

Prof. Shipra Batra

ENGL-2311

23 June 2023

International Student College Website

By: Marcus H., Devesh, Fazila R., Angela E., Zayd, Will

Website URL: <https://sites.google.com/view/collin-college-international>

Audience: International Students

Purpose: Educating international students about Collin College

Group Comments / Approval:

Marcus - Looks good to submit. A couple of changes were made to the submitted tabs on the website to provide convenience and clarity to readers.

Devesh - Looks good to submit. Everything is nice and cohesive. Some changes can be made to decrease clutter in the website but the website is still pretty clear.

Fazila - The website stays within Collin's colors/theme which makes it easier for the student to understand what college they are looking at especially if english is not a first language. Images aren't too off task and links all seem to be working. Looks good to submit.

Angela - I approve of the website content and formatting of the website. All looks cohesive and coherent.

Zayd - ✓

Will - ✓

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Language Services

Language Services Tab Memo

Memorandum

DATE: June 11, 2023

TO: Marcus Hudson

FROM: Fazila Rasul

SUBJECT: Collin College ESL Tab

(Letters in red are my notes so you're not lost hehe)

The introduction should resemble something like this where it gets straight to the point, because it might be hard for those to comprehend too much.

References: <https://www.collin.edu/ce/classes/esl.html>, <https://www.collin.edu/departments/esl/>

Collin College offers introductory, intermediate, and advanced level courses that help improve incoming students whose first language is not English. These courses offer a mix of listening, speaking, reading, and writing at six different levels to help those become fluent and proficient in English. Here is some helpful information and links to help you along the way.

Student Testimonials will go right under this. [ESL Student Testimonials](#)

There should be tabs within the ESL tab (reference to UNT's ESL page)

<https://international.unt.edu/content/home-page-iel>

And each tab will lead to the info needed instead of it all spewed out on one page.

Tabs included should be (4): Contact Us, ESL Classes, ESL Placement Testing, Apply Now

Contact Us:

[Contact Information](#)

Courtyard Center
4800 Preston Park Boulevard
Plano, TX 75093

972-985-3750

ceinfo@collin.edu

Apply Now:

Register by Phone:

972-985-3711

Leave a note saying:

Prepare to specify the 5-digit course registration number (CRN) of your class.

Register Online:

New Student: <https://www.collin.edu/ce/application.html>

ESL Placement Testing:

“ESL Placement Testing assesses a student’s current level of language proficiency. After taking the test, the student meets with an advisor who provides course level recommendations. Students may then register in the recommended course levels. The placement test is free and recommended for all new students.”

Register online or by phone at 972-985-3711 specifying the 5-digit course registration number (CRN) of your class. To find the CRN of your class see the class schedule page.

CY-Collin College Courtyard Center, 4800 Preston Park Boulevard, Plano, TX 75093

CC- Collin College McKinney Campus, 2800 W. University Drive, McKinney, TX 75071

LS- Life Streaming (Online)

WW- Online

WC- Wylie Campus 391 Country Club Road, Wylie, TX 75098

ESL Placement Testing Schedule [.](#)

ESL Classes: (I just copied and pasted what the official website has on theirs. This should be a separate tab because I don’t think it’s effective and organized having all of the class info on the same page.) <https://www.collin.edu/ce/classes/esl.html> (the link if you need a reference of it’s layout)

ESL Syllabus [.](#) This is a link to a bunch more classes if you think this may be better than stating all the classes below.

ESL Communication Improvement

Course Description

Communication Improvement, Intro [↗](#) [↘](#)

This class is for individuals who speak little or no English. Students practice basic speaking and listening skills for enhanced job productivity. Improve speaking skills to minimize on-the-job miscommunication and safety issues.

Communication Improvement, Level 1 [↗](#) [↘](#)

This class is for individuals who know some basic English, but cannot form sentences or have a conversation. Presentation of industry-related basic reading, writing, speaking and listening skills. Refine oral and written production and listening skills for enhanced job productivity.

Communication Improvement, Level 2 [↗](#) [↘](#)

This class is for individuals who know some English and can form simple sentences, but need conversation, reading, and vocabulary/comprehension improvement. Provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of relevant job-related contexts.

Communication Improvement, Level 3 [↗](#) [↘](#)

This class is for individuals who can speak English, but need improvement in understanding, listening, and holding a conversation with others. Improvement in reading vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job success. Interpret factual material and inferences associated with job-related communication.

Communication Improvement, Level 4 [↗](#) [↘](#)

This class focuses on English comprehension, vocabulary development, and determining meaning from context. Emphasis on industry-related vocabulary development and skills acquisition, including determining meaning from context, identifying word forms and variation in meaning.

Communication Improvement, Level 5 [↗](#) [↘](#)

This class is for individuals with a high intermediate to advanced speaking, reading, and writing skills. The focus is on improving parts of the English language such as subject-verb agreement, pronouns, phrasal verbs, adverbs, and much more! Explore various reference sources and practice proofreading techniques to assist with on-the-job training.

ESL CONVERSATION

Course Description

Conversation, Beginning [↗](#) [↘](#)

In this class students learn selected vocabulary of occupational terms, including appropriate pronunciation and use of English language structures.

Conversation, Intermediate [↗](#) [↘](#)

Students in this class continue to learn vocabulary and improve pronunciation of common questions and phrases. Improvement of a selected vocabulary of technical/occupational terms, including appropriate pronunciation or terms and use of English language structures required by business and industry for successful on-the-job performance.

Conversation, Advanced [↗](#) [↘](#)

This class is for individuals can speak in sentences and understand common questions and phrases, but need assistance improving their conversation and listening skills. Mastery of a selected vocabulary of technical/occupational terms, including appropriate pronunciation or terms and use of English language structures required by business and industry for successful on-the-job performance.

Accent Modification [↗](#) [↘](#)

This class is for advanced ESL students who want to learn techniques for applying more precise North American speech patterns. Concentration is placed on sound pronunciation, articulation, connected speech, and intonation. Demonstrate orally and in writing appropriate use of English language structures required by business and industry.

ESL PRONUNCIATION

Course Description

Pronunciation & Speaking, Beginning [↗](#) [↘](#)

Focus will be on comprehensibility of spoken English. Improvement will be measured by the consistency of accurate pronunciation of English in job-related situations. Emphasis will be on articulation, intonation, stress and connected speech.

Pronunciation & Speaking, Intermediate . .

This class is designed to help intermediate English language learners move toward more comprehensible speech. Focus will be on accurate pronunciation of English in job-related situations. Emphasis will be on articulation, intonation, stress and connected speech.

Pronunciation & Speaking, Advanced . .

This class is designed to further enhanced speech in English language learners. Students are introduced to common contractions, reductions, and the effects of specific phonetic environments. Focus on improvement of communication skills related to successful job performance.

ESL GRAMMAR

Course Description**Grammar, Beginning, Part 1** . .

This class focuses on the main elements of the American English grammar. Attention is placed on verb forms, sentence structure, punctuation, and written expressions. Match selected technical/occupational vocabulary terms with their specific definitions.

Grammar, Beginning, Part 2 . .

This class is a continuation of part 1. Students continue improving their verb forms, sentence structure, punctuation, and written expressions.

Grammar, Intermediate, Part 1 . .

This class is an intermediate study of the essential elements of American English grammar. It reinforces and expands grammar skills learn in Beginning, Part 1 and 2. Demonstrate correct pronunciation of selected technical/occupational vocabulary terms required by business and industry.

Grammar, Intermediate, Part 2 . .

This class is for advanced ESL students who want to learn techniques for applying more precise North American speech patterns. Concentration is placed on sound pronunciation, articulation, connected speech, and intonation.

Grammar, Advanced, Part 1 . .

This class is for advanced ESL students who need to expand their American English grammar and improve their punctuation, and written expressions. Demonstrate orally

and in writing appropriate use of English language structures required by business and industry.

Grammar, Advanced, Part 2 . .

Part 2 is a continuation of Part 1. This course is an advanced study of the essential elements of American English grammar. It is designed to reinforce and expand grammar skills learned in current ESL classes. Emphasis will be placed on verb forms, sentence structure, punctuation, and written expressions.

Accent Modification . .

Designed for advanced ESL students who want to learn techniques for applying more precise North American speech patterns in job-related situations. Concentration will be placed on individual sound production, articulation, connected speech and intonation.

Reading

Reading & Vocabulary Comprehension, Beginning . .

This class is an introduction to reading in English which focuses on the ability to read words, phrases, and sentences in the context of a paragraph or short story.

Reading & Vocabulary Comprehension, Intermediate . .

This class focuses on developing reading skills with an emphasis on building vocabulary, literal comprehension, and fluency.

Leader's Comments:

I appreciate the extra level of communication with your comments, hehe.

The introduction to the tab is great. I wanted to add something for navigating the tab if your language isn't English because how in the world do you figure out what the tab says if you can't read it? I have no idea how to go about this besides having a section to translate the tab into another language, which would probably be too much for this assignment.

I will set it up as you suggested, so the tab leads to info as needed. Kat showed me how to do this; I just need to figure it out.

Contact Us works. Apply Now registration will have hyperlinks to that information and connect to the Registration for Classes tab. The placement test addition to the tab is great, I didn't know that's a service they offered.

Thanks for the link for ESL classes; I'll set it up so it's in a similar format with the same content. Your list of classes will be linked to the tab at the bottom of the page.

Events & Programs

Events & Programs Memo

Memorandum

DATE: June 22, 2023

TO: Marcus Hudson

FROM: Devesh Murali

SUBJECT: Collin College Events and Programs Tab

The Collin College Events and Programs Tab should provide information that will help international students get involved on campus as well as inform international students about the day-to-day schedule of Collin College.

