STUDENT SERVICES
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Administrative Staff
• Jeremy Dorman - Director, Admissions/Registrar
• Leslie Glaze - Academic Advisor/Veteran's Affairs Certifying Officer
• Stacy Gee - Academic Advisor/Testing Coordinator
• Jessica Walker - Recruiter/Academic Advisor
• Krystn Davis - Residence Life Coordinator
• Shannon Singh - Academic Advisor/Student Activities Coordinator
• Sarah Kite - Academic Advisor/Testing Assistant

Mission Statement
The Student Success Center is located in the Martha Miller Administration building on the main Panola College campus in Carthage. The mission of the Student Success Center personnel is: to provide outstanding service to students and staff with an easily-accessible, one-stop center for student services; to assist students with setting and reaching academic and career goals; and ultimately to assist students in reaching their full potential. Services that are offered in the Student Success Center include: Admissions, Advisement (Academic, Career and Technical), Child Care Assistance, Disability Services, GED Testing, International Student Services, Job Placement, Assessment Testing, Records, Recruiting, Residence Life, Student Life, Tutoring and Veterans Services. Please let us know how we may serve you. We are committed to YOUR success.

Academic Advising
Academic Advisors are assigned when students declare a major. Each student’s academic advisor contact information is posted on each degree plan. For academic advising and registration students must make an appointment with the assigned faculty or an advisor in the Student Success Center. Advisors also provide information about courses of study, transfer school options and referral information, when requested.

First-time students must sign up and attend a “New Student Advisement/Registration” session and must see an advisor prior to being allowed to register.

Career & Technical Academic Advising
Panola College career and technical program have a formal advising process designed to keep students on track in the curriculum and help them resolve any problems they encounter. Once a student formerly enters a technical program such as Nursing, Business, Office Technology, Petroleum Technology, Cosmetology, or Welding they are assigned a faculty advisor. They will need to meet with their advisor each semester prior to registration (a registration block is placed making advising mandatory).

First-time students must sign up and attend a “New Student Advisement/Registration” session and must see an advisor prior to being allowed to register.
Bulletin Boards
Students are responsible for reading the campus bulletin boards, marquee, and student e-mail on a regular basis for announcements. Prior to its being posted, advertising not associated with college business must be approved by the Student Activities Coordinator.

Campus Police/Security
The campus police force is composed of certified law enforcement officers who have the power to enforce all Texas laws and College regulations on the property owned or operated under the direction of Panola College. An officer and/or additional staff members are on duty on a 24-hour basis. The force serves the staff and students by helping to maintain the safety and security of each person and their possessions while on campus.

Email
Each student is given a campus email address when admitted to Panola College. All correspondence after admission will be through email. It is the student’s responsibility to activate and monitor their email.

Health Services
Health care facilities are not offered on the main campus or on off-campus sites. If an accident or emergency occurs on campus, first aid will be administered, and additional assistance, if needed, will be requested from the local hospital’s emergency service. The cost of any professional service is the responsibility of the student. Students are encouraged to have medical insurance coverage from a company of their own choosing. Information concerning a sickness and accidental insurance policy available to students and their dependents is available. Inquire in the Business Office.

HIV/AIDS and Other Communicable Diseases
Panola College recognizes that students or employees with communicable diseases, including HIV infection, may wish to engage in as many of their normal pursuits as their condition and ability to perform their duties allow. These pursuits include attending classes or work. As long as these students or employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the administrators, faculty and staff should be sensitive to their condition and ensure that these individuals are treated consistently and equally with other students and employees. At the same time, Panola College has an obligation to provide a safe environment for all students and employees. A student or employee with a communicable disease should report the condition to the Vice President of Student Services or to his/her immediate supervisor as appropriate. The educational pamphlet on HIV infection developed by the Texas Department of Health is distributed to all employees and is available to students requesting a copy. Every precaution should be taken to ensure that a student’s or employee’s condition does not present a health or safety threat to others. The fact that a student or employee has a communicable disease does not relieve that individual of the requirement to comply with performance standards as long as he/she is enrolled in classes or remains employed with the College. All efforts will be made to protect the student’s or employee’s right to confidentiality.

