Course Syllabus
Introduction to Gerontology
GERS 1301-43400
Spring 2015
ON-LINE

Instructor: Dr. LaTrica Rhynes-Hicks
Office: C201
Phone: (972)391-1047
Hours available: hours are available by appointment
E-mail: latricahicks@dcccd.edu

*The instructor reserves the right to amend this syllabus as necessary.

Course Description:
This course is an overview of the social, psychological, and biological changes that accompany aging and the implications of these changes for the individual as well as for the larger society.

Required Text: Aging, the Individual, and Society
Hillier, Susan M.; Barrow, Georgia M.
ISBN 10: 0495811661 / 0-495-81166-1
ISBN 13: 9780495811664
Publisher: Cengage Learning
Publication Date: 2010
Binding: Softcover

Note: There is one text book for this class on hold at EFC library. The text can’t be checked out but only used while at EFC Library.

Required Movie rental/purchase: Something Gotta to Give and As Good as it gets.

Prerequisites: None

Developmental Courses
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI office. https://ww1.dcccd.edu/cat0910/admiss/tds.cfm?loc=4.
**WECM LEARNING OUTCOMES:**
At the completion of this course, students will be able to:

**Module I - 24 Hours - Interdisciplinary Perspectives on Aging - 8 - 16 Hours**
1. Define Gerontology
2. Understand the physical, social, and psychological attributes that identify the multidisciplinary approach to aging.
3. Identify stereotypes of old age.
4. Describe negative and positive stereotype of old age.
5. Identify six transitions in Adult life.
6. Describe research specific to the study of aging.
7. Identify the historical foundation of aging.
8. Identify various theoretical frameworks that have been used to study aging.
9. Identify social, familial, and community support system for the aged.
10. Describe how networks shape the transition of older adults.
11. Identify the views of intimacy in later life.
12. Define and describe lifespan, life expectancy, and how they differ.
13. Identify specific physical changes related to aging and any myths of frailty.

**Module II - Economic of Aging – 8-12 Hours**
15. Identify the concepts and adjustment issues of retirement.
16. Describe work and leisure values while growing older.
17. Identify discrimination against older workers.
18. Identify financial changes in later life and the impact on the US economy.
19. Describe social security, Medicare, Medicaid, and private pensions that affect the elderly.
20. Describe lifestyles of the poor.

**Module III - Social and Psychological Aspects of Aging - 8-16 Hours**
21. Identify diversity in living environment and arrangements.
22. Describe living options and the concept of nursing home care.
23. Identify and describe the psychological aspects of aging.
24. Describe how mental problems can be a result of substance abuse issues.
25. Describe and identify issues of care giving and solving of care giving problems.
26. Identify and describe mental health issues faced by elders in today’s society.

**Module IV - Aging and Society 4-6 hours**
27. Identify different types of ethical and minority groups.
28. Describe the issues these groups face as they age.

**Evaluation Procedures**

Your name must be on all of your assignments, points will be deducted beginning February 9, 2015 your name is not on your assignments that are submitted, no exceptions.
It is very important that you check your emails often (at least once a day) due this being the main line of communication between the instructor and the student for online courses and it your responsibility to respond to any request promptly.

* If you have any questions or concerns your first line of contact to me is via email. Barring unforeseen emergencies or meetings, I check my email at least twice a day and you should receive a response from me within 24 hours in which you sent a message. Sending several emails regarding a particular issue will not expedite response but instead slow it down.

**PAPERS**
Assignment#1: Physiological Changes Draft
Physiological Changes Final Paper
Assignment #2 Something Gotta Give Movie Review
Assignment #3 As Good as it Gets Movie Review

- Each student is expected to complete the written assignments and turn them in on due date.
- Each assignment will have a handout to instruct you on what is required within the text of the paper
- All assignments will be available per the course schedule
- Assignments will be graded on or after their due dates. Grade feedback will occur within 2 weeks of the due date submission.
- Any assignment that is turned in after deadline will be penalized unless prior arrangements have been made.
- Assignments must be submitted in its correct assignment location unless prior arrangements have been made, no exceptions.

