals from legally certified training programs are allowed in buildings along with a documented and proven disability need. SWCID is a fully accessible campus for deaf and hard of hearing students. SWCID implemented many technological enhancements to facilitate a fully accessible, barrier-free environment for its constituents. Upon request, attempts to make other reasonable accommodations wherever appropriate on SWCID campus will be explored.

Definition

Service animal means any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The service animal's training must be directly related to the handler's disability. An animal used for therapy, emotional support, comfort, companionship, etc. does not constitute a service animal and may not be used as such.

Types of Service Dogs

It is important to note that a service animal does not necessarily have to be a dog. However, dogs are the type of animal most commonly trained to serve individuals with disabilities. Below are definitions of the different types of service dogs.

Guide Dogs – a carefully trained dog that serves as a travel tool by persons with severe visual impairments or who are blind.

Hearing Dogs- A dog that has been trained to alert a person who is deaf or hard of hearing when a sound occurs, such as a knock on the door, a fire alarm, phone ringing, etc. SWCID already has technological enhancements to serve deaf or hard of hearing students.

Service Dogs – A dog that has been trained to assist a person who has a mobility or health impairment. Type of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person to get up after a fall, etc.

Sensory signal (Sign) Dog: A dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement, such as hand flapping. A person with autism may have problems with sensory input and may need the same support services from a dog that a dog might give to a person who is blind and/ or deaf.

Seizure Response Dog: A dog trained to assist a person with a seizure disorder; how the dog serves the person depends on the individual's needs. The dog may guard over the person during a seizure, or the dog may go for help. A few dogs have learned to predict a seizure and warn the person in advance.

Requirements for Students and Employees

Owners of service animals must formally register the animal with a Service Animal Evaluator at least thirty (30) days prior to arriving on campus to allow for processing and clearance. This registration must be done annually. To register service animals on campus, owners are required to: 1) submit disability determination documentation that supports a service animal as an appropriate accommodation for the individual seeking to register the animal; 2) provide evidence of up-to-date vaccinations and compliance with local law that is common for the type of animal at the time of registration; and 3) provide evidence that a Service Animal License has been obtained. Once all documentation has been received, the Campus ADA Coordinator will review records and determine if the animal meets the college's service animal definition and to ensure that the animal has been appropriately trained at the time of registration. The Campus ADA Coordinator will issue a service animal tag that must be attached to the service animal's collar at all times.

Owners of approved service animals are also required to enter into a behavioral contract for the animal. Accordingly, owners of service animals are required to review, sign, and comply with a behavior contract.

Faculty and Students' approach to Service animals:

1. Do not pet a service animal unless given permission by the handler.
2. Do not feed a service animal. Do not deliberately startle a service animal.
3. Do not separate a handler from his or her service animal.
4. Allow service animal to accompany the handler at all times and everywhere on campus except where service animals are specifically prohibited.

**SOUTHWEST COLLEGIATE INSTITUTE FOR THE DEAF
MARKETABLE SKILLS ACHIEVEMENT AWARDS**

Automotive Maintenance Technician

Marketable Skills Achievement Award-Under Car Maintenance

Course	Title	Credit Hours
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1310	Automotive Brake Systems	3
AUMT 1316	Automotive Steering & Suspension	3
	TOTAL	9

Building Construction Technology

Marketable Skills Achievement Award-Carpenter

Course	Title	Credit Hours
CRPT 1323	Floor Systems	3
CRPT 1315	Conventional Wall Systems	3
CRPT 1311	Conventional Roof Systems	3
	TOTAL	9

Computer Information Systems

Marketable Skills Achievement Award-Computer Specialist Assistant

Course	Title	Credit Hours
BCIS 1405	Business Computer Applications	4
ITSW 2334	Advanced Spreadsheets	3
POFI 2301	Word Processing	3
CPMT 1311 OR	Introduction to Computer Maintenance	3
IMED 1316	Web Design I	3
	TOTAL	13

