



NORTHEAST LAKEVIEW COLLEGE
Alamo Community College District
2008-2009

This bulletin contains policies, regulations, procedures, and general course content effective at the time of publication. Northeast Lakeview College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable State and Federal regulations.

The Alamo Community College District is an Equal Opportunity Employer. For any special accommodation issues or an alternate format, contact the Title IX Coordinator, (210) 208-8051 or Northeast Lakeview College at (210) 590-5496. Educational opportunities are offered by the Alamo Community Colleges without regard to race, color, age, national origin, gender, or disability.

Northeast Lakeview College
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President's Message

It is with great excitement and enthusiasm that I welcome you to the permanent campus of the Alamo Community College District's *Northeast Lakeview College*. You will always have the distinction of being a member of the inaugural class and will forever be a special part of *Northeast Lakeview College's* institutional history. In addition, as a student at NLC, you are joining the largest higher education institution in the greater San Antonio area and a distinguished family of colleges which have been serving our communities since 1898.

In addition to being a part of history, you have come to an institution that is committed to helping you realize your educational objectives. Our goal is to provide you with the best educational experience possible. Our new facilities are more than matched by our highly qualified and skilled faculty and our dedicated staff. Their commitment to you and your commitment to getting the most from your educational opportunities, within the classroom and the greater campus community, are a perfect combination. All the elements of having a successful and rewarding educational experience at *Northeast Lakeview College* are in place – please take advantage of them.

Again, welcome to the new campus and come grow with us. Have a great semester, and have a great year!

Dr. Eric Reno, President
Northeast Lakeview College
Alamo Community College District



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SECTION 1 - ACADEMIC CALENDAR

FALL SEMESTER 2008

IMPORTANT DATES.....ACTIVITY/EVENT

August

August 21-23 Registration
 August 18, Monday..... **Faculty Convocation**
 August 25, MondayClasses begin
 August 30-September 1, Saturday-Monday **LABOR DAY**
 College Closed

September

September 6, Saturday Weekend classes begin
 September 10, Wednesday Census day

November

November 14, Friday Last day to withdraw
 November 27-30, Thursday-Sunday **THANKSGIVING**
 College Closed

December

December 7, SundayLast day of classes
 December 8-14, Monday-Sunday**FINAL EXAMINATIONS**
 December 14, Sunday.....End of Fall semester¹

December 2008/January 2009

December 20-January 4, Saturday-Sunday.....Winter Break
 College Closed

¹ The last day for incomplete (I) grades to be completed is April 13, 2009.

FALL FLEX I SESSION 2008

IMPORTANT DATES.....ACTIVITY/EVENT

August

August 25, MondayClasses begin
 August 30-September 1, Saturday-Monday**LABOR DAY**
 College Closed/Weekend College Closed

September

September 2, TuesdayCensus day

October

October 3, FridayLast day to withdraw

October 14, TuesdayLast day of classes

October 15-16, Wednesday-ThursdayFINAL EXAMINATIONS

October 16, ThursdayEnd of Fall Flex I¹

¹ The last day for incomplete (I) grades to be completed is February 13, 2009.

FALL FLEX II SESSION 2008

IMPORTANT DATES.....ACTIVITY/EVENT

October

October 20, Monday.....Classes begin

October 27, MondayCensus day

November

November 24, MondayLast day to withdraw

November 27-30, Thursday-SundayTHANKSGIVING

College Closed/Weekend College Closed

December

December 7, SundayLast day of classes

December 8-14, Monday-SundayFINAL EXAMINATIONS

December 14, SundayEnd of Fall Flex II¹

December 2008/January 2009

December 20-January 4, Saturday-Sunday.....Winter Break

College Closed

¹ The last day for incomplete (I) grades to be completed is April 13, 2009.

SPRING SEMESTER 2009

IMPORTANT DATES.....ACTIVITY/EVENT

November-JanuarySpring Registration

January

January 5, Monday.....College opens

January 12, MondayClasses begin

January 17, SaturdayWeekend classes begin

January 19, MondayMARTIN LUTHER KING DAY

College Closed

January 28, WednesdayCensus day

February

February 19, ThursdayEmployee Development Day
College Closed-Evening classes will meet after 5:00pm

March

March 9-15, Monday-SundaySPRING BREAK
(All administrative offices will be closed Thursday-Sunday)

April

April 10-12, Friday-SundayEASTER HOLIDAY
College Closed

April 13, Monday.....Last day to withdraw

April 24, FridayFIESTA HOLIDAY¹
College Closed

May

May 3, SundayLast day of classes

May 4-10, Monday-Sunday.....FINAL EXAMINATIONS

May 10, SundayEnd of Spring semester²

May 23-25, Saturday-MondayMEMORIAL DAY
College Closed

¹ Weekend classes will meet.

² The last day for incomplete (I) grades to be completed is September 8, 2009.

SPRING FLEX I SESSION 2008

IMPORTANT DATES..... ACTIVITY/EVENT

January

January 12, Monday Classes begin

January 19, MondayMARTIN LUTHER KING DAY
College Closed

January 20, Tuesday.....Census day

February

February 19, ThursdayEmployee Development Day
College Closed-Evening classes will meet after 5:00pm

February 20, Friday Last day to withdraw

March

March 3, Tuesday..... Last day of classes

March 4-5, Wednesday-ThursdayFINAL EXAMINATIONS

March 5, Thursday End of Spring Flex I¹

¹ The last day for incomplete (I) grades to be completed is July 2, 2009.

SPRING FLEX II SESSION 2008

IMPORTANT DATES..... ACTIVITY/EVENT

March

March 9-15, Monday-SundaySPRING BREAK
(All administrative offices will be closed Thursday-Sunday)
March 16, MondayClasses begin
March 23, Monday..... Census day

April

April 10-12, Friday-Sunday.....EASTER HOLIDAY
College Closed
April 21, FridayLast day to withdraw
April 24, FridayFIESTA HOLIDAY¹
College Closed-Weekend classes will meet

May

May 3, SundayLast day of classes
May 4-10, Monday-Sunday.....FINAL EXAMINATIONS
May 10, Sunday..... End of Spring Flex II²
May 23-25, Saturday-MondayMEMORIAL DAY
College Closed

¹ Weekend Classes will meet.

² The last day for incomplete (I) grades to be completed is September 8, 2009.

