



**Division of Natural Sciences  
Astronomy Program**

<http://learning.hccs.edu/programs/Astronomy>

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**ASTR 1303: Stars & Galaxies | Lecture | #23264**

Fall 2020 | 16 Weeks | 8/24/2020-12/13/2020

Online | Classes: Monday & Wednesday, 5:30-6:50 pm

3 Credit Hours | 96 hours per semester

### Instructor Contact Information

**Instructor:** Hannah Lange

**Office:** Southeast-Felix Fraga, #130C

**HCC Email:** [hannah.lange@hccs.edu](mailto:hannah.lange@hccs.edu)

**Office Hours:** Wed. 5:30-6:50 pm & Appts.

**Office Location:** Felix Fraga Faculty Room

**Office Phone:** 713-718-2800 (online only)

Please feel free to contact me concerning any issues that you are experiencing in this course. Your performance in my class is very important to me! I am available to hear your concerns and discuss course topics with you.

### Instructor's Preferred Method of Contact

You may reach me at my email, [hannah.lange@hccs.edu](mailto:hannah.lange@hccs.edu), preferably via [Eagle Online Canvas](#).

**Please use your student HCCS.edu email for communication.** I will only send correspondence to your student account, so please check it regularly as you are responsible for content of messages. Students may access email via Canvas or student sign-ins. Please allow sufficient time for a response. I will respond to email messages twice a week.

### Online Course Format

This course is set up to be synchronous online. As an online class you may view the lecture PowerPoints, submit assignments, and participate in discussions or class activities online on your own at any time; however, **you need to take Exams on the dates shown in the Course Calendar (page 10) and submit Assignments by the due dates to receive full points.**

Therefore, I have set up ASTR 1303 in the following format:

- One (1) PowerPoint lecture per week,
- One (1) Assignment (e.g. Discussion or Class Activity) per week (graded),
- One (1) Mid-Term Exam – week 8 (mandatory, graded), and
- One (1) Final Exam – week 16 (mandatory, graded).

The lecture PowerPoints, which cover the content from the textbook chapters, will be available online to view on your own, or you may attend the **live lectures online (via Webex in Canvas) every Monday, 5:30-6:50 p.m.** All Assignments, such as Discussions or Class Activities, and Exams will cover PowerPoint content presented each week and are **graded**. (For more details about Exams, see [Exams](#) and [Grading Scale](#) sections on page 8).

## What's Exciting about This Course

Astronomy is the study of the entire known universe, including objects such as planets, solar systems, stars and galaxies, as well as smaller celestial objects and giant molecular gas clouds. It studies the motion of planets and satellites. It looks at how the galaxies, stars and planets were formed and what the matter in the universe is made up of. It is amazing that the universe works in a way that we, as curious human beings, can describe, explain and even predict how phenomena occur.

The information in this course will enable you to better understand the cosmos and your place in the universe. Do you know your updated universal "address"? Due to precession of the Earth, did you know that the zodiac constellations have changed over time? What stars can you see in the night sky in Houston? Did you know that the mass of a star is what dictates its lifetime and end-result? What is the Big Bang Theory and what evidence have we recently found supporting it? What is the possibility of life on other planets? Did you know that time travel is now theoretically possible, not just science fiction? This is exciting to me and hopefully to you as well!

## My Personal Welcome

Welcome to Astronomy 1303 - I'm delighted that you have chosen this course! My passion is to know as much as I can about the universe and how it works, and I can hardly wait to pass that on to you. I will present these physical principles in the most interesting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by HCC email via [Eagle Online Canvas](#). However, the best way to discuss issues is in person, and I'm available during the live class lectures or by appointment for a conference call to tackle any questions you might have. My goal is for you to leave the course with a better understanding of yourself and the universe around you. Please contact me by email whenever you have a question.