The tab should introduce the different types of Events and Programs at Collin College in a brief paragraph. Following the introduction, there should be a sub-section that provides links to Academic Calendars, Master Calendars, the Current Event Calendar, and the Final Exam Schedule. These Calendars will prepare international students for the upcoming semester and help them plan their schedules. After that section, there should be a subsection that lists and provides details about events and programs that international students would likely be interested in. Finally, there should be a subsection that provides more information about how to get involved on campus and join student organizations. All of this information will help international students find communities to join and events to attend.

References: www.collin.edu/calendars/, www.collin.edu/foundation/events/index.html

Leader's Comments: Looks good. You can go ahead and start working on the tab.

Events & Programs Tab Original

Welcome to Events and Programs:

- Collin College provides a variety of events and programs that keep students entertained and help students become a part of the cougar community. We got everything from multicultural events to different athletic events. Find different ways to get involved on campus as well as the day-to-day academic and event calendar below.

Calendars:

[Current Academic Calendar:](#)

[Current Master Calendar:](#)

[Event Calendar](#)

[Past Academic and Master Calendars:](#)

[Future Academic and Master Calendars:](#)

[Final Exam Schedule:](#)

More Information about Getting Involved:

- [Student Organizations Procedure Manual](#)
- [Get Involved](#)

Past Academic and Master Calendars:

Past Academic Calendars:

- 2021-2022 Academic Calendar
- 2020-2021 Academic Calendar

- [2019-2020 Academic Calendar](#)
- [2018-2019 Academic Calendar](#)
- [2017-2018 Academic Calendar](#)
- [2016-2017 Academic Calendar](#)
- [2015-2016 Academic Calendar](#)
- [2014-2015 Academic Calendar](#)
- [2010-2011 Academic Calendar](#)
- [2008-2009 Academic Calendar](#)
- [2008-2009 Academic Calendar](#)

Past Master Calendars:

- [2021-2022 Master Calendar](#)
- [2020-2021 Master Calendar](#)
- [2019-2020 Master Calendar](#)
- [2018-2019 Master Calendar](#)
- [2017-2018 Master Calendar](#)
- [2013-2015 Master Calendar](#)
- [2009-2011 Master Calendar](#)
- [2008-2009 Master Calendar](#)

Future Academic and Master Calendars:

Future Academic Calendars:

- [2023-2024 Academic Calendar \(pdf\)](#)
- [2024-2025 Academic Calendar \(pdf\)](#)

Future Master Calendars:

- [2023-2024 Master Calendar \(pdf\)](#)

Leader's Comments:

I appreciate the formatting and the multiple hyperlinks; however, I don't think there's any actual content. Please add some context for some of the most recent events hosted at Collin College, maybe give descriptions, and add any pictures you find. We will add a Google calendar highlighting the current year's schedule on the website.

Events & Programs Tab Revised

Welcome to Events and Programs:

- Collin College provides a variety of events and programs that keep students entertained and help students become a part of the cougar community. We got everything from multicultural events to different athletic events. Find different ways to get involved on campus as well as the day-to-day academic and event calendar below.

Events and Programs:

[Current Academic Calendar:](#)

[Current Master Calendar:](#)

[Event Calendar](#)

[Past Academic and Master Calendars:](#)

[Future Academic and Master Calendars:](#)

[Final Exam Schedule:](#)

Events and Programs:

[Featured Events:](#)

[Featured Student Organizations:](#)

[Sporting Events](#)

[Music Events](#)

More Information about getting Involved:

- [Student Organizations Procedure Manual](#)
- [Get Involved](#)

Past Academic and Master Calendars:

Past Academic Calendars:

- [2021-2022 Academic Calendar](#)
- [2020-2021 Academic Calendar](#)
- [2019-2020 Academic Calendar](#)
- [2018-2019 Academic Calendar](#)
- [2017-2018 Academic Calendar](#)
- [2016-2017 Academic Calendar](#)
- [2015-2016 Academic Calendar](#)
- [2014-2015 Academic Calendar](#)
- [2010-2011 Academic Calendar](#)
- [2008-2009 Academic Calendar](#)
- [2008-2009 Academic Calendar](#)

Past Master Calendars:

- [2021-2022 Master Calendar](#)
- [2020-2021 Master Calendar](#)
- [2019-2020 Master Calendar](#)
- [2018-2019 Master Calendar](#)
- [2017-2018 Master Calendar](#)
- [2013-2015 Master Calendar](#)
- [2009-2011 Master Calendar](#)
- [2008-2009 Master Calendar](#)

Future Academic and Master Calendars:

Future Academic Calendars:

- [2023-2024 Academic Calendar \(pdf\)](#)
- [2024-2025 Academic Calendar \(pdf\)](#)

Future Master Calendars:

- [2023-2024 Master Calendar \(pdf\)](#)

Featured Events

The ESL Annual Multicultural Festival is where ESL Students get to express and showcase their unique cultures. They do this with poster presentations; ethnic foods and recipes, music, and costumes will please the eyes! students may display the food and/or share the recipes.

Come to the ESL Annual Multicultural Festival on **Thursday, November 9, 2023 at 10 AM - 1 PM at Collin College - Plano Campus.** [Read More](#)



The Dignity Initiative: Labor Trafficking Guest Speaker:

Come and listen to Noel Mendoza from Mosaic Family Services give a presentation about forced labor trafficking and the work his organization does assisting immigrants and refugees in crisis on **Apr. 4, 5:30-7:00 pm at Frisco Campus Conference Center.** [Read More](#)

Jazz Concert:

Come and Listen to a Jazz Combos concert at **John Anthony Theatre, Plano Campus on Saturday, October 28 at 7 p.m.** [Read More about Music Events](#)



Featured Student Organizations



Multicultural Student Organization:

- MSO's purpose is to educate and create awareness of the various cultures represented at Collin College. Students in this organization partake in activities such as volunteering, study sessions, and philanthropic engagements. [Read More](#)

Muslim Student Organization:

- The Muslim Student Organization is focused on the unity, brotherhood, and sisterhood among Muslim students of a different nationality, ethnicity, and culture. This organization provides a community for Muslim Students. [Read More](#)



Fellowship of Christian University Students:

- The purpose of Fellowship of Christian University Students is to create a place for both Christian and Non-Christian Collin College students to build relationships and to learn about Christ. [Read More](#)

Intramurals:

- Participate in a wide range of different sports through our Intramural Program. [Read More](#)



Course Enrollment

Course Enrollment Memo

Memorandum

Date: June 23, 2023

To: Marcus Hudson

From: Zayd Mohammed

Subject: Course Enrolmennt

The reason for this memo is to show why there should be a course enrollment tab for international students. It is important to have special tabs for international students because it will be easier for them to do things that are different from where they are from.

This tab will explain to the international student how to register for classes using CougarWeb. It explains how to sign up for classes and other things to consider when signing up for those classes. For example, it is stated how to change a student's schedule and when they can drop their class without any penalty or fee. It also explains the way that Collin College uses Waitlisting. The student will first try to sign up for the class, but if it is full, then the student can be put on the waitlist for that class. If a student drops the class before or during the census dates, then that student has 24 hours to sign up for the class and pay the fee for the class. If 24 hours pass and the student does not pay the fee, then it will be passed to the next student and so on.

References: <https://www.collin.edu/gettingstarted/register/registration.html>,
https://www.collin.edu/gettingstarted/register/four_steps.html

Leader's Comments: Looks good. You can go ahead and start working on the tab.

Course Enrollment Tab

Courses Enrolment

Have you applied and removed all holds to your account? If you have not, contact admissions for any help. If you have, you are ready to start signing up for classes!

Register

First, meet with your advisor to go over your degree plan, so you know which classes to register for. You can check your degree plan by yourself through [CougarCompass Degree Audit](#).

The platform that you will be using is called [Cougarweb](#). This website will allow you to view availability, register, pay fees, view financial aid, access Collin email, and more.

Other Steps to Consider

Click [here](#) for the dates when registration is available. Be sure that all the fees have been paid.

Schedule Changes

While the [registration period](#) is open, you can drop or add classes by using [CougarWeb](#).

During the first four days of a long semester's classes as well as on the first day of a summer or mini-semester term, you can add and/or drop classes using [CougarWeb](#). There will be different registration deadlines for express and weekend courses. To learn more, speak with a consultant. There is a hard stop registration deadline of the fourth day of the semester for 16-week courses.

Through the first day of the summer term, CougarWeb will accept additions and/or deletions for a single summer term.

Students who wait until the first day of the term to register for the first time will be charged a \$10 late fee.

Waitlists

Is the desired class full? After the early registration payment deadline but before the start of the semester, join the waitlist. When a registration add error appears, choose "Waitlisted" in the Action box before choosing "Submit Changes." You'll get a CougarMail alert whenever a seat becomes available. You have just 24 hours to confirm and make a payment.

If you have any technical problems, contact Technical Support at 972-377-1777.

Leader's Comments:

Looks great. I appreciate the hyperlinks and the content. It offers a process for registering for classes through cougar web, recommends working with an advisor, and allows us to set up a calendar widget to show the dates for registration.

We could work on adding more information on holds, but that's not too hard to do. I will have this tab connected to Language Services as a means to help sign up for ESL classes.

Financial Aid

Financial Aid Memo

Memorandum

DATE: June 22, 2023

TO: Marcus Hudson

FROM: Devesh Murali

SUBJECT: Collin College Financial Aid Tab

The Collin College Financial Aid Tab should provide all the possible financial aid opportunities available to students while emphasizing financial aid opportunities geared towards international students.