**WRITING EXPECTATIONS**
- To prevent plagiarism, make sure you cite any outside information.
- Use the American Psychological Association (APA) form to cite all work.
- If you are unfamiliar with this form of citing you can read more on it at [www.apastyle.org](http://www.apastyle.org) or visit the learning center.
- You are expected to spell words correctly, use words in the correct context and be grammatically correct, this will assist in the clarity of the information you present as part of your assignments

**WORKSHEETS (Located under worksheet section)**
Each chapter has a worksheet that coincides with the lesson, for the exception of Chapter 15. There are 3 worksheets, worksheets 1 is over chapters 1-5, worksheet 2 covers chapters 6-10, and worksheet 3 covers chapters 11-14.

- The worksheets are located in the worksheet section and must be submitted in that section, no exceptions.
- The worksheets are also not to be altered which means the worksheet number, the questions, and any charts must stay in the correct order, font, and in the original form you received the worksheet. Completion of the worksheets is done by filling in the blanks on the worksheet and saving it and other alterations may cause point deductions.
- Complete each chapter of the worksheet that coincides with a particular week.
• All worksheets will be available according to their schedule dates
• Submit your worksheet as one attachment as you receive it and not in segmented parts, this is one assignment.

DISCUSSIONS
You have 13 discussion exercises. The discussions are worth a total of 7.7 points each and will be combined as one grade at the end of the semester.

Guidelines for discussions:
• Discussion post are to be submitted on time
• Discussion posts are due at the end of each week (view the course schedule for dates)
• To earn points you must submit your original post relevant to the discussion question, worth 3.7 points.
• Original post should be at least 150 words in length
• When you begin your original post the subject line should read your name and chapter, ex: John Smith chapter 1 post
• You must post responses to at least two classmates post, worth 2 points each
• Classmate post should be at least 100 words in length
• When you respond to your classmates posts began your responses with the persons name, ex: Hello John in your chapter 1 post…
• Be mindful of the spelling and grammar in your posts this may cause you to not earn points for the week
• When citing your information use APA format
• Limit your post to the discussion only, no salutations, arguments, or thank you, this form of posting causes a decrease in viewing, reading, and grading. If this begins to occur, your grade for the particular week you violated the policy is subject to being a zero and if you continue to violate the guidelines other actions will ensue. Your cooperation in this matter is greatly appreciated
• There are 13 posts for the 15 chapters.
• The discussions that have 2 chapters only require 3 posts, your original post to the question and 2 responses to your cohorts posts.
• **When posting, in order for you to see others posts, you must first post your answer to the discussion question.**

The posts are as followed:

<table>
<thead>
<tr>
<th>Post 1</th>
<th>Post 7- Chap 8/9</th>
<th>Post 13-Chap 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post 2-Chap 1</td>
<td>Post 8-Chap 10</td>
<td></td>
</tr>
<tr>
<td>Post 3-Chap 3</td>
<td>Post 9-Chap 11</td>
<td></td>
</tr>
<tr>
<td>Post 4-Chap 4/5</td>
<td>Post 10-Chap 12</td>
<td></td>
</tr>
<tr>
<td>Post 5-Chap 6</td>
<td>Post 11-Chap 13</td>
<td></td>
</tr>
<tr>
<td>Post 6-Chap 7</td>
<td>Post 12-Chap 14</td>
<td></td>
</tr>
</tbody>
</table>

POWER POINTS
Periodically you will have power points that you should view. These power point presentations are just a part of the lesson for a particular week. The power points are also a means of receiving test pointers.
EXAMINATIONS
In this course, there will be three multiple-choice exams- designed to evaluate textbook material, instructor’s lectures, assignments, and web site information.

- Test #1 / multiple choice questions (Chapters 1-5)
  Due: February 23, 2015 no later than 11:59p.m.

- Test #2/ multiple choice questions (Chapters 6-10)
  Due: March 30, 2015 no later than 11:59 p.m.

- Test #3/ multiple choice questions (Chapters 11-15)
  Due: May 12, 2015 no later than 11:59 p.m.