## Prerequisites and/or Co-Requisites

Must qualify to enroll in INRW 0300/0420 or ESOL 0370/0360. Must be placed into GUST 0341 (or higher) in reading and placed into MATH 1314. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## Canvas Learning Management System

This course will use [Eagle Online Canvas](#) to post the Syllabus, Lecture PowerPoints, Discussions, Assignments, Class Activities, and Exams. Any announcements, updates, opportunities for extra credit, supplemental material and **grades** will also be posted on Canvas. All Discussions, Assignments, Class Activities and other class activities equal 50% of the grade and exam grades equal the other 50%.

**\*\* NOTE: Updated schedule and weekly overviews for the class will be given in Announcements, so check online often. \*\***

The Syllabus is also available on the Learning Web. To use the *LEARNING WEB*, go to <http://learning.hccs.edu>, type 'Lange' in "Find a faculty member", and click on 'Search'.

HCCS Open Lab and Library locations may be used to access the Internet and Canvas, or you may use your own computer. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

## HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>. The Online Orientation can also be accessed in the "Start Here" Module on the class home page.

**If you have any Internet-related questions or issues**, contact HCC [Eagle Online Technical Support](#) at 713-718-5275, option 3.

IT (**Password reset**) Customer Support: 713-718-8800, option 1.

## Scoring Rubrics

**The total of Assignments (including Discussions or Class Activities) and Exams count toward the final grade.** See Grading Scale below for final grade computation.

Assignments may contain show-work problems. Marks are reserved for:

- Making a sketch, if required,
- Including any formulas used,
- Writing out (or typing) **all** math calculations and equations,
- Unit conversions,
- Calculation of intermediate values,
- Correct units in the final answer, and
- Putting final answers in the form of scientific notation for answers larger than 2 digits.

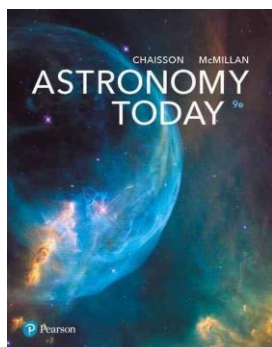
You must write the formula(s) that you are using before plugging in the numbers. Use four to five significant digits in the intermediate math calculations (do not round off during these!), and round off the final result to two or three significant digits.

The points assigned to each question is specified on each assignment. **Just giving the answer without showing the work, providing data/evidence/proof, or giving an explanation usually earns no points.**

## Instructional Materials

### Textbook Information

The textbook listed below is required for this course.



**Astronomy Today, 9th Edition, Eric Chaisson**  
**© 2018 Pearson Publishing**  
**ISBN 13: 978-0-13-456621-4**

This book is a rental found in the [HCC Bookstore](#) or online via [amazon.com](#).

### Other Instructional Resources & Online Sources

Any additional instructional resources or online sources will be provided in assignments and posted on Canvas. For example, the most recent version of [Adobe Flashplayer](#) is required; **smartphone/Android/iPhone app such as [Night Sky](#) or [Star Chart](#) (free via Google Play or Store)**; and the use of [Stellarium](#) and/or [Sky Update](#) (free downloads available online).

### Tutoring

HCC provides free, confidential, and convenient academic support to HCC students in an online environment. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs). The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult

courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview for ASTR 1303

An introduction to the present cosmological theories about the structure and evolution of the universe. A comparison with previous models since antiquity. A study of the celestial sphere and the constellations, the motions in the sky. A study of gravity, light, radiation, optics, telescopes and spacecraft. A survey of the stars, clusters, galaxies, superclusters, their properties, structure and evolution.

### Core Curriculum Objectives (CCOs)

ASTR 1303 satisfies the Physical Science requirement in the HCCS core curriculum. The HCCS Astronomy Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by demonstrating problem solving skills on homework and exams.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and/or exams.