The tab should introduce the topic of financial aid by having a brief paragraph about the challenges of financial aid and how this tab will answer the users' questions about financial aid. After the brief introduction, the first subsection will be information about financial aid opportunities for international students. Then the following section will be general information about Financial Aid from Collin and Federal Aid. Including general information in our Financial Aid Tab is crucial because it will provide international students with a comprehensive understanding of how financial aid operates in Texas and at Collin College. Finally, there will be a section addressing frequently asked questions and a Financial Aid Department contact information page so that international students will have all the tools and information to answer their questions promptly. References: <https://www.collin.edu/gettingstarted/financialaid/>, <https://www.collin.edu/gettingstarted/financialaid/goodneighborscholarship.html>

Leader's Comments: Looks good. You can go ahead and start working on the tab.

Financial Aid Tab Original

Welcome To Financial Aid:

- Finding Financial Aid as an international student can prove to be difficult but here are some quick links that might help you find the right help
- If these links do not answer your questions Contact the [Financial Aid Department](#)

Opportunities for Financial Aid for Foreign student:

- [Federal Aid](#)
- [Good Neighbor Scholarship](#)
- [Other Scholarships](#)

More Information:

- [General Information about Federal Aid](#)
- [General Financial Aid Information](#)

Contact Financial Aid

Office Hour

All campuses open: M - F 8am to 5pm with the following exceptions:

Plano Campus: Monday 8am - 7pm

Celina: Monday 8am - 7pm

Frisco: Tuesday 8am - 7pm

McKinney: Wednesday 8am - 7pm

Technical: Wednesday 8am - 7pm

Wylie: Thursday 8am - 7pm

Farmersville: Thursday 8am - 7pm

Call or Email us



972-881-5760



FinancialAid@collin.edu

Student Answers Center Hour

Mon - Thurs: 8am - 7pm

Friday: 8am - 5pm

Leader's Comments:

This looks like a good chunk you copied and pasted, but the content here is good and relevant.

I think we could add some more on the opportunities collin college offers for students. Maybe go into detail about the links you've posted, such as applying for scholarships and the process for getting financial aid.

Is there a frequently asked questions for financial aid? What are the steps if any for getting financial aid? How is the college connected with the government to provide aid for international families that don't have a way to pay for classes? Add some more relevant content, and we should be ready to add this to the website.

Financial Aid Tab Revised

Welcome To Financial Aid:

- Finding Financial Aid as an international student can prove to be difficult but here are some quick links that might help you
- If you have further questions Contact the [Financial Aid Department](#)

Opportunities for Financial Aid for Foreign student:

- [Federal Aid](#) - While it is hard to get Federal Aid as a international student, check to see if you are eligible
- [Good Neighbor Scholarship](#) - This is one example of a handy scholarship for international students
- [Other Scholarships](#) - Check out other scholarships that Collin College has to offer
- [Payment Plans](#) - Utilizing a Payment Plan to pay for tuition is a smart way to manage your funds. Check out the payment plans offered at Collin
- [Loans](#) - A lot of the time, taking loans are necessary to pay for tuition. Check out how to get student loans and get smart loans.

How to Apply for Federal Aid:

- [Steps](#)

More Information:

- [General Information about Federal Aid](#)
- [General Financial Aid Information](#)
- [Frequently Asked Questions](#)

Steps

1. Check if you are eligible as a non-citizen
 - a. [General Eligibility Information](#)
 - b. [Non-Citizen Eligibility](#)
2. Complete the [FAFSA Form](#)
3. About a month after completing your FAFSA, you will receive your Student Aid Report (SAR) in the mail. You can also review your SAR online. The SAR will provide you with information about your eligibility for federal student aid, including your Expected Family Contribution (EFC). Review your SAR, and if you need to submit any corrections, you can do so.
4. [More Information](#)

Contact Financial Aid

Office Hour

All campuses open: M - F 8am to 5pm with the following exceptions:

Plano Campus: Monday 8am - 7pm

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Wylie: Thursday 8am - 7pm

Farmersville: Thursday 8am - 7pm

Call or Email us



972-881-5760



FinancialAid@collin.edu

Student Answers Center Hour

Mon - Thurs: 8am - 7pm

Friday: 8am - 5pm

Employment & Internships

Employment & Internships Memo

Memorandum

Date: June 23, 2023

To: Marcus Hudson

From: Zayd Mohammed

Subject: Employment and Internships

This memo will discuss why there should be an employment and internships tab on the international students website for Collin College. Sometimes it is difficult to make the change from the country they are from to the United States.

This tab will discuss how to get an internship or a job in your field of study. It will give you options on where you can get a job and what to do once you have a role in mind and apply. This tab will also show you the difference between Internships and Co-Ops and the requirements to apply for an internship or co-op. Further down you can see a link that will guide you to the website where you can meet with a Career coach. They can walk you through on how to get a job and how you can apply for Co-Op courses as well. Collin College also has a special internship program for IT students which is called FlexTech. This program helps IT students find jobs and revise their resumes.

References: <https://www.collin.edu/studentresources/support/internships/coopsinternships.html>,

<http://www.collin.edu/hr/employment/index.html>

Leader's Comments: Looks good. You can go ahead and start working on the tab.

Employment & Internships Tab

Employment & Internships

The term "cooperative work experience" (or "Co-Op") refers to a type of educational program that combines classroom instruction with supervised real-world experience. Depending on the course requirements for the degree plan, students who are enrolled in a co-op course receive two to three credits toward an Associate of Applied Science degree or a Professional Certificate that qualifies. Cooperative Work Experiences are elective for certain workforce programs, but are required for others.

Strong collaboration between the student, employer, and Collin College makes co-ops viable. Students may use their current, relevant work for co-op credit or receive aid with job searching; however, the position and employer must first be authorized by a Workforce Program Career Coach or Faculty member. If a Co-Op is not included in your career program, you can search [Cougar Student Jobs](#) for potential internship listings.

Click [here](#) to go to the website to look for jobs where you can work for Collin College.

What is the difference between Internships and Co-Ops?

Internships:

- No credit awarded to college
- Can be longer than one semester
- Can be at any time in the program

Co-Ops:

- Usually the last semester before graduation
- Will give student 3 college credit hours
- Required to work 320 hours for the three credit hours
- Required to work 160 hours for the two credit hours

Common to Both:

- Student has to be willing to seek employer and are not chosen by Career Coaches
- Can be either Part Time or Full Time
- Gives student exposure to Industry Experts
- Recommended to seek a paid position

Co-Op eligibility checklist:

- Have chosen a major and are pursuing a certificate or degree to enter the workforce
- Are currently enrolled in at least one three-credit course and have completed at least one full semester at Collin College
- Co-op is listed as a mandatory course (or recommended optional) in the major's AAS degree or certificate program
- 2.5 or better overall GPA
- At the proper time in the degree plan's progression (usually the semester before graduation)
- Have a job lined up (paid or volunteer) related to your field of study
- International students must fulfill extra criteria; more information may be found from the relevant career coach.

Course requirements:

- Work and record 320 hours overall throughout the course of the semester (16 weeks during long semester and 10 weeks over the summer) for the 3 credit hour co-op.
- Work and record 160 hours overall throughout the course of the semester (16 weeks during long semester and 10 weeks over the summer) for the 2 credit hour co-op.
- Prepare and carry out 5 objectives based on competencies while working
- Attend 16 hours of workshops for professional growth and submit evaluation forms
- A 3-5 page reflection paper is required.
- Plan and attend two on-site meetings with your boss and academic advisor.

Getting Started

Step 1: Confirm your eligibility by meeting with your [Career Coach](#) the semester before you graduate (at least 8 weeks before the semester ends).

Step 2: After your first meeting with your Career Coach, you will find a job.

Step 3: Before registering for the Co-Op course, meet with your career coach with your completed Employer Statement Commitment Letter and examine the prerequisites.

* Prior to trying to find a Co-Op or a job, international students must speak with a career coach.

** For eligibility criteria, international students must get in touch with the international student office.

FLEXTECH IT Apprenticeship Opportunities:

FlexTech is a program within Collin College that helps the IT students at collin college with interviews, resumes, and internships. Since getting the first job is always the toughest, this program helps students get those first jobs to help the students create and update their resume.

Dr. Tara Lewis

TNLewis@collin.edu

469-365-809

Leader's Comments:

I had no idea that this was actually how they did jobs within collin college. I'm aware that you mostly copied this content from the website, but it's interesting nevertheless.

I appreciate the steps for setting up a job with the college. Is there any frequently asked questions relevant to this tab? Current requirements found in the handbook should be included.

Honestly, using the handbook could help a lot with adding more content such as: To view and apply for student assistant positions on campus and work-study positions on or off campus, go to <http://jobs.collin.edu>.

I would like more instruction and a broader understanding of the topic on this tab rather than just what's on the website. Here is an additional reference link for student jobs: <https://collin.wd1.myworkdayjobs.com/ExternalStudentCareerSite>

Legal Status in the U.S.

Legal Status in the U.S. Memo

Memorandum

DATE: 22 June 2023

TO: Marcus Hudson

FROM: Angela Eller

SUBJECT: Legal Status in the U.S. – Page Proposal

The purpose of this memo is to suggest the addition of a Legal Status tab to the International Students website. The goal of the tab is to improve the understanding of international student legal information at Collin College.