MAYMESTER (THREE WEEK) SESSION 2009

IMPORTANT DATESACTIVITY/EVENT

April

April 3-May 8..... Registration

May

May 11, MondayClasses begin
May 12, TuesdayCensus day
May 21, ThursdayLast day to withdraw
May 23-25, Saturday-MondayMEMORIAL DAY
College Closed
May 29, FridayFINAL EXAMINATIONS
May 29, Friday End of Maymester ¹

¹ The last day for incomplete (I) grades to be completed September 28, 2009.

SUMMER I (SIX-WEEK) SESSION 2009

IMPORTANT DATES.....ACTIVITY/EVENT

April

April 3-May 8.....Registration

June

June 8, MondayClasses begin

June 11, ThursdayCensus day

July

July 2, ThursdayLast day to withdraw

July 3-5, Friday-Sunday Independence Day Holiday
College Closed

July 9, Thursday.....Last day of classes

July 9-10, Thursday-Friday Final Examinations

July 10, FridayEnd of Summer I Six-Week¹

¹ The last day for incomplete (I) grades to be completed is November 4, 2009.

SUMMER I (EIGHT-WEEK) SESSION 2008

IMPORTANT DATES.....ACTIVITY/EVENT

April

April 13-July 9..... Registration

June

June 8, MondayClasses begin

June 15, MondayCensus day

July

July 3-5, Friday-Sunday.....INDEPENDENCE DAY
College Closed

July 17, Tuesday.....Last day to withdraw

July 29, TuesdayLast day of classes

July 30-31, Thursday-FridayFINAL EXAMINATIONS

July 31, Friday..... End of Summer I Eight-Week¹

¹ The last day for incomplete (I) grades to be completed is November 25, 2009.

SUMMER II (SIX WEEK) SESSION 2008

IMPORTANT DATES.....ACTIVITY/EVENT

April

April 13-July 9.....Registration

July

July 13, MondayClasses begin

July 16, ThursdayCensus day

August

August 5, Wednesday.....Last day of withdraw

August 13, Thursday.....Last day of classes

August 13-14, Thursday-Friday.....FINAL EXAMINATIONS

August 14, Friday End of Summer II¹

¹The last day for incomplete (I) grades to be completed is December 11, 2009.





SECTION 2 - COLLEGE OVERVIEW

NORTHEAST LAKEVIEW COLLEGE OUR HISTORY

Northeast Lakeview College was officially established in January 2007 as the newest institution of the Alamo Community Colleges. However, the campus traces its beginnings back to 1996 as the Northeast Learning Center on Toepperwein, an extension of St. Philip's College. In the late 1990's, Northeast community leaders acknowledged the need for college services in the area and conducted extensive research to determine student need and a site for the new campus.

After completion of the study, it was decided that a northeast campus is not only possible, but necessary. In June 2000, ACCD purchased a site of land at 7990 Pat Booker Road. Renovations began on the property and in Spring 2001, the first classes at Northeast Campus, an extension of St. Philip's and San Antonio College, were held. Many of the initial students enrolled here had previously attended classes at the Northeast Learning Center. The Northeast Campus continued to grow and hold classes at this location until Fall 2006.

Outgrowing its current facility, ACCD purchased and renovated a former grocery store slightly down the road at 8300 Pat Booker Road and opened for classes in Fall 2006. Enrollment has grown rapidly from only 500 students in 2001 to more than 3,400 today.

In Fall 2008, the first phase of the new Northeast Lakeview College campus begins operations. Some classes will continue to be held at the Pat Booker location while phase II, the final phase of construction, is completed. The permanent site for Northeast Lakeview College sits on 245 acres at the corner of Loop 1604 and Kitty Hawk Rd. In Fall 2009, the new campus will be fully-operational and house nine buildings that provide over 365,000 square feet of academic space.

With its unique and diverse background, Northeast Lakeview College serves students from the ten Metrocom Communities and northeast San Antonio, including Bexar, Comal, and Guadalupe Counties. Northeast Lakeview College continues to operate under a partnership San Antonio College and St. Philip's College and offers a variety of degree plans and a full course selection. At capacity, Northeast Lakeview College will serve over 15,000 students.

**Alamo Community College District
Mission Statement**

Empowering our diverse communities for success.

**Alamo Community College District
Vision Statement**

The Alamo Community Colleges will be the best in the nation.

Northeast Lakeview College

Mission, Vision, Value Statements

Mission: *Northeast Lakeview College* partners with its communities to offer educational and workforce opportunities for students, develop civic responsibility in its citizens, and provide exemplary enrichment opportunities for all residents.

Vision: The first choice for higher education in the communities we serve.

Values: **S**ervice to community
Excellence in learning, teaching, and leadership
Respect for all
Vision as a requirement for all planning
Integrity and accountability as core of all values
Creativity and innovation in thought and action
Evidence as the foundation for decision-making

Northeast Lakeview College is a collaborative effort by St. Philip's College and San Antonio College to provide for the educational and training needs of the people in the northeast Bexar county and surrounding areas.



SECTION 3 - ADMISSIONS

The Alamo Community Colleges encourages students to pursue an education beyond high school and welcomes all students to attend one of the Alamo Community Colleges. The Alamo Community Colleges recognize a variety of admissions:

- High school graduation
- General Education Development (GED)
- Early Admission
- College or university transfer
- Individual Approval
- Dual Credit

GENERAL ADMISSION REQUIREMENTS

Students are encouraged to complete the application process well before registration begins for the term they plan to attend the Alamo Community Colleges for the first time. The steps to complete admissions requirements are:

1. Submit the ApplyTexas two (2) year college admission application online
2. Submit an official high school/GED or college transcript from last college attended
3. Meet the placement requirements with official documentation of Texas Success Initiative (TSI) exemption or compliance (test scores or college transcript) or take mandatory placement tests
Exception: Students enrolling in Level One-Certificate Programs that do not identify skill levels are not required to test.
4. Schedule an advising session if attending college for the first time or transferring with less than fifteen (15) semester credit hours

5. Meet additional requirements for some admission types
(See information below)

Students applying to one college will also be admitted to any of the other Alamo Community Colleges and are encouraged to explore the programs available at all of the colleges. Students wishing to take courses at more than one college should notify the second college of their interest.

APPLYTEXAS APPLICATION

Potential students must submit an admission application for two-year institutions online at <http://www.applytexas.org>. Students may access computers at all of the Alamo Community Colleges if needed. The process should take 15-30 minutes. If the application is not completed in a single session the file can be saved.