### Program Student Learning Outcomes (PSLOs)

1. To provide the student a basic and practical understanding of Astronomy (basic qualitative and quantitative concepts, and systematic problem-solving strategies) and recognize its relevance in our daily lives.
2. To prepare students to meet with success in Astronomy and other science courses when they transfer to four-year universities.
3. To prepare students for professional programs requiring Astronomy.
4. Demonstrate understanding of the fundamental concepts of Astronomy.  
Demonstrate understanding of the fundamental principles underlying Physics and Astronomy including concepts and methods of inquiry at an appropriate level. Topics include, but are not limited to, the Scientific Method, Newtonian Mechanics, Electricity and Magnetism, Thermodynamics, Mechanical and Electromagnetic Waves, Solar Astronomy, and Stars and Galaxies.
5. Solve conceptual and numerical problems in Astronomy.  
Solve conceptual and numerical problems through the recognition of the type of problem at hand, analysis of relevant information, proper application of concepts and techniques

applying mathematical tools at an appropriate level. Students should demonstrate improvement in problem solving skills as they progress through courses in the program.

6. Demonstrate appropriate laboratory skills.

Demonstrate appropriate laboratory skills including proper use of basic measuring devices, interpretation of laboratory directions and analysis of data obtained using appropriate tools, such as graphical/tabular methods using computers.

## Course Student Learning Outcomes (CSLOs)

Upon completion of ASTR 1303, the student will be able to:

1. Develop an appreciation for the nature of science and the scientific method.
2. Demonstrate an understanding of the modern theories about the origins, structure and evolution of our star, the Sun, and other stars, galaxies and the universe as a whole.
3. Understand properties of stars, and galaxies.
4. Apply the scientific method to the study of the universe, and in varying degrees, to the student's own interest and particular field of work or study.

## Learning Objectives

Upon completion of this course the student should be able to:

- 1.1 Compare and contrast the size of the planet Earth to size of the solar system and the Milky Way Galaxy.
- 1.2 Distinguish among astronomical unit, light year and parsec.
- 1.3 Name a few of the constellations, and relate brightness of stars to their size and distance.
- 1.4 Describe the cycles of the moon. State the conditions for solar and lunar eclipses.
- 2.1 Explain the difference between heliocentric and geocentric models of the universe.
- 3.1 Demonstrate knowledge of the basic laws of physics that pertain to the study of stars and galaxies.
- 3.2 Classify stars according to the luminosity and temperature (Hertzprung-Russell) diagram.
- 3.3 Write a summary of the different stages in star development, including birth, life, and death.
- 3.4 Understand properties of galaxies and how these properties are determined.

- 4.1 Demonstrate knowledge of the nature of expansion of the universe and what can be learnt from its expansion about the past, the present and the future of the universe.
- 4.2 Use the tools of astronomy, such sky gazer and telescopes to measure the properties of celestial objects, and use that data to produce charts and graphs and solve problems.

### **Student Success**

Expect to spend at least twice as many hours per week outside of class as you do studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the chapter weekly
- Viewing and/or attending the lecture PowerPoint weekly
- Completing assignments
- Solving as many end-of-chapter self-test quizzes as possible
- Participating in online discussions and class activities.

There is no shortcut for success in this course; it requires studying the material and solving problems using the course objectives as your guide.

### **Instructor and Student Responsibilities**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived.
- Facilitate an effective learning environment through learner-centered instructional techniques.
- Provide a description of any special projects or assignments.
- Inform students of policies such as attendance, withdrawal, tardiness and making up assignments.
- Provide the course outline and class calendar which will include a description of any special projects or assignments.
- Arrange to meet with individual students before and after class as required.

To be successful in this class, it is the student's responsibility to:

- Complete the class work in person online.
- Participate actively by reviewing course material, interacting with classmates in discussions online, and responding promptly in your communication with me.
- Read and comprehend the textbook.
- Complete the required assignments and exams and submit in a timely manner.
- Ask for help when there is a question or problem.
- Keep copies of all online work, including this syllabus and assignments.
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook.

## Labs, Class Activities, Self-Tests, and Exams

### Assignments

Questions or discussions are assigned covering the PowerPoints after every chapter is covered. Students are strongly advised to answer all the questions and participate in the discussions in a thoughtful and respectful manner. In general, students who fail to do these assignments will not do well in the course. *Assignments are to be turned in by the time indicated on the due date to be counted for full credit.* **Late homework is accepted for half credit** (until the date of the final class session before the final exam). All work necessary (e.g. formulas, math calculations, data, quotes or evidence backing up an explanation) in obtaining a solution should be shown in order to receive full credit.