SUMMARY:

The International Students website should have a tab outlining the legal requirements and processes surrounding prospective and current international students at Collin College. I propose several sections of this tab, including maintenance of legal status with an F-1 visa, enrollment and academic requirements with Collin College, guides, and forms. I think we should review these ideas together, and move forward in creating content for the page.

DISCUSSION OF WEBPAGE CONTENTS:

The introduction of the page should contain the important note that Collin College's advisors are only available to discuss F-1 visas, and suggest that any other questions be directed to an immigration lawyer. Having this statement at the beginning limits the audience of the tab to F-1 visa international students, adding necessary context to the page. Important links should also be at the top for efficient access of specific information.

Maintaining the requirements of international students' entry to the U.S. is a high priority for the international student population. I think that this can be split into two categories of documentation and enrollment requirements. Collin College's International Students Handbook and several U.S. federal agencies have information on the topics; these requirements can be consolidated into a concise and accessible webpage.

Navigation of life after college becomes a legal question for international students. Having a section on the options for post-college residency within the U.S. would allow current and prospective international students to be informed and prepare regarding their careers upon graduation. This information is buried within the International Students Handbook; the flow of information on after-college options would be vastly improved by stating the options on the legal status page.

Collin College has provided guides for navigating preparation before and after entry to the U.S., which are at present only available under forms. The tab should have a specific section organizing and promoting these, as they will aid new international students in their arrival to the U.S..

Forms are an inevitable part of legal status information, and should be easily accessible and identifiable. Simple alphabetical order scrambles sets of forms that are related by purpose, so I think they should be re-organized to reflect their subject.

As there are many federal and state agencies regulating international students, I would recommend that there be a section of links to relevant information on those sites. Government agencies will have the most up-to-date information regarding changes in regulation.

RECOMMENDATIONS:

I would like to discuss any questions or suggestions you may have regarding the potential content of this page. The next steps involve translating these core ideas into website material, and we can review with the rest of the group as well.

Leader's Comments: Looks good. You can go ahead and start working on the tab.

Legal Status in the U.S. Tab

Information regarding maintaining legal status in the U.S. can be found on this page, in the [International Student Handbook](#), or in the [Additional Resources](#). It is the responsibility of the student to understand and comply with the regulations of your stay in the U.S. The International Students Office is a resource to help you understand these regulations, and your Collin College International Advisor will answer any questions and concerns regarding your legal status in the United States.

[Frequently Asked Questions](#)

IMPORTANT NOTE

If you have questions regarding a visa status other than F-1, or have fallen out of status, we recommend that you seek the advice of an immigration attorney.

Pro-Bono List: <https://www.justice.gov/eoir/file/ProBonoTX/download>

Maintaining F-1 Status:

Upon arrival in the United States, after transferring institutions, and throughout your studies, there are many updates you will need to report to the International Students Office (ISO). In order to maintain your F-1 status at Collin College, you may need to take one or more of the following steps.

- **Report to your Institution (Immigration Check-In):** Report to the institution that issued your Initial I-20 within 10 days of entry to the U.S.
- **Meet Transfer Deadlines:** When transferring institutions within the U.S., ensure that you follow proper deadlines. If transferring out of Collin, the request form to transfer out can be found [here](#) or under “[Forms](#).”
- **Maintain a Valid Passport:** Your passport must be valid for at least six months into the future.
- **Report Changes in Address or Phone Number:** Changes in address or phone number must be reported within 10 days. The address form can be found [here](#) or under [Forms](#).
- **Report Change of Name:** Report a change in name after the name in your passport is changed as well.
- **Report Change of Major:** Immediately report your change of major to the ISO according to college policies and degree plan for a new I-20. The request form for a new I-20 can be found [here](#) or under [Forms](#).
- **Make Normal Academic Progress:** You must maintain a minimum GPA of 2.0 in order to be considered as making normal academic progress toward the degree on your I-20 according to college policies.

- **Obtain Travel Endorsement:** If traveling outside of the U.S. during your studies at Collin College, view the [Travel Information](#) to ensure you maintain your status and can legally re-enter the U.S.
- **Extend your I-20:** Request an extension at least 30 days prior to your I-20 end date if you have not yet completed the stated program. The request form for an I-20 extension can be found [here](#) or under [Forms](#).

Enrollment Requirements:

- **Minimum Enrollment of 12 Credit Hours:** During long semesters (fall or spring) you must be enrolled in at least 12 face-to-face credit hours. During the first summer I-20, this minimum is reduced to 6 credit hours.
- **One Online Class:** During long semesters, only one online class is permitted. No online classes are permitted during the first summer I-20.
- **Follow the Degree Plan:** Taking classes not on the degree plan on your I-20 may result in the denial of an I-20 extension application.
- **Concurrent Enrollment:** Concurrent enrollment at another college or university must be approved by the international student advisor prior to the semester start date, and a transcript is required at the end of that semester. The request form for concurrent enrollment at another institution can be found [here](#) or under [Forms](#).
- **Financial Obligations:** Any financial obligations must be met by the deadlines to avoid withdrawal from all classes. You can pay in person at the Cashier's window or online using the payment function on your [CougarWeb](#) under the "Student" tab.

Exceptions:

- **Reduced Course Load (RCL):** Dropping below a full course load for academic reasons according to USCIS regulations must be authorized at the beginning of the semester, prior to dropping below 12 credit hours. The request form for a reduced course load can be found [here](#) or under [Forms](#).
- **RCL for Medical Reasons:** Reduction in course load due to medical reasons must be authorized with the assistance of a licensed medical doctor, a doctor of osteopathy, or a licensed clinical psychologist. The request form for a reduced course load for medical reasons can be found [here](#) or under [Forms](#).

After Graduation

After graduation, international students have several options available for the immediate future. Students with an F-1 visa must either leave the U.S. or take action to maintain legal status after completing their program of study. You may choose to continue your studies, apply for work authorization, or apply for a change of immigration status to remain in the U.S.

- **Continuing Education:** Contact your international student advisor at least 30 days prior to the end of the semester following graduation, as changing your educational level to another college-level program will require updated financial support documents. The request form for a new I-20 can be found [here](#) or under [Forms](#).

- **Transferring Schools:** For more information on transferring schools as an international student, visit the [Department of Homeland Security](#) website.
- **Post-Completion Optional Practical Training (OPT):** As a benefit of the F-1 status, international students completing their degree in the U.S. may apply for up to 12 months of work authorization related to their major. More information regarding OPT can be found [here](#).
- **Change in Status:** Within 60 days after graduation, apply for a change of immigration status with USCIS.

Guides:

Checklists

U.S. Customs and Immigration Enforcement (ICE) has a [guide](#) to help navigate the U.S. immigration system. The guide includes all necessary steps to study in the United States, from pre-arrival to departure.

In addition to the guide from ICE, Collin College also has created checklists for before and after you arrive in the U.S.

Pre-Arrival (Credit)	Pre-Arrival (ESL)
Post-Arrival (Credit)	Post-Arrival (ESL)
Post-Arrival (Transfer-Credit)	Post-Arrival (Transfer-ESL)

Travel

If you plan on traveling outside of the United States during your studies, view the [Travel Information](#) for guidance.

Forms:

Regarding I-20

[Request for I-20](#)

[Request for I-20 Extension](#)

[Termination of I-20](#)

[Request for Reduced Course Load](#)

[Request for \(RCL\) Medical](#)

Admissions

[ISO Local or Foreign Address](#)

[Letter of Guarantee](#)

[Status Letter](#)

Transfer

[Concurrent Enrollment For Collin F-1](#)

[Transfer Out Request Form](#)

OPT

[Request for OPT Post-Completion
OPT Reporting Form](#)

Additional Resources:

[Accrual of Unlawful Presence and F, J, and M nonimmigrant
U. S. Citizenship and Immigration Services
Study in the States
U. S. Department of State
U. S. Customs and Border Protection
USA.gov
IRS.gov
Driver License
Social Security](#)

Leader's Comments:

I appreciate the thought you put into this tab, and your provided context shows that. I believe you went through every section necessary via checking through the handbook and the reference websites, but if you have some time, it'd be good to double-check and make sure.

The content is well communicated, and you've provided additional resources as necessary for the topic. The only thing I may change in the final draft of the website is the spacing.

We could potentially integrate the frequently asked questions into the website, but the document is pretty long. Hyperlinks for the forms necessary are fantastic.

I'll work on putting this into the website if you have nothing else to change.

Scholarships

Scholarships Tab Memo

Memorandum

DATE: June 17, 2023

TO: Marcus Hudson

FROM: Fazila Rasul

SUBJECT: Collin College ESL Tab

(Letters in red are my notes so you're not lost hehe)

(Letters in blue are my edits after comments)

I feel like whether applications are opened or closed should be the first things students see on this tab.

Scholarship applications are currently closed.

Next application cycle is available Fall 2023.

Students may apply mid-January through March

Student may apply mid-September through October

There should also be a note saying:

International students do not qualify to receive federal and state federal financial aid (unless the student is considered an eligible noncitizen). However, there are merit-based scholarships available to students under these requirements.

- 1) 2.5 or higher cumulative GPA or equivalent at other institution
- 2) Agree to take 6 or more credit hours each semester
- 3) Have a current/valid Collin College student account with no registration or cashier holds

- 4) Classified on student account as degree or certificate seeking student
- 5) Have a valid/current North Texas mailing address on your student account
- 6) If you are a high school student, you must be a senior taking at least two dual credit classes each semester.

(Applies to all students)

The Collin College Foundation awards scholarships to students pursuing associates degrees.