Netiquette Quiz
Then complete the netiquette quiz, "Rules of Netiquette". You must complete this quiz prior to the 12th class day to be certified for financial aid. The quiz is located under the test tab. This quiz is not apart of your grade and will not be graded nor will it be included in your grading points, however you must have 5 out of 7 of the questions correct. You may take the test as many times as you need until you have at least 5 answers correct. This must be completed to be certified for financial aid.

NOTE:
- Tests are on a time constraint, if you exceed the time limit, your test will be deducted by the number of minutes in which you went over the time limit

LATE ASSIGNMENTS
The instructor holds the right to accept any late assignment
- Discussions posts are not accepted late
- Tests should be completed by the schedule due date and time, make-up test are given under the instructors discretion, contact the instructor within 5 days of the due date to request approval
- Written assignments (Assignment #1: Final Draft, Assignment#2: Assignment #2 Something Gotta Give Movie Review, and Assignment #3 As Good as it Gets Movie Review) submitted after the due date are subject to the following point deductions beyond the deductions that may occur as part of completing the assignment task:
  1 day past due date = 1 letter grade (11 points deducted)
  2 days past due date = an additional 5 points (total of 16 points deducted)
  3 days past due date = an additional 5 points (total of 21 points deducted)
  4 days past due date= an additional 5 points (total of 26 points deducted)
  5 days past due date= an additional 5 points (total of 31 points deducted)
  Contact the instructor with questions.
EXTRA CREDIT
Extra Credit will be offered several weeks before the official drop date (week of April 5). Contact the instructor if you have questions. The Welcome Post, Student Questionnaire, Syllabus Post, Practice Test are extra credit that should be completed by the first day of class and the end of the semester class survey is an extra credit option should be completed on its due date stated otherwise no points will be gained.

GRADING SYSTEM
- All assignments are due on the date indicated on the course schedule.
- Assignments that have been requested to be re-submitted due to a computer issue must be re-submitted within 5 days the re-submission was requested. After the 5 days, acceptance of the assignment(s) is under the discretion of the instructor.

NOTE: DO NOT COPY AND PASTE your work in the comment section of your assignment submission your written assignment for the exception of your posts and tests should be submitted as an attachment. If you have issues with submitting your assignment call tech support. Your assignment will not be graded if you copy and paste it in the comment section. It is your responsibility to learn how to use e-campus and submit your assignments properly. Failure to do so may result in you failing the course.