Once students have submitted the ApplyTexas application to one or more of the Alamo Community Colleges they do not need to re-apply for subsequent admission provided there is no break in enrollment.

Checklist of Application Materials

Students should have the following information available before beginning the online application.

- Social Security Number

Note: Recording a social security number (SSN) is optional, but it is strongly recommended. Applications and documents without social security numbers are difficult to match up, which may result in additional processing time. For questions or concerns, contact the Enrollment Services/Admissions and Records Office.

- Name of the county in which you live
- Email address (Students without email accounts can create them at various free sites such as <http://www.yahoo.com> or <http://www.hotmail.com>.)

- Visa/Permanent Resident information to include Permanent Residence Card, issue date, and number
- THEA or other TSI assessment scores
- SAT, ACT, and/or TAKS (grade 11) Scores and Test Dates
- Names and dates of high school(s) and college/university attended

Guidelines for completing the ApplyTexas application are available through the Alamo Community Colleges' online home page at <http://www.accd.edu>.

- Logon to <http://www.applytexas.org> to create a student profile.
- Record the User ID and Password for future access.
- Select Two-Year Undergraduate Application
- Select the college to which the application will be delivered
- Submit the application to the appropriate Alamo Community College
- Copy the ID Number provided in the window for your records

Once the application is submitted, all corrections and updates require a visit to the Enrollment Services/Admissions and Records Office. Email verification will contain a verification number.

When you consult with the Alamo Community Colleges, please have your email verification with you and number with you.

TEXAS SUCCESS INITIATIVE (TSI)

The Texas Success Initiative (TSI) (online at <http://www.thecb.state.tx.us/Rules/TAC.cfm> under Chapter 4, Subchapter C) is a state-mandated program that promotes academic success by ensuring that all students are prepared for college-level coursework when they enter a public college or university.

TSI measures reading, English and mathematics skills to determine students' readiness to enroll and perform in freshman-level academic coursework. Students are required to test and to be advised based on the results of TSI assessment. Students will not be denied admission to the Alamo Community Colleges based on TSI scores or college placement scores. However, testing is required prior to enrollment.

TSI Exams:

- Accuplacer
- ASSET
- COMPASS
- THEA
- or QT (Quick THEA)

TSI Requirement Exemptions

Students may be exempt from taking a TSI-eligible exam, unless it is needed as a prerequisite for a specific course, if they meet one of the following:

- ACT
Composite score of twenty-three (23) or higher, with a minimum score of nineteen (19) in each section of the English and math tests. Scores are valid for five (5) years from date of testing.
- SAT
Combined score of 1070 or higher, with a minimum of 500 in each section of the verbal and math tests. Scores are valid for five (5) years from date of testing.
- TAKS Exit-Level
Minimum scale score of 2200 on the exit-level math section and 2200 on the English Language Arts (ELA) section with a writing sub-section score of three (3) or higher. Scores are valid for three (3) years from date of testing.
- Readiness Status
Met college-level readiness standards in English, reading,

and mathematics at an accredited Texas public institution of higher education.

- Transfer from Private or Accredited Out-of-State Institutions Satisfactorily completed a minimum of three (3) college-level semester credit hours in English, reading, and math.
- Degree Earned an Associate or Baccalaureate Degree from an accredited Texas public institution of higher education.
- Certificate Enrolled in THECB approved Certificate Level-One Programs of one (1) year or less with forty-two (42) or fewer semester credit hours that do not require specific skill levels for course enrollment.
- Military Currently serving on Active Duty in the US Armed Forces, Texas National Guard, or as a member of a reserve component of the US Armed Forces for at least three (3) years preceding enrollment.
After August 1, 1990, was honorably discharged, released, or retired from Active Duty as a member of the US Armed Forces, Texas National Guard, or as a member of a reserve component of the US Armed Forces.

Students who do not provide official documentation to verify one of the exemptions above are required to take one of the TSI assessments. Although students may be exempt from TSI, a college-level placement exam may be required to assist in course placement.

Students who initially do not meet the college-level standard may re-take an assessment instrument according to Alamo Community Colleges and test instrument guidelines.

Following testing, students consult with a counselor/advisor to develop a plan that assures the best opportunity for each student to attain college-level readiness and student success.

Texas Education Code: Section 51.30621, Chapter 4, Subchapter online at <http://thecb.state.tx.us/Rules/TAC.cfm>

ACADEMIC ADVISING

To be adequately prepared for registration, students should seek academic advising early in the registration process to become familiar with pre-requisites for courses, degrees and programs, and transfer institutions.

Advising is required for all first-time college students:

- Who have not previously attended college.
- Who have earned college Dual Credit as high school students.
- Who transfer to the Alamo Community Colleges with fewer than fifteen (15) earned college semester credit hours.

A college may require one-on-one or group advising in which case a registration hold would be placed on the student's record.

Students are encouraged to consult with an academic counselor/advisor about courses and other educational concerns whether currently enrolled and pursuing a two-year degree program, planning to transfer to another college or university, or simply taking a few selected courses. Course and degree requirements and policies and procedures are subject to change. Students are encouraged to stay informed of any changes that may affect them by meeting with an academic counselor/advisor regularly.

Many students who enroll at the Alamo Community Colleges plan to transfer to a college or university with upper-division or junior standing. During their enrollment at the Alamo Community Colleges, they are advised to fulfill the lower-division requirements for the college or university selected for their continued education. The Alamo Community Colleges' transfer services aid students in making their transfer experience a seamless process. It is the students' responsibility to ensure that they take courses at the Alamo Community Colleges that will be accepted by the senior institution they wish to attend.

Students should consult a current Class Schedule, the Alamo Community Colleges' website, or contact the Enrollment Services/Ad-

missions and Records Office for specific information pertaining to academic advising.

ACADEMIC HOLDS

Academic Holds will be placed on students' records, preventing release of official Alamo Community Colleges transcripts, until all admissions requirements are met. Academic Holds result when a student does not provide official transcripts from the last institution attended or does not comply with the Alamo Community Colleges' academic policies, such as failing to maintain a 2.0 GPA. Lack of compliance results in delayed registration. Academic Holds will be placed on students' records to ensure that academic counseling is obtained whenever necessary.

ADMISSIONS CLASSIFICATIONS

High School Admissions

High school graduates follow the standard criteria for admission listed above.

Following graduation, high school students are responsible for submitting complete, official high school transcripts, including the graduation date.