The Foundation DOES NOT OFFER scholarships for any of the following:

- * Students taking continuing education classes
- * Students registered as non-degree seeking or taking non credit classes
- * Scholarships based on athletic performance or artistic performance (However, are still available to receive from the contribution of Collin College and National Junior College Athletic Association (NJCAA). For more information, contact the Athletic Department at 972.516.5025 or go to <http://athletics.collin.edu/landing/index/>.)
- * Summer or wintermester only classes

* Dual enrolled students (taking classes at Collin College + 4-year University)

* High school freshman, sophomores or juniors

* To cover the cost of housing or meals

THE FOUNDATION OFFERS ONLY ONE SCHOLARSHIP PER STUDENT PER ACADEMIC YEAR.

Helpful Links

Writing Center

For writing tips and help visit Collin College's writing center

<https://www.collin.edu/studentresources/writingcenter/pdfs/WCHoursSpring2016.pdf>

to help guide and aid you through your scholarship applications!

Departmental

Additional scholarships may be available through Collin College's academic departments. For more information, contact the appropriate academic/workforce dean listed at

www.collin.edu/leadership/ProvostsAndDeans.html.

There should be tabs like how UNT has theirs for the different types of scholarships.

Tabs: International, Freshman, Continuing, Graduate, Transfer

However, I believe because scholarship deadlines have occurred I couldn't find any locations to put links for ones available, so the same note from earlier should just be put in when you click on any of these tabs.

Scholarship applications are currently closed.

Next application cycle is available Fall 2023.

And then at the bottom include contact info and donors.

For more information:

Phone: 972.599.3147

Email: scholarshipcoordinator@collin.edu

Online: www.collin.edu/foundation

Donors: [Donor Profiles](#)
[President's Circle](#)

Leader's Comments:

I appreciate the thought that the inclusion of open or closed applications should be on the front of the page, and that's what we should do. I thought collin college might have year-round or seasonal scholarships that others could apply for at any time, but I might be wrong.

It's worth noting that the writing center can help students struggling to write/apply for scholarships.

The note about eligibility is essential, I might make that near the front. I'll try to set up the tabs for International, Freshman, Continuing, Graduate, and Transfer. If I can make it minimal, I might have a separate section to display donors instead of the link.

I found some scholarship information available for students on the handbook on page 79 that you could use for additional content.

Safety in the U.S.

Safety in the U.S. Memo

Memorandum

DATE: 22 June 2023

TO: Marcus Hudson

FROM: Angela Eller

SUBJECT: Safety in the U.S. – Page Proposal

The purpose of this memo is to suggest the addition of a Safety tab to the International Students website. The goal of this tab is to enhance awareness in international students of common safety information in the U.S..

SUMMARY:

The International Students website should have a tab outlining major procedures for emergency events at Collin College campus and elsewhere in the U.S.. Ensuring the safety of the student population is a major concern. I propose several sections of this tab, including emergency contact information, procedures for common emergency situations, and scam prevention. I think we should review these ideas together, and move forward in creating content for the page.

DISCUSSION OF WEBPAGE CONTENTS:

Making sure that international students know the U.S. phone numbers for emergency services is a high priority. These numbers are different for every country, and should be able to be referenced quickly. This should be at the top of the page, with extra formatting to highlight the most important pieces of information.

Emergency procedures should be easily accessible to all students, therefore particular clarity and detail in wording should be available for international students. Common emergencies

should include weather disasters, armed assailants, and loss of property. Preparation is also an important aspect of emergency procedure, so I think I will include information about preparation for each situation.

International students and people with language barriers may be particularly susceptible to scams, so preventative information would be relevant to this audience. This section would have common characteristics of scams, examples of scams, and instructions on reporting.

I would like to have a section on healthcare in the U.S., but that is a complicated topic and should probably have a tab of its own in the future.

RECOMMENDATIONS:

I would like to discuss any questions or suggestions you may have regarding the potential content of this page. Healthcare is an integral part of emergency preparedness, but the length of information included to be complete would necessitate another page. I would like to receive feedback on this idea, however. The next steps involve translating these core ideas into website material, and we can review with the rest of the group as well.

Leader's Comments: Looks good. You can go ahead and start working on the tab.

Safety in the U.S. Tab

Residing in a foreign country presents a set of new safety precautions and emergency procedures. The [International Student Handbook](#) contains detailed information regarding everyday life in the United States. For more information on campus safety, visit the [campus police](#) page.

Emergency Contacts:

Major Emergencies - Call 911

Incidents such as fires, health emergencies, crime, or sexual assault should be reported by calling **911**, whether you are on or off campus.

Campus Police - Call 972-578-5555

If an emergency occurs on campus, call **972-578-5555** to reach the campus police from a cell phone, or **5555** when calling from a campus phone. There should also be an **emergency button** on the campus phone to reach Collin College Police Department (CCPD).

Common Emergency Procedures:

Lost Wallet or Purse

- **Preparation:** Create photo copies of your wallet contents, and keep the copies in a memorable and secure location at your residence.
- **Procedure:**
 - **Cancel Credit Cards:** The photocopies of your credit cards will have the toll-free numbers and necessary account information to call the credit card company. Use the toll-free number to call the company and cancel your credit card.
 - **Report:** Immediately file a police report in the jurisdiction where your wallet or purse was lost.
 - **Place an Alert:** Immediately call the three national credit reporting organizations to place a fraud security alert on your credit cards. If you have a social security number, also immediately call the Social Security Administration to place an alert on your name and social security number.
 - Equifax: 1-800-525-6285
 - Experian: 1-888-397-3742
 - Trans Union: 1-800-680-7289
 - Social Security Administration Fraud Line: 1-800-269-0271

Tornadoes

- **Tornado Watch:** Current weather conditions are perfect to create a tornado.
- **Tornado Warning:** A tornado has formed and been sighted.

- **Preparation:** Learn the tornado [shelter locations](#) at your school, work, and residence. Be aware of current weather conditions and forecasts. The information regarding tornado alerts is broadcasted on television and radio, and can also be found on the internet.
- **Procedure:** Emergency sirens will usually sound in the event of a tornado warning.
 - **Seek Shelter:** Do not evacuate the building. Seek shelter indoors.
 - **Driving:** If you are driving when the sirens are sounding, get to the nearest shelter. If the nearest shelter is far away, pull over to the side of the road, get down in your car and cover your head. You may also abandon your car and seek shelter in a ditch or ravine.
 - **Indoors:** The safest place to shelter indoors is at the bottom floor or basement, in a room without an exterior-facing wall such as a bathroom, hallway, or closet. Avoid windows and glass enclosures.

Severe Weather Warning

- **Preparation:** Monitor current weather conditions. Learn the [evacuation routes](#) for your location.
- **Procedure:** College or city warning sirens may activate.
 - **Indoors:** Move to interior areas away from windows and glass enclosures.
 - **Evacuation:** [Evacuate](#) the building if instructed to do so by campus police.

Fire

- **Preparation:** Learn the [evacuation routes](#) for your location, and follow Collin College's [fire safety tips](#).
- **Procedure:**
 - **Contain:** If you discover a fire, isolate the fire by closing doors and windows.
 - **Sound the Alarm:** Pull the fire alarm immediately.
 - **Report:** Call **911** and report the location of the fire. Stay on the phone until instructed to end the call. Then call campus police at **972-578-5555** and tell them your name and the location of the fire.
 - **Evacuate:** Follow Collin College's [evacuation procedures](#) and evacuate the building.

Active Shooter

- **Preparation:** Learn procedures for an active assailant/shooter event. Collin College has information on [life-saving actions](#), and has also recommended viewing the "[RUN. HIDE. FIGHT.](#)" video.
- **Procedure:**
 - **Report:** Call campus police at **972-578-5555**. Give your name, location, and the type of incident. Follow all instructions. They may ask you to provide a phone number to provide further information, and to call **911**.
 - **Get to Safety:** Do not interact with the assailant unless it is necessary for self-defense or self-preservation.
 - **Lockdown:** Follow Collin College's [lockdown](#) procedure: Avoid, Deny, or Defend.
 - **Aid Arrival:** When police arrive, remain calm and follow instructions. Do not make any frantic movements or yell. For more information, view the [Active Assailant/Shooter](#) information page.

Criminal Activity

- **Procedure:**
 - **Report:** Call campus police at **972-578-5555**. Give your name, location, and the type of incident. Follow all instructions. They may ask you to provide a phone number to provide further information, and to call **911**.
 - **Get to Safety:** Do not interfere with the incident unless it is necessary for self-defense or self-preservation.

Threats

- **Procedure:** If you receive a threatening phone call, stay on the line.
 - **Gather Information:** Obtain as much information as possible from the caller, such as time, location, and type of threatened incident.
 - **Report:** Call campus police at **972-578-5555**. Give your name, phone number to be contacted, and all available information. Officials will contact you for further information.

Evacuation

View the evacuation procedures for Collin College on the Office of Emergency Management [Evacuation Response](#) page.

Medical Emergencies

View the medical emergency procedures for Collin College on the Office of Emergency Management [Medical Response](#) page.

Scams:

Phone Solicitation:

- Do not provide any personal information to anyone who calls you. If you have called the bank, business, or agency, you may be asked for identifying information that you can provide.
- Contact the International Students Office if you receive a call that is potentially a scam.