Identification (ID) Cards (Panola Card)
New students are issued identification (ID) cards, also known as the Panola Card, in the Student Success Center. Your Panola Card is linked to a checking account at Herring Bank. This will be the default account for all student disbursements from Panola College unless you designate a different account through Campus Connect. Some students may also be required to obtain an ID Badge from the Student Success Center. The Panola Card or ID Badge must be presented for admission to official College functions requiring an ID, the M.P. Baker Library, the Fitness Center, student activities, athletic competitions, dining hall services, etc. Replacement fees for lost or stolen cards will be accessed (see Additional Fees in Expenses section of the General Catalog).
Inclement Weather Policy
Panola College has scheduled its instructional program to comply with the Common Calendar of the Texas Higher Education Coordinating Board, as well as to meet instructional requirements for awarding credit hours earned. College instructors are obligated to meet all scheduled classes. If severe weather makes it necessary to cancel classes, the College Administration will notify students through text messaging, email and local television and radio stations. If classes are cancelled by the College President, all work is delayed until the next class meeting or until a date determined by the instructor. If a student is in an area which experiences severe weather and the College has not officially closed, it is that student’s responsibility to decide whether or not to attend class. The student must then contact the instructor for information concerning make-up of work missed.

Job Placement Services
Panola College attempts to assist students in job placement. Interest assessment, investigating career options and access to occupational information are provided on the College website. Job opportunities (on campus and off campus) are posted regularly on designated College bulletin boards, online through the career services page. Directors of career programs provide placement information to graduates of these programs. Finding employment is ultimately the student’s responsibility. For job fair information contact the career/technical counselor located in the Student Success Center.

Motor Vehicle Registration
Any student, faculty member, or employee who operates or parks one or more vehicles on campus must register each vehicle and hang a parking permit from the rearview mirror. Permits are issued in the Student Success Center office.

Services for Students with Disabilities
Reasonable accommodations and support services for students with disabilities will be provided upon request. Requests must be submitted in writing with appropriate documentation to the Disability Support Services Coordinator. Students seeking help should meet with the Disability Support Services Coordinator whose office is located in the Student Success Center.

Student Handbook
The Pathfinder is available to acquaint students with information relative to the rules and regulations of Panola College.

This handbook is located at http://www.panola.edu/student-success/documents/pathfinder.pdf.

Student Orientation
Orientation is required of all first-time, full-time students and is conducted to help entering students maximize their chances for success at Panola College. Orientation sessions provide important information about registration, academic advisement, financial aid, student activities and other educational and personal support services and programs available to students. Orientation also provides a new student with the opportunity to ask questions and to meet faculty and other students.

Student Right to Know
In compliance with the Student Right to Know and Campus Security Act of 1990, Panola College compiles specific information on campus crime statistics, campus security policies and graduation rates. Panola College’s police/security force compiles and distributes a brochure of pertinent information to students and employees on an annual basis. Federal law also requires that all institutions of higher education disclose graduation rates, on request, to students, applicants and potential students. More information can be found at http://www.panola.edu.
Substance Abuse Policy
The College has a formal policy which forbids illegal drugs and alcohol on campus. No illegal drugs or alcoholic beverages are allowed on campus. Any student possessing such chemicals may be suspended from the College.