GED Admissions

GED students must submit official passing test scores and follow the standard criteria for admission listed above.

Home Schooled Admissions

Students applying for admission following completion of a home school program equivalent to the high school level will be admitted as High School Admission graduates. In addition to the standard criteria for admission to the Alamo Community Colleges, home schooled students must meet the following additional criteria:

- Be 16 years of age by the start of the academic year in which they enroll
- Present a signed, notarized record of the high school equivalent work completed and the date of successful completion

Early Admissions

Students enrolled in a high school may enroll at the Alamo Community College' early. Several programs allow students to get a jump start on their future, including early admission for qualifying students. In addition to the standard criteria for admission to the Alamo Community Colleges, early admission students must meet the following additional criteria:

- Complete the sophomore year
- Be 16 years of age by the start of the academic year in which they enroll
- Complete the Early Admit Form
- Submit a letter of recommendation from the principal or designee and parental approval addressing the applicant's maturity and ability to function well in a college environment
- Submit an official high school transcript of coursework completed prior to registration at one of the Alamo Community Colleges

Maximum combined class load must not exceed eighteen (18) semester credit hours, counting each high school course as equivalent to one three-hour course. Re-enrollment eligibility in subsequent semesters requires a grade of "C" or better in all college-level courses.

Dual Credit Admissions

The Dual Credit Program allows eligible high school juniors and seniors to earn college credit for certain high school courses in which they are currently enrolled while completing their high school requirements. Exceptions for sophomores with demonstrated outstanding academic performance and capability must be approved by the high school principal and the chief academic officer of the Alamo Community Colleges. In order for students to participate in the program, the high schools must be approved to offer Dual Credit courses.

In addition to the standard criteria for admission to the Alamo Community Colleges, Dual Credit students must meet the following additional requirements:

- Submit Dual Credit Form(s), including Parental Consent Form and high school counselor approval

- Demonstrate college-level ability in the subject area(s) requested

In accordance with Texas state regulations and the Alamo Community Colleges policy, students may take up to two Dual Credit classes per regular semester. Dual Credit courses are offered in the Fall and Spring semesters only.

Current Alamo Community Colleges policy allows tuition to be waived for six (6) to eight (8) eligible semester credit hours per semester for Dual Credit Program students enrolled in a Texas high school, some private schools, and students who have been home schooled. Course credit will be counted for both high school graduation credit and college credit.

Official transcripts of the Alamo Community Colleges' coursework will not be released until the student's complete, official high school transcript, including the graduation date, is on file. It is the responsibility of all students to ensure Dual Credit courses will be accepted by the transfer institution they plan to attend after graduation from high school.

Transfer Admissions

A transfer student is any student who has previous college work at a regionally accredited college or university and plans to attend the Alamo Community Colleges. In addition to the standard criteria for admission, an official transcript sent from the last college attended is required at the time of admission. An official transcript from the Community College of the Air Force (CCAF) fulfills the transcript requirement for the last college attended.

Transfer Transcript Evaluation

The term "official transcript of record" refers to the record of coursework transferred from other regionally accredited colleges and universities to the Alamo Community Colleges. An official evaluation of college transfer coursework will be processed during the first (1) semester of enrollment at the Alamo Community Colleges.

The Alamo Community Colleges accept any passing grade from any accredited institution. Passing is a grade of “D” or better. Transcripts received become the permanent property of the Alamo Community Colleges.

Official transcripts must be forwarded to the respective Alamo Community Colleges. Transcripts may not be faxed. Students unable to supply official transcripts at the time of admission may be admitted conditionally. (See Conditional Admissions.)

Transfer students are not at liberty to disregard any part of their past collegiate record and apply for admission on a partial college record or solely on the basis of a high school record.

Transfer Credit Policy

Only those courses in which a “D” or better has been earned may be applied to meet the requirements toward a certificate or degree, and only those technical courses in which a “C” or better has been earned may be applied to meet the requirements in the major field of study. This policy applies to all degree plans. Credit may be transferred to the Alamo Community Colleges from colleges and universities regionally accredited by one of the following associations:

- Middle States Association of Colleges and Schools
- New England Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- North Central Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools

Transfer Credit

Credit from institutions not regionally accredited by one of the above associations is not routinely accepted by the Alamo Community Colleges, although exceptions can be requested. The Alamo Community Colleges’ Enrollment Services/Admissions and Records Offices are responsible for verifying an institution’s regional accreditation status and for evaluating the official transcripts.

Traditional classroom instruction and credit by examination are the basis on which transferred credit is recognized. A minimum of 25% of the required semester credit hours toward a degree or certificate

must be completed at the Alamo Community College granting the degree or certificate.

Transfer credit may meet graduation requirements if equivalent to the Alamo Community Colleges' course. Questions regarding course equivalences should be directed to the Enrollment Services/ Admissions and Records Office.

Military Transfer Admissions

Transfer work from military education is accepted based on the American Council on Education Guide. Students must present an official copy of the Army/American Council on Education Registry Transcript System or the Sailor/Marine American Council on Education Registry Transcript.

Former Student Admissions

Students who have previously attended one or more of the Alamo Community Colleges and have not enrolled within the past twelve (12) months or any other college or university must satisfy all applicable admissions requirements prior to registration, complete the ApplyTexas Application and submit an official transcript from the most recent college or university attended since being enrolled with the Alamo Community Colleges. Students with dismissals more than ten (10) years old will enter in Good Academic Standing. Returning students whose last status was academic dismissal must petition for readmission as outlined in the Academic Standing and Probation section.

If students return to the Alamo Community Colleges after a five (5) year absence, they may be required to re-submit transcripts for admission and/or graduation. Students who have been academically dismissed from a former institution should refer to the Academic Standing and Probation section.

International Student Admissions

International students bring a variety of cultures to enrich the college community and help to prepare all students for the challenges of an increasingly interdependent world.

All persons seeking admission holding non-permanent visas will be processed as International Students. Applicants for F-1 student visas, or F-1 visa students transferring from a high school, college, or university in the United States, must submit in person or by mail a completed International Student Application Form available online.

All International Students must follow the guidelines for Texas Success Initiative (TSI) as determined by Texas State law. International Student applicants not completing college-level courses at a United States college or university are required to take the Accuplacer, ASSET, or THEA examinations before the start of the first semester of enrollment. A student who fails any one (1) of three (3) areas (reading, math, or writing) may enroll in some program courses but may also be required to enroll in developmental courses as needed.