### Class Activities

Please complete online Class Activities as part of the weekly Assignments, e.g. watching an astronomy video and answering corresponding questions. All of these will help you understand the course material and will be graded.

### Self-Test Quizzes

Self-test quiz questions are available in the textbook after every chapter. Students are strongly advised to attempt all these selected questions and other problems from the text. In general, students who fail to do these questions will not do well in the course.

### Exams

There will be two (2) exams: one (1) Mid-Term exam and one (1) Final exam, consisting of 40 multiple-choice questions each. The total of these exams will count as 50% toward a student's final course grade. Dates of each exam are listed in the Course Schedule (page 10) and any changes will be announced on Canvas; the exams will be held starting at the scheduled live class lecture times (i.e. Monday & Wednesday, 5:30-6:50 p.m.). If you have any conflicts in taking the exams at the scheduled times, please contact the Instructor.\*

For exams, be aware that you need to answer ALL questions in the time allowed. Online exams will be accessible only during the specified time and close promptly, so make sure to enter questions in a timely manner. All exams are **closed** book and notes. Any equations or formulas required will be provided for the appropriate question in the exam. The purpose of the exam is to test knowledge of the principles and theories presented during class. Exam problems will be similar (not the same!) as examples worked on in assignments and/or PowerPoint or discussion questions, as well as questions similar to the Self-Test Quizzes.

All students are **required** to take online exams at the specified times (see Course Schedule). Students who are absent from online timed exams without a valid and compelling reason will receive a failing course grade (see "Incomplete Policy", below).



\* There are no make-up exams, therefore, make every effort to take exams on the scheduled date and time. **If an exam is missed for any reason, inform Professor Lange within 24 hours per HCC policy.**

## Grading Formula

The final grade is based on the total possible score of 100%, which the student can accumulate from all assignments, discussions, class activities and exams.

## Grading Scale

Assignments (e.g. Discussions, Activities):	Total points = 50% of Final Grade
Two (2) Exams (40 points each):	Total points = 50% of Final Grade
TOTAL:	Total points earned divided by total points possible = Total percentage out of 100%

<b>Final Grading Scale:</b>	A = 90 – 100%
	B = 80 – 89%
	C = 70 – 79%
	D = 60 – 69%
	F < 60

## Incomplete Policy

A student who has completed at least 85% of the work in the class, but misses the final exam due to unavoidable circumstances may receive a grade of “Incomplete” (“I”). **The student must provide proof of these circumstances before or within 24 hours of the exam.** Such students would have to take the Final Exam in the following semester.