Testing and Assessment
Panola College offers a variety of testing and assessment services. The College is a designated test center for the ACT (American College Testing Program) which may be taken on the Carthage campus in February, April, and October. The GED (General Educational Development) Test is given regularly in Carthage and Center. The TSI test is offered daily (Monday-Thursday) at the Carthage campus and periodically at the Marshall and Center campuses as well as at area high schools. Individuals wishing to enroll in any of Panola College’s academic or career/technical programs must provide acceptable assessment test scores prior to enrolling. The HESI (Health Education Systems, Inc.) test and the WorkKeys test are both administered at the Carthage and Center campuses. The HESI test is the nursing admission test required for Vocational Nursing applicants and Associate Degree Nursing applicants. The WorkKeys test is required for Cosmetology applicants. Contact the Student Success office for information about the tests and for scheduling.

Tobacco Use Policy
The College District is a tobacco-free institution committed to providing its students and employees a safe and healthy environment. The use of all tobacco products and any electronic smoking or vapor emitting device shall be prohibited on all property owned or operated by the College District. This shall include buildings, grounds, sidewalks, and streets. This policy shall also apply to vehicles owned or operated by the College District. Notice of this tobacco-free policy shall be displayed at all College District locations.

Residence Halls
Panola College has five residence halls capable of housing a total of 249 students. Student housing is available during regular, mini and summer semesters. Meal plans are provided to students living in residence halls only during the fall and spring semesters. Meals are served in the Phoebe Sue Perlman Student Center dining hall. Each student is responsible for making their own living arrangements when the residence halls are closed for holidays. No meals are provided when the residence halls are closed. For details on each type of housing go to http://www.panola.edu/student-success/residence-life/fall-spring-housing.html.

Room reservations are made on a first-come, first-serve basis. Before a reservation is considered complete, a $200 deposit, the Residence Hall Application, proof of medical insurance/medical coverage waiver and proof of the bacterial meningitis vaccination must be received by the Residence Life Coordinator. The application can be accessed at http://www.panola.edu/student-success/residence-life/application-for-housing.html.

NOTE: If students choose to cancel the housing contract, this deposit is refundable only if requested at least 30 days prior to the first class day.

Students who do not check-in by 2 p.m. on the first class day will forfeit their deposits and room reservations. In case of an unavoidable delay, a student should contact the Residence Life Coordinator prior to move-in for permission for a late arrival. Payment for room and meals will be made in full at the time of registration. The amounts are subject to change. Contact the Business Office to make payment arrangements for room and meals.

If, for any reason, a student moves out of a residence hall before the end of the semester, no refund of room charges will be made. Meal plan charges will be refunded as shown in the Expenses/Financial Aid section of this catalog on page 34.
Only the College may grant residence hall space. Transfer of deposits or reservations to another student is not permitted. All residents must enroll in fifteen (15) semester hours and maintain a student-hour load of at least twelve (12) semester hours. If a student falls below this load, he/she may be requested to vacate the room.

Room deposit refunds will be made only after the Residence Life Coordinator has completed the proper check-out procedure. All requests for refunds of room deposits must be submitted in writing to the Residence Life Coordinator within 30 days from the end of the semester of residence. A refund is mailed to the student’s address of record. No on-the-spot refunds will be made.

All residents will be responsible for the information outlined in the Panola College General Catalog, The Pathfinder (the student handbook) and the Residence Life Handbook.

All residence hall students are required to have the bacterial meningitis immunization at least 10 days prior to moving into the residence halls. No exceptions will be granted.

All students are encouraged to have the following immunizations or screening tests completed prior to admission: measles, mumps, rubella, tetanus, diphtheria, pertussis, polio, varicella (chicken pox), hepatitis B and tuberculosis skin test. Applicants who are accepted into the Nursing and Occupational Therapy Assistant programs are required to complete a medical form and will be required to have updated immunizations as specified by the particular department.
CLUBS AND ORGANIZATIONS

Student organizations are designed to aid in developing the social and vocational skills of individuals. Organizations are chartered by the student government association and operate with the advice of faculty and administrators.