All persons seeking admission holding non-permanent visas will be processed as International Students.

Foreign Credentials Evaluation

All Alamo Community Colleges follow the same admissions procedures for students seeking admission with foreign transcripts.

Admissions Requirements

Students using transcripts for admissions purposes ONLY and not for transfer credit are required to have only the transcript translated. Interpretation and evaluation of the transcript is not required.

Transfer Credit Requirements

Students requesting transcript evaluation for transfer credit must submit the official transcript and an official third (3) party report/recommendation from a National Association of Credential Evaluation Services (NACES) member that includes translation, interpretation, and evaluation of the transcript. Credit will be awarded based on the information contained in the report and offerings of the Alamo Community Colleges.

Senior Citizens Admissions

Senior citizens 65 years or older may enroll for up to six (6) hours of semester credit hours on non-credit status at the Alamo Com-

munity Colleges tuition-free if space is available on the first day of class. If enrolling for academic credit, senior citizens must pay pledged tuition and the student activity fee.

Audit/Non-Credit Admissions

Audit/Non-Credit status provides students with the usual learning opportunities without mandatory course requirements such as attendance, written work, and tests. Students who audit a course will not receive a grade or credit for the course. An additional charge will apply.

Students who enroll only for Audit or Non-Credit admission must complete the ApplyTexas application and contact Enrollment Services/Admissions and Records.

Audit/Non-Credit courses cannot be changed to credit or credit to Audit after the Census Date of the term. Audit/Non-Credit course will be noted on the student's permanent record as "NC" for Non-Credit.

Individual Approval Admissions

Students who are eighteen (18) years or older and who are not graduates of high school or the equivalent may be admitted if they can prove their ability to successfully complete college-level coursework. Individual approval is also required in cases where the school no longer exists and a transcript is unavailable or an individual has a disability without high school graduation. In addition to the general admission requirements, individual approval will be granted by the appropriate director, dean or designee.

Conditional Admissions

Students unable to submit an official high school/college transcript or GED test score prior to enrollment the first semester in the Alamo Community Colleges:

- will be admitted conditionally for one (1) semester with unofficial credentials
- will not be permitted to re-enroll in future semesters
- will have official transcripts withheld until all admissions requirements are met
- will be prevented from taking certain courses without

- appropriate placement scores and/or prerequisites
- will be responsible for meeting TSI requirements
- will be subject to admissions policies upon receipt of the official transcript from the last institution attended.

Students who have responsibilities at previous institutions (money owed, etc.) are required to submit a letter from the institution indicating release from responsibility PLUS official transcript; or official written institutional agreement to fulfill responsibility PLUS unofficial transcript prior to enrollment. A letter indicating current status of Financial Hold or Administrative Hold is required each semester until official transcripts are submitted. Students will be placed on Academic Hold each term until final official transcripts are obtained.

Joint Admission Agreements

While attending the Alamo Community Colleges, students may complete a Joint Admission Agreement and follow a degree plan designated by a specific university. The degree plan outlines the courses that will apply toward a specific major at a specific university.

Most colleges and universities maintain catalogs online. See a complete listing of Texas institutions of higher education online at the Higher Education Locator Map, <http://www.theccb.state.tx.us>

ADMISSION APPEAL PROCEDURE

All students who fail to meet the academic criteria stated in the Alamo Community Colleges' current catalog, students on Academic Dismissal (previously referred to as Enforced Scholastic Withdrawal) and students on Suspension from any institution, must follow the admission/readmission procedures as described in the guidelines outlined under Academic Standing and Probation: Academic Dismissal in order to be admitted. In addition, students may be required to submit a brief written petition to a counselor/advisor or designee for an early return after remaining out one (1) semester. (Note that two (2) Summer sessions equal one (1) semester.)

CREDIT BY NON-TRADITIONAL MEANS

The Alamo Community Colleges provide students the opportunity to receive equivalent college semester credit hours earned through Advanced Placement and non-traditional sources. The Alamo Community Colleges, with appropriate departmental guidelines, reserve the right to determine the acceptable transfer credit to a maximum of thirty-two (32) semester credit hours once the student has earned six (6) college semester credit hours at one of the Alamo Community Colleges.

Credit hours earned by examination will not be included in a student's GPA computation; however, the semester credit hours are counted for graduation. Credit by non-traditional means may not be awarded once a grade has been earned.

Students planning to transfer to other institutions should consult with those institutions regarding their policies on granting non-traditional credit.

Internal Proficiency Examinations

Students enrolled for the current semester, with paid tuition for that semester, may satisfy the requirement of certain courses by passing proficiency examinations provided the following criteria are met:

- Seek appropriate departmental requirements in order to take departmental exams and receive written departmental approval.
- Obtain information or approval from Enrollment Services/Admissions and Records Office. Upon approval students must pay appropriate costs.
- Take the exam by the Census Date of the semester if applying for credit by exam after enrolling in a course.
- Take a comprehensive written examination that may include prescribed performance tests.
- Earn a grade of "C" or better to receive credit.

Note: Examinations for credit hours are not administered in all departments. No more than sixteen (16) semester credit hours earned by internal proficiency examinations may apply toward graduation.

Tech Prep Articulation Agreement

College credit for certain technical courses may be requested after satisfactory completion of the secondary portion of a curriculum detailed in a Tech Prep articulation agreement. All Tech Prep agreements must be approved by the Texas Higher Education Coordinating Board (THECB). It is the student's responsibility to contact the appropriate department chair to request Tech Prep credit within the time limits detailed in the agreement. The student must provide the chair with proper documentation of satisfactory completion of the secondary portion of the curriculum.

Tech Prep credits approved by the department chair are not posted on the transcript until the student has satisfied the minimum semester credit hour resident requirement specified in the agreement. In no case will a Tech Prep semester credit hour resident requirement be less than three (3) semester credit hours. While the number of semester credit hours may vary between agreements, in no case will the maximum credit earned through a Tech Prep agreement exceed sixteen (16) semester credit hours. All credit earned through a Tech Prep agreement is included in the thirty-two (32) maximum semester credit hours that may be earned by non-traditional means and advanced standing.

External Standardized Examinations

Applicants must submit:

- Official test score reports from testing agencies: College Entrance Examination Board Advanced Placement Program, College-Level Equivalency Program, etc.
- Official transcripts if credit by examinations was earned at other regionally accredited institutions.