GRADING SCALE:
A= 90-100
B= 80-89
C= 70-79
D= 60-69
F= 59 and below

How the grade is calculated:
Your grade is calculated by the sum of all the points given for each assignment including your 3 examinations plus any extra credit, divided by the number of assignments. Note: Extra credit does not count against you, it is simply extra credit.
<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter pointers</th>
<th>Reading Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 20</td>
<td>Introduction/Student Questionnaire/Syllabus/ Practice Test/Netiquette/ Complete welcome post in the discussion section</td>
<td>Please complete the student information form, the practice test, and review the syllabus located under the “Start Here” tab. Assignment #1 Draft handout: Physiological changes</td>
</tr>
<tr>
<td>Jan 20-25</td>
<td>• Define Gerontology Industrialization changes</td>
<td>Read Chap 1 &amp; complete Chap 1 section of worksheet 1</td>
</tr>
<tr>
<td></td>
<td>• Dependency Ratio</td>
<td>Complete posts for chap 1</td>
</tr>
<tr>
<td></td>
<td>• Understand the physical, social, psychological attributes that identify aging Ageism</td>
<td></td>
</tr>
<tr>
<td>Jan 26</td>
<td>• Chap 1 posts are due</td>
<td>This assignment is due today, no later than 11:59 p.m. in the assignment section</td>
</tr>
<tr>
<td>Jan 26-Feb 1</td>
<td>• Identify stereotypes of old age that exist</td>
<td>Read Chap 2 –complete chap 2 section of worksheet 1</td>
</tr>
<tr>
<td></td>
<td>• Life events</td>
<td>Complete posts for Chap 2</td>
</tr>
<tr>
<td></td>
<td>• Describe negative and positive Stereotypes</td>
<td>Read the article: Aging stereotypes often differ dramatically from the reality. Attitude, lifestyle tend not to change</td>
</tr>
<tr>
<td>Feb 2</td>
<td>• Chap 2 post due</td>
<td>This assignment is due today, no later than 11:59 p.m. in the assignment section</td>
</tr>
<tr>
<td>Feb 2-8</td>
<td>• Theoretical adult development</td>
<td>Read Chap 3-complete chap 3 section of worksheet 1</td>
</tr>
<tr>
<td></td>
<td>• Jungs /Erikson /Loevinger development concepts</td>
<td>Complete Chap 3 post</td>
</tr>
<tr>
<td>Feb 9</td>
<td>• ASSIGNMENT #1 Draft Due</td>
<td>This assignment is due today,</td>
</tr>
<tr>
<td>Date Range</td>
<td>Activities</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td></td>
</tr>
</tbody>
</table>
| Feb 9-15   | - Chap 3 post due no later than 11:59 p.m. in the assignment section  
                  - Physical Health  
                  - Arthrosclerosis  
                  - Biological theories in aging  
                  - Read Chap 4/5 & complete chap 4/5 section of worksheet 1  
                  - Complete Chap 4/5 post  
                  - Complete Assign 2: handout “As Good As It Gets”  |
| Feb 16     | - Chap 4/5 post due  
                  - Worksheet 1 (Chap 1-5) due  
                  - C4/5 post and WS 1 is due today, no later than 11:59 p.m. in the assignment section  |
| Feb 16-22  | - Review for Test #1  
                  - Worksheet 1 is due today no later than 11:59 p.m.  |
| Feb 23     | - Test #1 (Chap 1-5)  
                  - The test will be available on Feb 21. You will have until Feb 23, 11:59 pm to complete this test. Once you begin the test, you must finish it.  |
| Feb 23-Mar 1 | - Family kinship  
                      - Social networks  
                      - Read Chap 6 – Complete chap 6 section of worksheet 2  
                      - Complete Chap 6 post  |
| Mar 2      | - Chap 6 post due  
                      - ASSIGNMENT #2 DUE  
                      - This assignment is due today, no later than 11:59 p.m. in the assignment section  |
| Mar 2-8    | - Intimacy later in life  
                      - Martial Status views later in life  
                      - Read Chap 7 & complete chap 7 section of worksheet 2  
                      - Complete Chap 7 post  
                      - Assignment #3 handout: View the movie, “Something Gotta give”.  |
| March 9-15 | - SPRING BREAK  |
| Mar 16     | - Chap 7 post due  
                      - Assignment #3 due  
                      - This assignment is due today, no later than 11:59 p.m. in the assignment section  |
| Mar 16-22  | - Concept of retirement  
                      - Third age retirement  
                      - Age discrimination  
                      - Identify financial changes later in life  
                      - Describe social security, Medicare, and private pensions that affect the elderly  
                      - Describe the lifestyles of the poor  
                      - Read Chap 8 & complete chap 8 section of worksheet 2  
                      - Read Chap 9 & complete chap 9 section of worksheet 2  
                      - Complete Chap 8/9 post  |
<table>
<thead>
<tr>
<th>Date</th>
<th>Assignments</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 23</td>
<td>* Chap 8/9 post due&lt;br&gt; * Assignment #1 Final Draft Due</td>
<td>This assignment is due today, no later than 11:59 p.m. in the assignment section</td>
</tr>
<tr>
<td>Mar 23-29</td>
<td>Identify diversity in living environments and arrangements and nursing home care</td>
<td>Read Chap 10 - complete chap 10 section of worksheet 2 Complete Chap 10 post</td>
</tr>
<tr>
<td>Mar 30</td>
<td>* Chap 10 post due&lt;br&gt; * Worksheet 2 (Chap 6-10) due&lt;br&gt; * Test #2 (Chap 6-10)</td>
<td>This assignment is due today, no later than 11:59 p.m. in the assignment section The test will be available on Mar 28. You will have until Mar 30 at 11:59 pm to complete this test. Once you begin the test, you must finish it.</td>
</tr>
<tr>
<td>Mar 30-April 5</td>
<td>* Identify issues of care-giving</td>
<td>Read Chap 11 &amp; complete chap 11 section on worksheet Complete Chap 11 post</td>
</tr>
<tr>
<td>April 6</td>
<td>* Chap 11 post due</td>
<td>This assignment is due today, no later than 11:59 p.m. in the assignment section</td>
</tr>
<tr>
<td>April 6-12</td>
<td>* Suicide prevalence&lt;br&gt; * Theoretical explanation of elder abuse</td>
<td>Read Chap 12 &amp; Complete chap 12 section on worksheet 3 Complete Chap 12 post</td>
</tr>
<tr>
<td>April 13</td>
<td>* Chap 12 post due</td>
<td>This assignment is due today, no later than 11:59 p.m. in the assignment section</td>
</tr>
<tr>
<td>April 13-19</td>
<td>* Identify different types of ethnic and minority groups</td>
<td>Read Chap 13 &amp; complete chap 13 section on worksheet 3 Complete Chap 13 post</td>
</tr>
<tr>
<td>April 16</td>
<td>Last day to withdraw with a “w”</td>
<td></td>
</tr>
<tr>
<td>April 20</td>
<td>* Chap 13 post due</td>
<td>This assignment is due today, no later than 11:59 p.m. in the assignment section</td>
</tr>
<tr>
<td>April 20-26</td>
<td>* Stages of grief /bereavement</td>
<td>Read Chap 14 &amp; complete chap 14 section on worksheet 3 Complete Chap 14 post</td>
</tr>
<tr>
<td>April 27</td>
<td>* Worksheet 3 due today&lt;br&gt; * Chap 14 post due</td>
<td>This assignment is due today, no later than 11:59 p.m. in the assignment section</td>
</tr>
<tr>
<td>April 27-May 3</td>
<td>* Older Americans Act</td>
<td>Read Chap 15 (There is no worksheet for Chap 15)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>May 4</td>
<td>• Chap 15 post due</td>
<td>This assignment is due today, no later than 11:59 p.m. in the assignment section</td>
</tr>
<tr>
<td>May 4-10</td>
<td>• Final Full Week</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Prepare for final exam</td>
<td></td>
</tr>
<tr>
<td>May 11-14</td>
<td>• Final Exam Chap 11-15</td>
<td>The test will be available on May 10. You will have until May 12 at 11:59 pm</td>
</tr>
<tr>
<td>May 12</td>
<td>• LAST DAY TO COMPLETE FINAL</td>
<td></td>
</tr>
<tr>
<td>May 13</td>
<td>• Complete end of the semester survey</td>
<td></td>
</tr>
<tr>
<td>May 14</td>
<td>• Semester ends</td>
<td></td>
</tr>
</tbody>
</table>
SCHOOL POLICY