Common Characteristics:

- Caller ID claiming to be a government agency or police
- A claim that you owe money
- A claim that you have committed fraud
- Requires immediate action
- Punishment for not acting immediately, such as arrest or deportation
- Unwilling to hang up and call back later
- Lots of legal-sounding phrases to sound legitimate
- Unexpected checks in the mail
- Asking you to wire money
- Asking you to purchase gift cards

Examples:

- Collecting a tax refund in your name
- Misrepresentation of a purchased product
- “International Student Tax” or “visa fee”

- A website charging “fees” to enter the Green Card Lottery
- Calls from the “IRS”
 - Note: The IRS will not call you, but they will send letters.
- Verifying an account

Reporting:

Report any potential scams to ISO, and ISO can warn all international students. You can also contact the campus police for assistance.

- Concerning or suspicious calls
- Letters with threats for inaction
- An employer requiring payment to provide a job offer
- An employment agency offering fake credentials

Additional Resources:

- [Federal Trade Commission pamphlets](#)
- [USCIS Scam Avoidance](#)
- [USCIS Scam Reporting](#)

Healthcare Resources:

View the Healthcare Awareness and Resources section of the [International Student Handbook](#) for more information, or the [CougarCare Frequently Asked Questions](#) page.

Leader’s Comments:

Great content all around. Just like the legality, I appreciate the thought and how much you’ve put into the tab already, but if you have the time check if there’s anything else we could include.

I will be changing up some of the spacing for the final draft, and I’m gonna see about setting up navigable sections for emergency contacts, common emergencies, scams, and healthcare resources. I appreciate the additional resources and hyperlinks to relevant information on the website.

I’ll work on putting this into the website if you have nothing else to change.

Housing

Housing Memo

To: Marcus Hudson
From: Willand Hua
Subject: Collin College Housing Website
Date: 23 Sept 2023

The purpose of this memo is to present my ideas on the lay out of the website for on campus housing. The goal is to create a website that caters to international students that is separate from the main website.

Summary

On campus housing is available to any currently enrolled student at Collin. The layout was laid out in a way that consolidates information so that the same information isn't found in multiple areas and keeps relevant information together in one location.

Discussion

Collin College offers housing to any and all students that are actively attending and meet the requirements to be eligible for housing. Housing plans, meal plans, housing pricing, meal pricing, various lifestyle amenities, and services are explained throughout the website.

While the main website contains all information a student would need when seeking information on housing, it can potentially be confusing and feel sprawled out for students who are unfamiliar with the website, or may not have english as their first language.

For the design, any information that is repeated in multiple locations was placed in just one location to mitigate confusion and to further clarify the purpose of each section. Information that is similar to each other, such as amenities and housing features, were grouped together to reduce the amount of navigation of the website and simplify information gathering for the user.

Recommendation

It would be ideal to have the website rearranged in this manner to make it more convenient for interested students to have information available to them in a format that allows the website to easily give them that information.

Leader's Comments: Looks good. You can go ahead and start working on the tab.

Housing Tab Original

Main page for student housing will welcome students and go over deadlines for application, include links organized by sections, and contact information. A student handbook will be offered for students that goes over everything that is on the website on a downloadable pdf file so it can be viewed offline.

Application will have listed all requirements to be accepted into student housing. This will include things like current enrollment, minimum hours, minimum gpa, and minimum age. These requirements will be listed as bullet points. There will also be a link to the application form that will be accessible when the student logs in with their campus login. On this page, it will be made known that the student is required to purchase a meal plan.

All information for both housing and meal plans will be set on its own page. Different housing options will be offered along with how much it will cost based on those options and what semester the student will be housed for organized in a chart. Security deposit and application fees will be included as well. After that, meal plans will be laid out in its own chart showing pricing for fall, spring, and summer plans. It will be explained to the student how the meal plan works. At the bottom, the schedule for the cafeteria's operating hours will be posted.

Amenities/housing features for students who are using on campus housing will have two sections. All the appliances and some services that are offered at no cost to the student will be listed out in the first section. The next section of this page will go over recreational activities that are offered on campus with no need to be far from classes.

Other services and maintenance related tasks/requests will be found on this page. This will include things like work orders, emergency services, reporting of problems, and room entry/search. This will explain how to submit work orders, what constitutes emergencies, and how to contact staff. Links to all forms will be included for maintenance, housing exceptions, and having an overnight guest.

There will be a FAQ page that will answer general questions.

A dedicated gallery page will show what the housing options look like including amenities. There will be separate labeled sections for all separate options and recreational activities.

Leader's Comments:

So, you gave a lot of good ideas of what should go into a housing tab for Collin College, but you don't have any actual content.

The minimum GPA for student housing is 2.0, there is not a minimal age you just need to have at least attended one semester and have be enrolled at least 12 hours or have a written recommendation if you're a freshman. You can find the information at the reference link.

We can set up a direct link to the application process, but I don't think they have a meal plan. There could be information for cougar cafe. Recreational activities go over events so it isn't necessary to include it in this tab.

It would be great to have an FAQ, but could you find one that the college has or could you create a simple one?

Again, lots of fine ideas but no actual content that we can use to guide international students. Please recreate this with your researched information so we can use it for the international services website. If you need help please let me know or give me a call.

Housing Tab Revised

Main Housing Page

Welcome to Collin College's student housing where housing is available for all students who attend. We strive to meet the needs and entertainment of all college students and to make everyone feel welcomed and appreciated.

Click [here](#) to view requirements and to apply for housing.

Click [here](#) to view residence and meal plan pricing options.

Click [here](#) to view amenities/housing features offered to on campus residents.

Click [here](#) to view maintenance/emergency services offered by Collin College.

Click [here](#) for any FAQ that you may have.

Click [here](#) to view the gallery.

The student handbook that goes over all the details of student housing can be found [here](#) and kept with you at any time for offline reference.

Application and requirements

Click [here](#) for student login to begin or continue your housing application.

There are some requirements to stay on campus:

- All residents must be enrolled in classes at Collin College to stay on campus.
- Residents must be enrolled in at least 12 credit hours for each semester in the Fall or Spring. For the Summer, residents must be enrolled in at least 3 credit hours per session.
- All residents must maintain at least a 2.0 GPA each semester to reside at Student Housing
- All residents must be at least 17 years of age or older
- All on-campus residents are required to purchase a meal plan with Collin College Cafeteria

Housing and meal plans

Housing rates

<i>Description</i>	<i>2 Bedroom & 2 Bathroom</i>	<i>4 Bedroom & 2 Bathroom</i>	<i>Efficiency</i>
Summer 2023 Charge	\$2,139	\$1,701	\$2,839
Single Summer 2023 Session Charge	\$1,075	\$857	\$1,425
Fall 2023 & Spring 2024 Semester Charges	\$2,860/Semester Charge Per Resident	\$2,274/Semester Charge Per Resident	\$3,796/Semester Charge
Wintermester 2023 Charge	\$300	\$300	\$300
Maymester 2023 Charge	\$160	\$160	\$160

Application fee (non refundable) for both options is \$50

Refundable security deposit for both options is \$200

Payment:

- Full: Residents will pay the full semester charge for rent and meal plan before they move into Student Housing. Prior to move-in, students may make Incremental online payments, but the full balance must be paid before move-in.
- Installment plan (For Fall and Spring terms only): Residents may initiate a 4-payment installment plan for rent and meal plan charges for the term. The plan will be available online through CougarWeb, the CougarPay portal, the first month of the fall and spring terms and must be initiated prior to housing move-in. The plan initiation requires completion of a promissory note and payment of 25 percent of the rent and meal plan charges as well as a saved payment method for the three additional monthly installment of 25 percent each. Missed or late payments will be considered payment default.

- Financial Aid: Residents with sufficient financial aid authorized on their student account to fund registration charges as well as rent and meal plan charges may defer payment, pending the posting of the authorized financial aid to their student accounts. Deferring payment pending financial aid awards is authorization for Collin to use the financial aid as payment for rent, meal plans, and other related housing charges prior to any remaining credit being issued as a refund to the student.

Meal plan

Summer 2023

- Summer #1: \$330
- Full Summer #1: \$1,660

Fall 2023 and Spring 2024

- Meal plan #1: \$1,500
- Meal plan #2: \$2,000

Cafeteria Hours of Operation

Monday - Thursday

Breakfast: 7:30AM - 10:00AM

Lunch: 10:30AM - 2:00PM

Dinner: 4:00PM - 6:30PM

Starbucks: 7:30AM - 5:00PM

Friday

Breakfast: 7:30AM - 10:00AM

Lunch: 10:30AM - 2:00PM

Starbucks: 7:30AM - 1:00PM

Saturday & Sunday

Brunch: 9:00AM - 2:00PM

Starbucks: 9:00AM - 2:00PM (Not Open On Sunday)

Amenities

Appliances and features:

- WiFi In Each Unit
- Meal Plans for Campus
- Study room and lounges
- Bicycle racks
- On-site maintenance staff
- Mailbox stations
- 24-hour campus police patrol
- 24-hour lockout service
- Emergency call stations
- Refrigerator/freezer with ice maker
- Garbage disposal
- Microwave
- Mini blinds
- Laundry Room
- Central heat/air conditioning
- Vinyl floors
- All utilities provided at no additional cost

Residence Life

- Swimming pool
- Tennis Courts
- Sand volleyball court
- Pool table
- Arcade games
- Air hockey
- Basketball Goal
- Outdoor grills
- Picnic area
- Academic Enrichment Program
- Intramurals

Maintenance and emergencies

Room Maintenance

- Any issues in your room that need to be addressed? Click [here](#)

Community Report Form

- There are times where residents will recognize an issue before the housing staff. To help both sides we have created our Community Report Form. Residents can anonymously report things that they see around the property that management may not be aware of. Click [here](#) to send a report

Overnight Guest Request Form

- To make the process easier for our residents we have created an online Overnight Guest Request form that they can fill out right from their mobile device. This form will need to be completed by the resident requesting to have an overnight guest and then their room roommates, if any, will be automatically emailed for their approval as well. Click [here](#) to fill out a form

Housing Probation Request Form

- If you are requesting to be put on Student Housing Probation for your GPA not meeting the minimum requirement then you will need to fill out [this](#) form.