**HCC Grading Scale can be found on this site under Academic Information:**

**<http://www.hccs.edu/resources-for/current-students/student-handbook>**

## Course Calendar – ASTR 1303-23264

Week	Date	Type	Subject	Notes
<b>WEEK 1</b>	M 8/24	PPT	Chapter 1, Part 1 – Our Place in Space	Live Lecture 5:30-6:50 pm
	W 8/26	ASSIGNMENT 1	Discussion - Meet & Greet	Graded
		COMPLETE	Online Orientation/"Start Here" Module 1	Completion
		QUIZ	Syllabus Quiz	Take for Module 2 access
<b>WEEK 2</b>	M 8/31	PPT	Chapter 1, Part 2: Charting the Heavens	Live Lecture 5:30-6:50 pm
	W 9/2	ASSIGNMENT 2	Astronomy Basics	Graded
<b>WEEK 3</b>	M 9/7	HOLIDAY	LABOR DAY	NO HCC CLASSES
	W 9/9	PPT	Chapter 1, Part 3: Moon Phases	Live Lecture 5:30-6:50 pm
		ASSIGNMENT 3	Moon Phases	Graded
<b>WEEK 4</b>	M 9/14	PPT	Chapter 2, Part 1: Copernican Revolution	Live Lecture 5:30-6:50 pm
	W 9/16	ASSIGNMENT 4	Discussion – Copernican Revolution	Graded
<b>WEEK 5</b>	M 9/21	PPT	Chapter 2, Part 2 (& 22): Motion & Gravity	Live Lecture 5:30-6:50 pm
	W 9/23	ASSIGNMENT 5	Motion & Gravity	Graded
<b>WEEK 6</b>	M 9/28	PPT	Chapter 3 & 4: Radiation & Spectroscopy	Live Lecture 5:30-6:50 pm
	W 9/30	ASSIGNMENT 6	Discussion - Radiation	Graded
<b>WEEK 7</b>	M 10/5	PPT	Chapter 5: Telescopes	Live Lecture 5:30-6:50 pm
	W 10/7	ASSIGNMENT 7	Observations	Graded
<b>WEEK 8</b>	M 10/12	PPT	Chapter 16: The Sun (No Assignment 8)	Live Lecture 5:30-6:50 pm
	W 10/14	MID-TERM	Mid-Term Exam: Chapters 1-5 & 16	Online 5:30-6:50 pm
<b>WEEK 9</b>	M 10/19	PPT	Chapter 17-19: ISM, Stars & Formation	Live Lecture 5:30-6:50 pm
	W 10/21	ASSIGNMENT 9	H-R Diagram	Graded
<b>WEEK 10</b>	M 10/26	PPT	Chapters 20-22, Part 1: Low & Medium-Mass	Live Lecture 5:30-6:50 pm
	W 10/28	ASSIGNMENT 10	Discussion – Stellar Evolution	Graded
<b>WEEK 11</b>	M 11/2	PPT	Chapters 20-22, Part 2: High-Mass Stars	Live Lecture 5:30-6:50 pm
	W 11/4	ASSIGNMENT 11	Assignment 11: Life Cycle of Stars	Graded
<b>WEEK 12</b>	M 11/9	PPT	Chapter 23: Milky Way Galaxy	Live Lecture 5:30-6:50 pm
	W 11/11	ASSIGNMENT	Assignment 12: Discussion – Milky Way	Graded
<b>WEEK 13</b>	M 11/16	PPT	Chapter 24: Galaxies	Live Lecture 5:30-6:50 pm
	W 11/18	ASSIGNMENT	Assignment 13: Sorting Galaxies	Graded
<b>WEEK 14</b>	M 11/23	PPT	Chapter 26: Cosmology, Big Bang & Fate	Live Lecture 5:30-6:50 pm
	W 11/25	ASSIGNMENT	Assignment 14: Astronomy Movie	Graded
	TH 11/26	HOLIDAY	THANKSGIVING	NO HCC CLASSES
<b>WEEK 15</b>	M 11/30	PPT	Chapter 28: Life in the Universe	Live Lecture 5:30-6:50 pm
	W 12/2	ASSIGNMENT	Assignment 15: Discussion – Life in Universe	Graded
<b>WEEK 16</b>	M 12/7	FINAL EXAM	Final Exam: Chapters 17-24, 26 & 28)	Online 5:30-7:00 pm
	W 12/9	WORK DUE	ALL WORK DUE (Extra Credit - optional)	Graded
	F 12/11		END OF CLASS.	

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester. Students will be notified promptly of any changes by an announcement on Canvas

## Instructor's Practices and Procedures

### Missed Assignments

It is recommended to complete online discussions and submit any assignments or class activities each week as recommended in the Course Schedule on the previous page. Any missing assignments, discussions or activities will be given a grade of zero. *If you do not see a grade or the grade in Canvas is zero and you had completed an assignment, contact the professor. **It is your responsibility to check your grades and make sure you are completing and submitting any assignments and exams correctly and by the due date/time.***

### Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details. You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>.