International Baccalaureate Diploma Program

The Alamo Community Colleges will grant at least twenty-four (24) semester credit hours or equivalent course credit for approved courses in appropriate subject areas to an entering freshman student for successful completion of the International Baccalaureate Diploma Program. For examined subjects, a grade of "A" will be

assigned for seven points, a grade of “B” for five (5) or six (6) points, and a grade of “C” for four points. Fewer than twenty-four (24) semester credit hours will be awarded if the student received a score of less than four (4) on an examination administered as part of the diploma program. A minimum of six (6) hours of college-level credits must be earned at one of the Alamo Community Colleges before the International Baccalaureate credits are awarded.

Work Experience / Prior Learning Credit

The assessment of work experience/prior learning may be requested for specific technical programs by individuals seeking to obtain college-level credit for experience and/or training received at a technical institution or in a work environment. The Application for Work Experience Credit may be obtained from the department in which the student is majoring or the corresponding dean.

Sources of prior learning may include:

- Prior employment
- Extensive technical training in high school
- Trade or proprietary school equivalence
- Certification/licensure/credentials equivalents
- National ACE guides
- Military service
- Special agreements

After admission to the Alamo Community Colleges, students should consult with their departmental academic advisor to determine whether work experience/prior learning may be applicable for college credit. Students must be enrolled in the current semester for which they are applying for such credit.

A technical program advisor or other representative will guide students in the process of identifying the college courses that clearly match work experience/prior learning as evidenced by documentation, verification of experience, and sufficient justification. Before work experience/prior learning credit can be awarded and posted on a student’s official college transcript, final approval must be obtained by the appropriate dean or designee.

A maximum of twelve (12) semester credit hours may be earned

through the assessment of work experience/prior learning and applied toward graduation. Credits earned by non-traditional methods are posted on the transcript as equivalency credit (non-graded). The Alamo Community Colleges will retain a copy of the documentation with the student's permanent file.

ACADEMIC FRESH START

An applicant who elects Academic Fresh Start may apply these credit hours toward the determination of TSI requirement. Any Texas state resident may elect not to use college credits earned on courses that are ten (10) years or older under the provisions of Senate Bill 1321.

Students electing this policy may not single out specific credits to omit. Rather ALL coursework ten (10) years or older will be eliminated from evaluation for credit and from the current GPA calculation, and NONE can be applied toward a degree or certificate for credit at any of the Alamo Community Colleges and any other Texas state college or university. Such work, however, will NOT be removed from students' academic records and transcripts. Academic Fresh Start petitions are permanent and cannot be reversed at a later date.

This provision does not exempt students from notifying the Alamo Community Colleges of attendance at previous institutions nor of the need to submit official transcripts with all previous college-level coursework attempted prior to meeting with a designated official to review eligibility.

TRANSFER SERVICES

One of the best ways students can ensure career success is to establish a clear focus on the career path they wish to pursue. The Alamo Community Colleges' transfer services guide students through college transfer planning, a career planning process, and job readiness and employment.

In general, Arts and Science courses with a first number of one (1) or two (2) are accredited by senior institutions as fully transferable.

Courses beginning with a zero (0) (e.g., English 0301) generally are not accepted for transfer by four-year colleges or universities. For the Alamo Community Colleges, these freely transferable courses are identified in the THECB publication Lower-Division Academic Course Guide Manual. Specifically excluded are courses designated as vocational/technical, ESL/ESOL, developmental or remedial, and courses listed as Basic Skills (occupational and technical courses).

Senior institutions usually will accept a maximum of sixty (60) to sixty-six (66) lower-division general education and specific subject matter courses. However, what will be accepted and how it will transfer is determined by the senior college or university.

Transcript Request

To request an official transcript of record students must complete a Transcript Request Form signed by the student. Once processed, transcripts will be sent to the receiving institution.

In compliance with FERPA regulations and Alamo Community Colleges policy, transcripts may only be released to the student of record. Transcripts may be requested and received:

- Online at the Web for Students <http://www.accd.edu>, if they date from 1984 to the present
- In person by the student presenting a photo ID
- Via U.S. mail or fax, provided the fax includes a signature
- Via telephone if the transcript is going to another college or university
- By a third party presenting appropriate identification and with official signed and dated written student consent that specifies the name of who will be acting on the student's behalf.

Educational Releases signed by the student are required for each request and are subject to review to verify ID and names.

The Alamo Community Colleges will not mail via overnight services, fax to other educational institutions, students, employers or other third parties, or accept student's personal requests for transcripts via email or phone.

An Academic Hold will prevent processing and release of a student transcript. Transcripts will be withheld if students have not settled all admissions requirements (e.g., submitting official transcripts from all institutions attended) and satisfied all financial obligations to the Alamo Community Colleges.

Students may access unofficial transcripts and grades through PALS or Web for Students.

Transfer Dispute Resolution

Transfer disputes may arise when students are transferring courses to the Alamo Community Colleges from other institutions and/or when the Alamo Community Colleges' courses are not accepted for credit by another Texas public institution of higher education. Both institutions involved in the transfer issue will attempt to resolve the transfer dispute in accordance with the THECB rules and/or guidelines.

The purpose of the THECB's transfer rules is to facilitate the transfer of lower-division courses and to clarify students' rights and responsibilities as potential transfer students. The procedure for the resolution of transfer disputes is codified in THECB Rules and Regulations, Chapter 4, Subchapter B.

In all disputes, the THECB Transfer Dispute Resolution Form must be completed to initiate a dispute action. The completed form must be forwarded to the receiving institution within fifteen (15) calendar days after the evaluation has been submitted to the student. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of forty-five (45) calendar days for the resolution of the dispute by the sending and receiving institutions.

The following procedures, established by the THECB, shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

- (1) If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give

written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

(2) A student who receives notice as specified in the first paragraph of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.

(3) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.

(4) If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

(a) The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

(b) Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.

(c) The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.

(d) If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Transfer Rules Noncompliance Policy

If it is determined by the Texas Higher Education Coordinating Board that an institution inappropriately or unnecessarily has required a student to retake a course that is substantially equivalent to a course already taken at another institution, formula funding for credit hours in the repeated course will be deducted from the institution's appropriations.





SECTION 4- REGISTRATION

STUDENT IDENTIFICATION

Personal Identification Number (PIN)

Personal identification numbers (PIN) provide security access to the Web registration system. Default PIN numbers are assigned to students according to the month and year of their birth (mmyy). Students are encouraged to assign themselves a unique PIN online at the Web for Students (<http://www.accd.edu>) or submit a request in person.