The 418
This non-denominational Christian organization is open to all students, faculty, and staff who want to know more about the Bible. Weekly meetings are held each Thursday at 7 p.m. in the Sid B. Turner Memorial Chapel.
Sponsor: Nathan Guin, David Daigle

Baptist Student Ministries
This organization is open to all students. The BSM sponsors Bible studies, devotional programs and social events throughout the school year. Every Wednesday, during the fall and spring semesters, the BSM sponsors a free lunch, hosted by area churches and served in the Baptist Student Center across from the campus.
Director: Lynn Puryear

Caddo Club
Students interested in outdoor recreation, ecology, and the historical and current impact of man on the environment will find a variety of opportunities in this organization. Guest speakers, field trips, camp outs and recycling projects are among the activities enjoyed by members of this club.
Co-sponsors: Becky Gullette, Darrell Hudson and Sheila Ritter.

Catholic Student Organization
This organization provides spiritual and social support for all campus students and meets twice a month in the Sid Baker Turner Memorial Chapel.
Sponsor: Brian Naples

Chamber Singers
This small performing ensemble specializes in serious choral literature from early madrigals to the 20th century. Membership is by audition only. The Chamber Singers perform in concerts and for local organizations. Selected members participate in the Texas Junior College All-State Choir.
Sponsor: Sandra Bauer

Chorale
Membership in the Chorale is open to all Panola College students upon approval of the director. The Chorale presents fall, Christmas, and spring concerts, attends choral festivals, visits area schools, and goes on tour.
Sponsor: Sandra Bauer

Concert Band
The main band of the college gives players an enjoyable and enlightening playing experience. It performs a wide range of music from popular selections to more advanced works for concert band, presents concerts on campus, plays for athletic events and at area functions.
Sponsor: Band Director
**Delta Psi Omega**
This organization is devoted to an interest in drama, and is open to all students who are active in drama or dramatic productions.
**Sponsor: Karen King**

**Green Jackets**
This group is the oldest organization on campus and has a long history of service to the College and community. Membership comes through nomination by faculty and through a rigid selection process. The outstanding men and women of this student organization serve as goodwill ambassadors for the College, providing both leadership and service.
**Sponsor: Amy Calhoun, Brian Naples**

**History Club**
The History Club promotes interest in the study of history and historical events, provides fellowship among students and faculty, and provides a forum for discussion and presentation of innovative ideas with respect to the subject of history.
**Sponsor: Bill Offer**

**Intaglio**
This organization is interested in the arts: writing, painting and photography providing both social and enrichment activities. The group’s major project is to produce an annual literary and art magazine, INTAGLIO.
**Co-sponsors: Ann Boland, Jeff Brooks and Teresa Beasley**

**Media Arts Club**
Media Arts Club membership is open to students interested in communication and fine arts, and offers students opportunities for enrichment activities in the areas of film, broadcast, print, art and media arts.
**Co-sponsors: Teresa Beasley and Ann Boland**

**PAC2**
This club is for individuals interested in chemistry, physics and related engineering fields. The club affords members an opportunity to participate in professional and educational service activities which give them additional exposure to a range of career directions and enriches their learning experiences at an active participation level. The club affords opportunities for members to experience the preparation and presentation of scientific material before audiences. Members are encouraged to become student affiliates of ACS and SPC.
**Sponsor: Amy Calhoun**

**Panola Gaming Club**
The purpose of the Panola Gaming Club is to provide a community in which the gamers of Panola College can unite. The club plays all types of games, from video games to board games.
**Co-sponsors: Don Cocklin**

**Panola Pipers**
This small choir performs fully staged, choreographed shows. Widely acclaimed for exciting routines, they perform for service clubs, hospitals, and schools and are featured annually at the Texas State Fair. Their dinner theater production, “Christmas in Carthage,” has become an outstanding community event.
**Sponsor: Sandra Bauer**
Phi Beta Lambda
The purpose of Phi Beta Lambda is to provide an organization on campus for business students that develops leadership, communication, and teamwork.
Sponsor: Dwayne Ferguson