Incoming Student Appeal Form

- If you are requesting to be admitted into Student Housing because your incoming GPA is too low you will need to fill out [this](#) form.

Current Resident Housing Appeal Form

- This form is for any current resident that wishes to appeal a decision made by the Student Housing Department. Click [here](#) to fill out a form.

Emergencies:

No Heat

- This is only an emergency in extreme cold weather and when the heater is not working due to a mechanical malfunction.

No Electricity

- Electrical outage may be considered an emergency ONLY if there is no electricity throughout the unit apartment.
- Blown fuses or partial outages are not considered after-hours emergencies. If a wall switch or outlet begins to smoke or smell like it is burning, turn off the switch or unplug items from the outlet, and turn off the circuit breaker or remove the fuse, then report the problem during normal business hours or through the work order system.

Gas Leaks

- Please contact us immediately if you suspect a gas leak or smell gas. Natural gas has a distinctive odor of rotten eggs. Sparks from phones, even cell phones, can ignite gas.
- Flooding: Call immediately if there is any risk of damage and you cannot contain the leak. Turn off the water valve in the back of the toilet until maintenance arrives. Please contact other residents who may be affected by the leak.

Fire

- Call 911 first! Then call us.

Not Emergencies:

No Hot Water

- This may only be an emergency if there has been no hot water for several days.

Clogged or Backed up Toilet

- This may only be considered an emergency if there is only one toilet in the unit and every effort has been made to clear the stoppage. Otherwise, turn off the valve behind the toilet and shut the lid.

Noise Complaints or Security Issues

- Please contact the police. If the problem is not serious enough to involve the police, make us aware and we can address the issue.

How to Contact Us

- Call the office at 972-881-5151 (afterhours emergencies when the office is closed)
- This will put you in contact with our afterhours emergency service. Our answering service will contact us for the emergency itself.
- Calls for non-emergencies e.g. AC issues where temperature is not above 80 degrees outside, clogged toilets or drains, or anything else that can be handled during normal business hours will not be handled after hours.

For the best response, please provide:

- Name
- Address
- Unit number
- Phone number
- A description of the problem.
- Once you have contacted the emergency service, you must remain at your apartment so the maintenance technician can reach you by phone.

Room Entry and Search

Collin College recognizes residents' desires for privacy, particularly in the context of their group living situation, and will do all it can to protect and guarantee their privacy. However, Collin College through a Student Housing staff member, reserves the right to enter a resident's room/apartment at any time for the following purposes:

- To determine compliance with all relevant health and safety regulations.
- To provide cleaning, maintenance work, and/or pest control.
- To conduct an inventory of Collin College property.
- To silence unattended loud alarms or music.
- If there is an indication of imminent danger to life, health, and/or property.
- If there is a reasonable cause to believe that a violation of Collin College or housing regulations is occurring.
- To search for missing Collin College property.

A room search by a designated Student Housing staff member is possible but rare. For such a search to take place, the conditions for room entry must exist. Permission for a room search is determined by the Director of Student Housing level and above. Items that violate Collin College or housing regulations will be confiscated. A room search by law enforcement officials must be accomplished through the use of a valid search warrant or with the explicit consent of the resident.

Meet the Housing Staff

Colby Walker

Manager of Student Housing

cwalker@collin.edu

Mark Summers

Residence Life Coordinator

msummers@collin.edu

Marieo Stewart

Residence Life Coordinator

marieostewart@collin.edu

FAQ

What housing options are available?

- Collin College Student Housing provides housing on an individual contracted basis. We offer housing options based on one bed per student, and we do not allow a student to reserve more than one bedroom. If a student wishes to live alone, a student may select from the available efficiency unit options on campus. [Click here for more detail on housing plans and pricing.](#)

What do you have to have to apply and stay on campus?

- To live here at Student Housing, there are a couple of requirements:
- All residents must be enrolled in classes at Collin College with at least 12 credit hours each semester before applying
- Summer residents will need to be enrolled in 6 credit hours
- All residents must maintain at least a 2.0 GPA each semester to reside at Student Housing
- All residents must be at least 17 years of age or older
- All on-campus residents are required to purchase a meal plan with the Collin College Cafeteria

*Students who are part of an academic cohort and a prescribed academic plan of less than 12 hours per semester can appeal to live in housing with a written academic plan confirmation from the registrar and/or dean/associate dean of their department. Appeals in the form of a situation explanation can be sent to studenthousing@collin.edu. *

What Meal Plans are available for resident dining options?

- Students may choose to purchase one of a variety of optional meal plans. [Click here for details.](#)

Will Gender Inclusive Housing be available?

- Collin Student Housing welcomes students of all gender identities and expressions and is committed to providing an equitable and inclusive community for all residents.
- It is our goal to provide an affirming and non-discriminatory housing educational experience.

Will be spouse and/or child be able to stay with me?

- Unfortunately, Student Housing does not offer family housing at this time.

What furniture is provided in the unit?

- The following items are provided in every unit:
 - Living Room
 - Sofa
 - Single Chair
 - End Table
 - Entertainment Stand
 - Kitchen
 - Refrigerator
 - Microwave
 - Bedroom
 - XL Twin Bed
 - Chest Drawers
 - Spring Mattress

Admissions

Admissions Memo

To: Marcus Hudson
From: Willand Hua
Subject: Collin College Admissions Website
Date: 23 Sept 2023

The purpose of this memo is to present my ideas on the lay out of the website for international admissions. The goal is to create a website that caters to international students that is separate from the main website.

Summary

Collin College will admit any eligible student who is 18 years or older. The process of admission is self service through the online website. The layout of the website was laid out in a way that consolidates information so that the same information isn't found in multiple areas and keeps relevant information together in one location.

Discussion

Collin College offers admissions to international students who wish to attend, as well as any who wish to concurrently attend. In all admissions policies and practices, Collin College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status, in accordance with federal law.

The main website is already straightforward with everything that is needed to be done by the international applicant. Some small changes were made to the website as the application process for different types of students (initial, transfer, etc) is very similar. So, instead of having separate pages for each, all the information was consolidated to one page while keeping the same step by step process. Small excerpts and notes are included to take account of any small differences in the process.

The new website for international students is meant to further streamline the information made available to applicants to Collin College while reducing possible clutter to make it more user friendly to navigate. Information that is already on its own dedicated page will remain unchanged.

Recommendations

Overall, the main website doesn't require major changes, but some consolidation is ideal to reduce repetitive information. Implementing this sooner will improve user experience.

Leader's Comments: Looks good. You can go ahead and start working on the tab.

Admissions Tab Original

The page for international admissions will be a simple list of instructions on how to apply to Collin college. Each step as the student follows the instructions will have links to documents and resources they would need to complete/use to fill out what they need. This will span first applying to Collin college all the way until they eventually transfer out. Other resources include any medical requirements, tuition, housing, and any legal matters related to being an international student.

1. Concurrent enrollment F1
2. Checklist for arrival
 - a. Pre and post for credit, esl, and transfer
3. I-20
 - a. Request, extension, and termination
4. Medical
 - a. Vaccination
5. Status
6. Transfer out (Can't find much on this outside of a form)
- 7.

Side note: Honestly, I think the current layout of the admissions page is fine as it is, sans some small modifications. It has laid out documents that need to be filled out, financial aid, legal matters, medical, contact information, and deadlines. While a future international student can contact the international student office for instructions and assistance with the process, it would be great to include instructions on the website. That's the only modification to the original website that I would make. That may be due to my lack of need to apply as an international student and thus I don't need to actually navigate this area of the collin website.

Leader's Comments:

Great notes and thought process.

Using the international admissions for collin college go ahead and work on creating the tab with included hyperlinks on resources you believe the international students will need or be helpful in order to apply.

Its a great guideline, just go ahead and do some research and create the tab for international admissions. If you need any help, same as before just give me a call.

From handbook to use:

Collin College operates under an “open door” admissions policy. Students who are 18 years of age or older are eligible for admissions. Other students may be admitted under the special admission requirements.

Collin College reserves the right to guide the placement of students through assessment, which may include interviews and a review of past academic achievement.

Registration options are self-service, and delays may be avoided by completing all admission requirements (i.e., registration holds) in advance of registration.

In all admissions policies and practices, Collin College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status, in accordance with federal law.

For more information, go to www.collin.edu/gettingstarted/admissions/ or meet with an admissions staff member at designated campus locations.

Admissions Tab Revised

International Admissions

International Admissions Process

Each step as the student follows the instructions will have links to documents and resources they would need to complete/use to fill out what they need.

- Collin College does not issue I-20's for change of status.
 - [Initial F-1 Applicants](#)
 - [Transfer Student with F-1 Visa in U.S.](#)
 - Must have a 2.0 GPA from previous school.
 - [Concurrent Enrollment for Students with F-1 Visa in U.S.](#)
 - Must have a 2.0 GPA from previous school.
 - Concurrent Enrollment deadline for Spring: January 13, 2023
 - [ESL Program](#)
 - Deadline for ESL testing for Spring: January 6, 2023

Office Hours

- Monday
 - 8:00 am to 7:00pm
- Tuesday, Wednesday, and Thursday
 - 8:00 am to 5:00 pm
- Friday
 - 9:00am to 5:00 pm

Immigration updates/news:

- [Accrual of Unlawful Presence and F, J, and M nonimmigrant](#)

Additional Resources:

- [U. S. Citizenship and Immigration Services](#)
- [Study in the States](#)
- [U. S. Department of State](#)
- [U. S. Customs and Border Protection](#)
- [USA.gov](#)
- [IRS.gov](#)
- [Driver License](#)
- [Social Security](#)

The following links are all the forms you'll need to fill out as you go through the process of applying to Collin College.