Identification Card (Photo ID)

All credit students are required to present a Student Identification Card for access to such services and activities as library usage, physical education facilities, special events, academic advisement, transcript requests, etc. Students seeking a student photo ID must be registered with tuition paid, be enrolled in an installment plan, or have no tuition balance. Students must provide a valid photo ID to receive a college student photo ID.

Name Changes

Students may change their legal name on their permanent academic record by presenting appropriate documentation to the Enrollment Services/Admissions and Records Office. Correcting spelling or the proper sequence of the legal name requires a copy of an official birth certificate. To request a name change, complete a Name Change Form and a copy of the signed court order, marriage license, or divorce decree showing the new legal name. To assume a spouse's name following marriage, complete a request and provide a copy of the marriage certificate. To discontinue use of a married name and resume use of the original family name or another name,

present a divorce decree or a signed court order showing restoration of the original or other name.

WEB REGISTRATION

Students who have completed all admission requirements are encouraged to register for classes on the WEB for Students at <http://www.accd.edu>. Details for the various registration periods are published in the Schedule of Classes, which is available on the individual Alamo Community Colleges' websites. Students should follow the instructions for registration provided in the Schedule. For additional assistance, contact the appropriate Enrollment Services/Admissions and Records Office.

STUDENT DEVELOPMENT COURSE (SDEV)

The Alamo Community Colleges require all students to complete a student development course designed to help them successfully transition to college and better understand the Alamo Community Colleges' expectations. Student Development Program (SDEV) courses offer techniques in life-long learning, creative and critical thinking, time management, test and note taking, studying, career planning, and building lasting relationships. Students who complete SDEV courses have a proven record of higher retention and persistence in college. A variety of SDEV courses are offered to fit specific student needs.

Entering students with fewer than fifteen (15) college semester credit hours are required to successfully complete a Student Development course during the first (1) semester of enrollment. Dual Credit hours are not counted as college credit hours for this purpose. Exceptions or waivers require approval. Regular tuition applies to Student Development courses.

Students who do not successfully complete the Student Development course during their first semester will be required to complete the course the following semester. Three-peat tuition will apply on a third (3) enrollment.

COURSE NUMBERING SYSTEM

Courses in this catalog are identified by subject prefixes and numbers that have been assigned in accordance with the Texas Common Course Numbering System (**TCCNS**) and the Workforce Education Course Manual (**WECM**) for Technical and Continuing Education courses. (Online at <http://www.thecb.state.tx.us>.)

Public colleges and universities in Texas use either the TCCNS or crosswalk courses to the TCCNS. Additionally, all Texas public institutions of higher education that offer Workforce Education programs or Continuing Education courses utilize WECM course numbers. Both of these common course numbering systems allow students to compare courses between colleges and provide them with greater ease of course credit transfer. Each course number contains four (4) digits.

For example, ENGL 1301 is:

1 – Level (Freshman in this case)

0 – Developmental

1 – Freshman

2 – Sophomore

3 – Semester credit hours (Three in this case)

01 – Sequence Number (Part One in this case)

Though developmental-level (“0”) courses may be required prior to taking college-level courses, they do not fulfill requirements for any degrees and may not be transferable to a senior university.

A small number of academic courses contain a “7” in the third digit of the course number indicating that they do not comply with the TCCNS and may not be transferable to another college or university. Students should consult with the receiving institution to ensure transferability prior to enrolling. It is important for students who plan to transfer to another college or university to ensure that courses taken at the Alamo Community Colleges are transferable and apply to their degree program at the transfer institution.

For comprehensive information on curriculum guidelines see online at <http://www.tasb.org>

PREREQUISITE AND CO-REQUISITE COURSES

A number of courses have prerequisites. The prerequisite may be a score on a placement test or successful completion of a lower-level course. Before registering for courses with prerequisites, students must show proof that they have fulfilled the requirement or are in the process of fulfilling the requirement. Questions regarding prerequisites should be directed to the appropriate academic department chair.

When a student registers for a course indicating a co-requisite course is required, all courses listed must be attempted simultaneously.

COURSE LOAD

Students may not enroll in more than the maximum semester credit hours allowed by the Alamo Community Colleges for any given semester. According to the Texas Higher Education Coordinating Board (THECB), students generally should not be allowed to enroll for more semester credit hours than the number of weeks in a semester/session. Students simultaneously enrolled in terms of different lengths may enroll in a maximum number of semester credit hours equal to the number of weeks in the longest term.

Session Enrollments

Fall/Spring 16-Week Semesters

Full-Time Student – Twelve (12) or more semester credit hours

Half-Time Student – Six to eleven (6-11) semester credit hours

Maximum Hours Allowed: Eighteen (18) semester credit hours

Summer Session

Full-Time Student – Six (6) or more semester credit hours

Half-Time Student – Three to five (3-5) semester credit hours

Maximum Hours Allowed: Eight (8) semester credit hours for the

traditional Summer I session and six (6) semester credit hours for the traditional Summer II session, not to exceed a total of fourteen (14) semester credit hours for the entire Summer.

Flex Six-Week Session

Full-Time Student – Six (6) semester credit hours

Flex Eight-Week Session

Full-Time Student – Eight (8) semester credit hours

Maymester

Full-Time Student – Three (3) semester credit hours

Petition for Overload

Students enrolled in special block programs (e.g., English as a Second Language, Fire Academy, etc.) that require enrollment in semester credit hours beyond the maximum normally allowed, may be exempt from these limitations. Students may petition the appropriate dean or designee for additional hours.

CONCURRENT ENROLLMENT AT THE ALAMO COMMUNITY COLLEGES

Students enrolling concurrently at more than one of the Alamo Community Colleges will be assessed tuition for all courses combined across the Alamo Community Colleges. (See Tuition.) A student's combined enrollment at all institutions, during any semester, may not exceed the maximum hours allowed by the Alamo Community Colleges for any given semester, i.e., eighteen (18) maximum hours for Fall or Spring and fourteen (14) hours maximum for Summer. Students should notify each college of their enrollment at another college to coordinate services.