INCOMPLETES
A grade “I” is given on an individual basis and must be discussed with the instructor.

OBTAINING YOUR GRADES AT THE END OF THE SEMESTER:
Grade reports are no longer mailed. Convenient access is available online or by telephone. Use your student identification number when you log into e-connect at http://econnect.dcccd.edu/, or call DCCCD touch tone services at 972-613-1818. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

EASTFIELDS COLLEGE EMAIL POLICY
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html.

METHOD OF INSTRUCTIONS:
Movies and written exercise

CLASS PARTICPATION
This is an online class and therefore the best way to know that a student is participating is by completing your assignments on time.

ACADEMIC HONESTY
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of The Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your college catalog and the DCCCD catalog contain the entire Student Code of Conduct, which is also on the internet at http://dcccd.edu

PLAGIARISM
Each student shall be charged with notice and knowledge of the contents and provisions of the districts’ policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.
Number 11 of the Student Code of Conduct explains that scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not limited to, cheating on a test, plagiarism, and collusion.
“Cheating on a test” shall include:
1. Copying from another student’s test paper
2. Using test materials not authorized by the person administering the test
3. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion
4. Collaborating with or seeking aid from another student during a test without permission from the test administrator
5. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test
6. The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
7. Substituting for another student, or permitting another student to substitute for one’s self to take a test
8. Bribing another person to obtain an un-administered test or information about an in-administered test

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. This includes copying/pasting and/or typing information verbatim without using the proper citation(s). It also includes copying and pasting from online material

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

**ATTENDANCE & WITHDRAWL POLICY**

If you are unable to complete this course, you must withdraw through the Admissions Office by the last day. You will not be dropped if you stop logging on to class. You will still receive a letter grade of “F”. You must fill out the necessary paperwork to withdraw to avoid it affecting your GPA.