- [Concurrent Enrollment For Collin F-1](#)
- [ISO Local or Foreign Address](#)
- [Letter of Guarantee](#)
- [OPT Reporting Form](#)
- [Pre-Arrival Checklist \(ESL\)](#)
- [Pre-Arrival Checklist \(Credit\)](#)
- [Post-Arrival Checklist \(ESL\)](#)
- [Post-Arrival Checklist \(Credit\)](#)
- [Post-Arrival Checklist \(Transfer-Credit\)](#)
- [Post-Arrival Checklist \(Transfer-ESL\)](#)
- [Request for I-20](#)
- [Request for I-20 Extension](#)
- [Request For OPT Post-Completion](#)
- [Request for Reduced Course Load](#)
- [Request for \(RCL\) Medical](#)
- [Termination of I-20](#)
- [Transfer Out Request Form](#)

International Student Office:

- Plano Campus - G103
- Phone: 972- 516-5012 Email: ISO@collin.edu

Status

A status letter request can be submitted at any time to iso@collin.edu or during office hours. The status letter form can be found [here](#).

Initial/Concurrent F1 Visa

For applicants

- Complete the [Collin College International Application for Admission](#).
- Submit official TOEFL or IELTS scores that meet or exceed minimum scores
 - TOEFL: 71
 - IELTS: 6.5
 - **TOEFL exemptions**
- For TOEFL and IELTS under ESL, these must meet or exceed minimum scores
 - IELTS: 4.5 (4.0 minimum in each skill)
 - TOEFL iBT: 32 (8 minimum in each skill)
- Complete the [F-1 Intention to Apply](#) AND provide supporting documentation (English translation required) for at least one of the following:

Sponsor/Source	Documentation Required
Personal Savings	Bank statement showing balance equal or greater than \$26,000 dated within 6 months of application deadline.
Parents, relatives, friends, or U.S. Sponsor	Letter of guarantee from sponsor AND Bank statement showing balance equal or greater than \$26,000 dated within 6 months of application deadline.
Your Government	Official letter confirming type and amount of financial aid.

- For initial applicants:
 - Submit transcripts from foreign high school or college; unofficial transcripts acceptable (English translated). Collin College requires proof of secondary school leaving qualification equivalent to the U.S. high school diploma
- For transfer applicants:
 - Submit transcripts from all U.S. schools. Only official transcripts from U.S. schools will be accepted
- A copy of the front page of your passport showing your name, country of origin, and the expiration date of the passport with a minimum of 6 months validity. Additionally, the International Students Office will need a copy of the following documents*
 - Current I-20
 - I-94
 - Visa
 - Financial documents (as indicated from Financial Information Worksheet)
 - [ISO Local or Foreign Address form](#)

*For initial applicants, documents will be provided copies upon arrival to the US

- For concurrent students only:
 - The [Status Verification Form](#) must be completed by current International Student Advisor
 - Please Note: Students who are OUT OF STATUS, or have below a 2.0 GPA will not be granted transfer admission.
- **Bacterial Meningitis Vaccine** is required of all students who are under the age of 22 at least 10 days before the start of the semester.
- Applicants will need to also email all required documents to:
 - International Student Office
Collin College - SCC
2800 E. Spring Creek Parkway
Plano, TX 75074
Email: iso@collin.edu
- Additionally, initial applicants, before you make an appointment at the American Consulate for your F-1 VISA click on the [SEVIS I-901](#) fee payment link and print the receipt.

Concurrent Enrollment

- Complete the Collin College Application for Admission (credit application)
- The International Students Office also need a copy of the following documents:
 - visa and official college transcript
 - Concurrent enrollment form from the College that holds your I-20
 - Bacterial Meningitis vaccine is required of students who are under the age of 22
- Submit all documents to: iso@collin.edu

Concurrent enrollment forms must be completed and submitted to the International Student Office. Proof of registration for the other school that shows the number of credit hours must be provided by the 12th day of class. Failure to do so will make your SEVIS record with immigration to show you as less than full time. Causing you to become out of status.

Requirements

- The outside credit must be offered by another U.S. SEVIS-certified college for an academic program
- The outside credit must be transferable to Collin College (e.g., the credit must be applicable towards your Collin College degree)
- You must enroll for a minimum of six credit hours at Collin College during the concurrent enrollment semester
- The total number of credits must equal full-time enrollment (12 credit hours or more)

End of the semester

You must provide a copy of your transcript to the International student office to show proof that you've completed the credit hours taken at the other school. Immigration requires that you complete a full time course load, the proof of this allowing Collin to verify to SEVIS of you being a full time student, keeping you in status. Have all official transcripts sent to Admissions and Records.

Meningitis Vaccination

Texas State Law requires all college students under the age of 22 to be vaccinated against bacterial meningitis or provide an exemption request declining the vaccine. The vaccination must have occurred 10 days prior to the start of classes and registration is blocked for students until they are in compliance with this requirement.

There are 3 ways to document compliance with the bacterial meningitis requirement.

- Official Vaccination Record(s)
- Medical Exemption
- Conscientious Objection Form

Collin College has partnered with Med+Proctor to review and approve vaccination record(s) and medical exemptions. Once applicants receive their Collin College student email they can submit documentation directly to Med+Proctor by entering the student email address after selecting the "Register" button. Once documentation is submitted, the review status of the is visible at any time through Med+Proctor.

There is no fee to submit documentation. Students are offered an option for lifetime access to their submitted records for a one-time payment, but can select the "No, thank you" option in the gray button at the bottom of the submission screen for the no charge option.

Proof of compliance is REQUIRED if any of the following apply:

- You are enrolling in college for the first time as a credit student.
- You are returning to college after a break in enrollment.
- You are transferring to Collin College from another college or university.
- You are an early college, dual credit or other exceptional admissions student enrolled in classes on a Collin College campus.
- You are a non-credit CTE student also enrolled in credit classes.

You are EXEMPT from the requirement if any of the following apply:

- You are 22 years of age or older.
- You are enrolled in a non-credit CTE course or program that is less than 360 contact hours and are not taking any credit classes.
- You are enrolled in non-credit corporate training.
- You are enrolled in 100% online or [distance education courses](#).
- You are a dual credit student only taking courses taught at a public or private K-12 facility that is not located on a college campus.
- You obtain a medical exemption.
- You obtain a [conscientious objection exemption](#).

Even if you are exempt from the bacterial meningitis vaccination, you are strongly encouraged to obtain the vaccination before registering at Collin College.

Compliance Documentation Options:

1. Submit Official Shot Record.

Once you receive your Collin College student email, submit documentation directly to Med+Proctor. Select the "Register" button and enter your student email address. Choose "Official Shot Record" as the "Document Type" when connected to Med+Proctor. Select the gray submission button at the bottom of the screen if declining the optional benefits. Records are typically reviewed within 2 business days, but may take longer the week before and after each semester begins.

Shot records must include:

- Student's full legal name as they appear in Collin College records.
- Student's complete date of birth.
- The month/day/year (MM/DD/YYYY) the vaccination or booster was administered, which must be during the 5-year period immediately preceding and at least 10 days prior to the first day of term.
- The specific type of vaccination administered (either MenACWY or MPSV4).
- The official physician signature or stamp.

Accepted shot records must be one of the following:

- A document bearing the signature or stamp of the physician, a designee, or the public health personnel who administered the immunization.
- An official immunization record generated by a state or local health authority.
- An official immunization record from another school, including those from another state.
- The Immunization Certificate available in PDF & printable format in your Med+Proctor account. The form must be filled out completely and submitted under the "Immunization Certificate" in Med+Proctor as the "Document Type."

2. Submit proof of Medical Exemption.

Once you receive your Collin College student email, submit documentation directly to Med+Proctor. Select the "Register" button and enter your student email address. Choose "Medical Exemption" as the "Document Type" when connected to Med+Proctor. Select the gray submission button at the bottom of the screen if declining the optional benefits. Records are typically reviewed within 2 business days, but may take longer the week before and after each semester begins.

Medical Exemption documentation must include:

- Student's full legal name as they appear in Collin College records.
- Student's complete date of birth.
- Signature of a physician registered and licensed to practice medicine in the United States.
- A statement that, in the physician's opinion, that the vaccination would be injurious to the health and well-being of the student.

3. Submit proof of Conscientious Objection.

Proof of Conscientious Objection can only be submitted using the required [Texas Department of State Health Service Exemption from Meningococcal Vaccination Requirements for Reasons of Conscience form](#). Once the student has completed and printed the required form, submit the form directly to Med+Proctor. Select the "Register" button and enter your student email address. Choose "Texas DSHC Meningitis Affidavit" as the "Document Type" when connected to Med+Proctor. Select the gray submission button at the bottom of the screen if declining the

optional benefits. Records are typically reviewed within 2 business days, but may take longer the week before and after each semester begins.

More Information On Meningitis

What is meningitis? Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. For more information on this disease, visit the following sites:

Texas Higher Education Coordinating Board Meningitis Fact sheet
Center for Disease Control and Prevention

For more information regarding how this affects Collin College admissions process, please contact admissions@collin.edu or call 972.377.1750.