Dental Lab Technology

Marketable Skills Achievement Award-Restorative Techniques

Course	Title	Credit Hours
DLBT 1317	Fixed Restorative Techniques I	3
DLBT 2311	Fixed Restorative Techniques II	3
DLBT 2321	Fixed Restorative Techniques III	3
	TOTAL	9

Graphic Arts Technology

Marketable Skills Achievement Award-Digital Publishing

Course	Title	Credit Hours
ARTC 1353	Computer Illustrator	3
ARTC 1302	Digital Imaging	3
ARTC 1313	Digital Publishing	3
	TOTAL	9

Interpreter Training & Paraprofessional for Deaf Education

Marketable Skills Achievement Award-Exemplary American Sign Language Award (B grade or better in the student's choice of three courses)

Course	Title	Credit Hours
SGNL 1301	Beginning American Sign Language I	3
SGNL 1302	Beginning American Sign Language II	3
SGNL 2301	Intermediate American Sign Language I	3
SGNL 2302	Intermediate American Sign Language II	3
TOTAL		9

Office Technology

Marketable Skills Achievement Award – Clerk

Course	Title	Credit Hours
POFI 2301	Word Processing	3
ITSW 2334	Advanced Spreadsheets	3
POFT 1309	Administrative Office Procedures	3
POFT 1325	Business Mathematics and Machine Applications	3
TOTAL		12

Paraprofessional for Deaf Education

Marketable Skills Achievement Award-Excellence in Deaf Education Award (B grade or better in the student's choice of three courses)

Course	Title	Credit Hours
SLNG 1317	Introduction to the Deaf Community	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
CDEC 2341	The School Age Child	3
SLNG 1346	Working with Deaf-Blind Persons	3
TOTAL		9

Welding Technology

Marketable Skills Achievement Award-Welding Tools and Safety

Course	Title	Credit Hours
WLDG 1425	Welding Safety, Tools & Equip	4
WLDG 1421	Introduction to Welding	4
WLDG 1323	Introduction to Oxy-Fuel Welding	3
TOTAL		11

Marketable Skills Achievement Award-Blueprints and Fabrication

Course	Title	Credit Hours
WLDG 1317	Introduction to Layout and Fabrication	3
WLDG 1313	Introduction to Blueprint Reading	3
DFTG 1309	Basic Computer Drafting	3
	TOTAL	9

Marketable Skills Achievement Award – Workplace Welding

Course	Title	Credit Hours
WLDG 1428	Introduction to Shielded Metal Arc Welding	4
WLDG 1430	Introduction to Gas Metal Arc Welding	4
WLDG 1435	Introduction to Pipe Welding	4
	TOTAL	12

TEAS Test Proposal

New Method of Registration:

Each campus for HCJCD will have a separate account, but, will charge the same fees. Test dates and information should be furnished to ATI at least 2 weeks in advance. ATI will provide weekly rosters via email and will pay monthly via any monies due to our institution. Students will receive a pop up message before they agree to pay in reference to rescheduling and refunds. Each campus will have to sign a Testing Service Agreement. This switch will benefit Howard College as we would not have to budget for this test.

The \$50.00 test fee includes the following: \$40.00 to ATI, for the \$35.00 test fee and a \$5.00 scheduling fee and \$10.00 to us for proctor and facility fees.

~~30.00~~
50.00

Cost Reduction

1. Certain fees or other costs may be reduced or waived by the college President or designee for students who are enrolled in classes taken in facilities provided for the purpose of instruction when these locations are located in the college's service area or have been approved by the Board of Trustees.
2. Certain costs are reduced for concurrently enrolled high school students and for inmates at correctional facilities enrolled in academic courses. The base tuition for high school students enrolled in academic transfer courses is \$50 for in-district, \$100 for out-of-district, and \$140 for non-resident students. Hourly tuition is \$38 for in-district, \$50 for out-of-district and \$72 for non-resident. Fees are waived.
3. The tuition rate for high school students concurrently enrolled in Workforce Education courses is \$0. Students may be responsible for certain course or program costs such as insurance, licensure requirements, testing, certification, equipment, etc.
4. ~~The tuition rate for students concurrently enrolled in the pilot TxVSN community college courses is \$0. Fees are also waived.~~