Sometimes students withdraw when help is possible. Please let me know if I can help you before you withdraw from this class. **The last day to Withdrawal with a W is, April 16, 2015.** For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Register’s Office at 972-860-7167 (Room C119), or contact the division office.

**FINANCIAL AID STUDENTS**

If you are receiving financial aid grants and loans, you must begin attendance in all of your classes. Do not drop or stop attending any class without consulting the financial aid office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the financial aid office as a “non-attendee”. All students receiving financial aid must open an email account through Net mail. See directions in this syllabus to open an email account.

**FINANCIAL AID FOR DISTANCE LEARNING CLASSES**

If you are receiving financial aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either emailing or contacting the instructor or logging on to e-campus. Do not drop or stop attending class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.
**REPEATABILITY ISSUE**
Pending legislative and DCCCD board approval, effective for fall semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third of subsequent time for a course. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. For complete information and updates go to:
www.dcccd.edu/ThirdCourseAttempt/

**STOP BEFORE YOU DROP: 6 DROP CLASS CLAUSE**
Important information you need to know about dropping courses. Effective 2007, section 51.907 of the Texas Education Code applies to first-time freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in DCCCD Dual Credit, Early College and Collegiate High School are waived from this requirement until they graduate from high school.

Based on this law, DCCCD or any other Texas Public institution of higher education may not permit students to drop more than six college level credit courses during their entire undergraduate career. All college-level courses dropped after the official drop and add period for the course are included in the six-course limit, including courses dropped at another Texas public institution of higher education, unless the student demonstrates to an appropriate college official that one of the following events occurred to the student during the semester or summer session:

**ADA SERVICES**
If you are a student with a disability and/or special needs who requires ADA accommodations, please contact Eastfield College Disability Services office at 972-860-8348. For any testing accommodation, you must go through the EFC disability services office.

**RELIGIOUS HOLIDAYS**
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contact the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

**EMERGENCY/INCLEMENT WEATHER PROCEDURE**
In case of emergency or inclement weather conditions, Eastfield students should listen to KEOM-FM radio station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM radio is 6 a.m. Students may also refer to Eastfield College web page at www.eastfieldcollege.com for the inclement weather announcement under the features area on the front page. The announcement will be posted immediately following the decision to close the college.

**Family Educational Rights and Privacy Act of 1974 (FERPA)**
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the college may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: student name,
student address, telephone numbers, date and place of birth, weight and height of members of athletic teams, participation in officially recognized activities and sports, dates of attendance, educational institution most recently attended, and other similar information, including major field of student and degrees and awards receive. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

PRINTING ON CAMPUS
Printing in the computer lab (L-108), library, and learning assistance center will cost 5 cents a page. Students must bring a $1, $5, $10, or a $20 bill to the lab to create an account. Accounts must be created before attempting to print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. Case refunds are not possible. Accounts stay active as long as the account has value.

Instructions on How to Access Online Course Material

1. Start by going to the website: http://www.eastfieldcollege.com
2. Look for the link “ecampus” on the upper right corner of the page and click it.
3. That will take you to the next page. Click the link “Access ecampus”
4. That will take you to your main log in page.
5. Enter a lower case “e” followed by your student ID # for both the username and password (for example: e123456). Then press enter on your keyboard or click on the login button. After your first log in you can change your password. If your welcome page does not appear or you get an “error” page after repeated tries, then contact technical support at 972-669-6402 or 1-866-974-7169.
6. The courses you have registered for should appear on the login page. If not click on the blue “courses” tab. If your course does not appear on the login page or under the blue tab, then contact our Social Science Division Secretary, Leslie Johnson at 972-860-7156.
7. Click on your appropriate course.