### Attendance Procedures

The HCCS attendance policy states: "Students are expected to attend classes regularly. Students are responsible for materials covered during their absences, and it is the student's responsibility to consult with instructors for make-up assignments. *Although it is the responsibility of the student to drop a course for non-attendance, the instructor has full authority to drop a student for excessive absences. A student may be dropped from a course for excessive absences after the student has accumulated absences in excess of 12.5% of the hours of instruction (including lecture and laboratory time).*"

Note that for this course, FIVE (5) classes missed (or two weeks with no online activity) would exceed the 12.5% limit. **If circumstances significantly prevent you from keeping up with course material or submitting assignments in a timely manner, please inform me.** I realize that sometimes outside circumstances can interfere with school, and I will try to be as accommodating as possible, but please be aware of the attendance policy.

**For Fall 2020, the last date to withdraw from the course is Friday, October 30, 2020.** I urge any student who is contemplating withdrawing from the class to talk to me first! You may be doing better than you think. Either way, I want to be accessible and supportive. I do not believe in classes that "weed out" students, and I consider you to be much more than just a name or number! Note my email address; if you need assistance, I'm here to help.

Students desiring to withdraw from a class must do so by the above withdrawal date by filling out a withdrawal form online. After this date, instructors cannot enter a grade of "W" for the course for any reason.

## Student Conduct

Students are expected to maintain cordial and professional conduct as would be expected of an academic environment and as laid out in the Student Handbook. Please be considerate in your correspondence with the instructor and/or any classmates, including all online discussions.

If you attend the live class lectures online, please make every effort to arrive and leave on time and with your device muted so as to cause little to no disruption, as well as to avoid missing important class information such as updates and/or assignments.

Academic integrity is also considered to be a part of appropriate conduct.

Every student as well as the professor has the right to work in a healthy learning environment based on mutual respect and adherence to rules. Conduct unbecoming of such an environment will not be tolerated.

## Student Grades

All grades will be posted online via Canvas. Check with instructor if you do not see a grade.

## Electronic Devices

**Cell phone or supplementary electronic device use in online live class lectures is NOT PERMITTED, particularly during testing.** It is understandable that a need may arise to tend to personal or urgent matters, but that should not be habitual nor disruptive in an online live lecture. A student may leave a live lecture to tend to a pressing matter, however be aware that cell phone use is not allowed during an exam at any time except in an emergency. Also, cell phones are not calculators and are not permitted to be used as a calculator.

If the use of electronic devices (cell phones, laptops, etc.) by students or background noise during a live class lecture online is disruptive and/or inappropriate, the instructor will verbally remind students to terminate such use and/or mute their laptop. If the behavior continues, the student may be subject to disciplinary action to include removal from the class or referral to the dean of student services.

**No communication or photographs may be taken during a live online class or exam, of persons or course material using a device, and no material may be removed from the online class at any time other than for personal, private use (i.e. printing or making an electronic copy to complete an assignment).**

## Astronomy Program Information

Please visit the Astronomy Program page on the HCCS website for information regarding degree offerings, requirements, employment prospects and more:

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/astronomy/>.

### HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/>. In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Health Awareness
- Incomplete Grades
- International Student Services
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

### EGLS<sup>3</sup>

The EGLS<sup>3</sup> (Evaluation for Greater Learning Student Survey System) will be available for courses near the end of the term until finals start. This is an important tool for me as an instructor because I adjust my course assignments and activities in response to your feedback, so **I urge all students to complete this!** This brief survey gives valuable information to myself and other faculty about our teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. EGLS<sup>3</sup> surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

**When communicating via email, HCC requires students to communicate only through the HCCS email system to protect your privacy. If you have not activated your HCCS student email account, you can go to [HCC Eagle ID](#) and activate it now. You may also use [Canvas Inbox](#) to communicate as it is linked to the HCCS email system directly.**

## Housing and Food Assistance for Students

Any student who faces challenges securing food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable doing so.

This will enable HCC to provide any resources that HCC may possess.

## Office of Institutional Equity

Use the link provided to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <http://www.hccs.edu/departments/institutional-equity/>.

## disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), **please contact a campus Abilities Counselor 30 days before date of first class** in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>.

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due

to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutionale-quity/title-ix-know-your-rights/>

### **Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

### **Department Chair Contact Information**

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