Phi Theta Kappa
This international honor fraternity recognizes junior and community college students who have attained high scholastic achievements. Membership is by invitations to those who qualify. Learning, society and service activities are scheduled throughout the year.
Sponsor: Tonya Fotinos

PNSA (Panola Nursing Students Association)
The Panola College Chapter of the Texas Nursing Student Association is open to all students enrolled in the Associate Degree Nursing Program. PNSA is dedicated to promoting professionalism and leadership for today's nursing students.
Sponsor: Jena Rhodes, Melissa Walters

Pony Express
The Pony Express is the College newspaper. It is written and edited by students enrolled in the journalism classes as well as other interested students. It is published regularly throughout the fall and spring semesters.
Sponsor: Teresa Beasley

SMACC (Social Modern Asian Culture Club)
The purpose of SMACC is for students to share a better understanding and appreciation for Asian Animation, or as it is better known, anime or manga.
Sponsor: Corey Johnson

SOTA (Student Occupational Therapy Assistant) Club
This community service club is open to all students enrolled in the Occupational Therapy Assistant program, all students declaring OTA as their major and all OTA Program alumni. The purpose of this club is to unite the OTA students, future students and alumni and broaden their intellectual and professional skills through community service projects.
Sponsor: Cheri Lambert, OTA Program Director

Stage Band
The smaller of two college bands, this band gives the student experience in popular music, jazz and modern stage band literature. Enrollment is limited.
Sponsor: Band Director

Student Government Association
Composed of elected students, this organization assists in planning and presenting student activities. It serves as a link between the student body, the administration and the faculty. It is a voice for student rights and opinions on campus. The Student Government Association is a member of the Texas Junior College Student Government Association. In the past, Panola College has held responsible positions within this organization’s leadership.
Sponsor: Brian Naples
Swing Dance Society
The purpose of this organization will be to serve as an introduction to swing dancing and to simply enjoy dancing.
Sponsor: Brian Naples
PLACES AND EVENTS

Fitness Center
The Panola College Fitness Center is open to the community through memberships that may be purchased through the Business Office. ID’s are required for entry into the Fitness Center. The Fitness Center is available free-of-charge to all Panola College students. Interested students are invited to visit the Center during posted hours. The Fitness Center offers two fully equipped weight rooms, four racquetball courts, a yoga/pilates room, cardiovascular equipment and a full sized gym floor.

Food Service
A commuter meal ticket is available for purchase in the Business Office or in Food Services. The dining hall and snack bar (located in the Phoebe Sue Perlman Student Center), as well as catering services, are available to the public. Contact Jose Lopez at (903) 693-2020.

Intercollegiate Athletics
Panola College athletic teams are members of the National Junior College Athletic Association, Region XIV Athletic Conference, National Intercollegiate Rodeo Association and the NIRSA Southern Region. In intercollegiate competition, Panola College participates in men’s baseball and basketball, women’s basketball and volleyball and rodeo. The College began its athletic program in 1948 and strives to educate and develop student athletes. Panola College has earned national junior college championships in baseball, women’s basketball and rodeo.

Intramural Program
A complete program of intramural sports is organized for all students who are interested in this type of competition. Intramural sports include football, racquetball, volleyball and other special competitions. The Student Activities Coordinator plans the intramural sports activities, and those students who wish to participate should take note of announcements relative to this program each semester.

Panola College Store
The Panola College Store is designed to serve both students and faculty. In addition to textbooks and other school supplies, the Panola College Store carries office supplies and a variety of gift and other items. The Panola College Store hours are posted on-site and on the Internet Web site. Textbooks are sold throughout the school year, however, textbook “buy-back” is conducted during designated times at the end of each semester (see page 42).

Social Events
Among the yearly social events are the Fall Frolic, Spring Fling, dances, movies, homecoming and field trips. Social events are also planned by the various clubs and organizations under faculty supervision and coordinated with the Student Services.