ALTERNATIVE LEARNING OPTIONS / DISTANCE LEARNING

The Alamo Community Colleges are committed to providing students an easy-access, flexible, and continuous registration/enrollment process. Alternative learning options meet the needs of

students whose busy lives make scheduling college courses difficult. The various course delivery methods may be more appropriate for various learning styles. Students are encouraged to explore the requirements for each option to determine which offers the better opportunity for success. Students may be required to attend an on-site orientation, watch televised broadcasts or DVDs, attend on-campus review sessions, and take exams on-campus. Additional information may be requested from the Enrollment Services/Admission and Records office.

Open-Entry/Open-Exit (OE/OE) Learning Centers provide computer workstations in an unstructured classroom setting. (See Class Schedules for semester offerings and orientation schedules.)

Online Internet Courses allow students to learn any time, anywhere through electronic communications tools such as email, chat rooms, and bulletin boards.

Video Courses are broadcast on specified channels and allow students to independently complete all or most coursework off-campus. If broadcast times are not convenient, students may record lessons and view them at their convenience. Video Course lessons are also available on DVD in the Alamo Community Colleges' libraries for check-out and for purchase in campus bookstores.

Interactive Video Conferencing Courses utilize real time audio and video between instructor and student and are broadcast on television or are available on DVD. Students complete most course assignments independently.

Blended/Hybrid Courses combine traditional classroom coursework such as lectures, class discussions, group work, and on-campus activities with online coursework. Blended Courses are recommended for students with flexible schedules.

MATH REQUIREMENT

Upon completion of twelve (12) college-level semester credit hours with a 2.0 GPA, students are encouraged to begin the Developmental Math sequence. Students testing into Developmental Math

are encouraged to start the math sequence as soon as possible and continue the course sequence each semester without interruption.

CENSUS DATE

The Official Census Date of each semester or session established by the THECB is the Alamo Community Colleges official certified enrollment date. No grade is recorded or maintained for courses dropped prior to the Official Census Date.

CLASSIFICATION OF STUDENTS

Freshman: Must have completed less than thirty (30) semester credit hours in college-level courses at the Alamo Community Colleges or other regionally accredited college(s).

Sophomore: Must have completed not less than thirty (30) and not more than seventy-two (72) semester credit hours in college-level subjects at the Alamo Community Colleges or other regionally accredited college(s).

Unclassified: Must have completed more than seventy-two (72) semester credit hours with no associate or baccalaureate degree earned.

Associate Degree: An academic degree awarded after the successful of a prescribed course of study.

CANCELLATION OF CLASSES

In the case of cancelled classes due to inclement weather or other emergencies, attempts will be made to ensure that classroom hours are rescheduled. For the latest information on the Alamo Community Colleges' closures, dial (210) 208-8189 or online at <http://www.accd.edu>. San Antonio College's radio station, KSYM 90.1 FM, as well as local radio and television stations, will also have the latest information on the Alamo Community Colleges' closures.

ADDS, DROPS, AND WITHDRAWALS

Students should carefully consider all options before changing their schedule. An add/drop schedule change period is provided each semester following the close of registration. From the beginning of classes through the Census Date, changes made in courses will be recorded/posted as “Dropped Before Census” and will not appear on the official transcript. Students withdrawing after the Census Date will receive a grade of “W” during the withdrawal period. Official “W” recording dates are listed in the Academic Calendar.

It is very important to consider that:

- All class schedule adjustments must be recorded and officially processed by the Enrollment Services/Admissions and Records Office and may require approval from department chairs or designees.
- Withdrawing from a class after the Census Date may affect a student’s ability to re-enroll in the course without an increase in the tuition charged for the course and/or may count toward the maximum drop/withdrawals allowed by a Texas ruling. (See Drops and Withdrawals.)
- Adding or dropping classes, or withdrawing from all classes, can impact financial aid eligibility. Students should review the financial aid policies on withdrawing from classes. Students who receive financial aid should understand that simply notifying Student Financial Services offices of enrollment changes is not official notification to the Alamo Community Colleges.
- No drops or withdrawals will be accepted by phone or over the Internet.

Drop/Add Forms may be picked up in the Enrollment Services/Admissions and Records Office or the appropriate department.

Adds

Students may add courses online or on-campus during dates designated for schedule changes, which are identified in current Class Schedules. Once the semester/session begins, students may not add

courses without departmental chair approval. Once the class has met, students may no longer be added to that course.

Drops and Withdrawals

Faculty Initiated Drops

Faculty may process drops for non-attendance when it results in a lack of progress. (See Attendance.) The course syllabus should include any established attendance policy and students should discuss absences or issues relating to attendance with each instructor.

Student Initiated Drops

Students must drop from a class in person with an advisor, faculty member or other designee. A Notice of Change/Add/Drop Form must be submitted to the Enrollment Services/Admissions and Records Office for processing. Students are responsible for following up and confirming that requests to withdraw from classes have been processed.

Third-Attempt Enrollment Ruling

Dropping a course may result in the student having to re-enroll for a required course and with higher tuition for the repeated course. Effective Fall Semester 2005, the Alamo Community Colleges will charge a higher tuition rate to students registering the third (3) or subsequent time for a course.

The State of Texas financially subsidizes the education of college students and the tuition paid by any student represents only a portion of the real cost of any credit course. The State will no longer subsidize a student's enrollment for the third (3) or subsequent attempt. Students should meet with an advisor to determine if they are repeating a course for the third (3) time.

Students are exempted from payments of higher tuition for any courses repeated in the final semester or term before graduation if the courses are taken for the purpose of receiving a grade that will satisfy a degree requirement. This exemption applies for only one (1) semester. This exemption does not affect an institution's ability to charge a higher tuition rate for courses that cannot be reported for funding for other reasons such as the excess credit hour limit,

or an institution's ability to waive higher tuition rates for economic hardship

Six Course Drop Ruling

Students are limited to a total of six course drops during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code, which limits the number of courses that may be dropped under certain circumstances. A dropped course is defined as a course in which an undergraduate student at an institution of higher education has enrolled for credit but did not complete under these conditions:

- the student was able to drop without receiving a grade or incurring an academic penalty;
- the student's transcript indicates or will indicate that the student was enrolled in the course past the dead line to add and drop prior to the census date; and
- the student is not dropping the course in order to withdraw from the institution.

Exceptions to the course drop limit include a total withdrawal from the institution and an approved waiver drop. Guidelines for requesting an exception may be located through the Alamo Community Colleges' homepage online at <http://www.accd.edu>.

Official Withdrawals

A total withdrawal from the Alamo Community Colleges is not counted in the above statute. If a student drops one or more courses during the semester before withdrawing completely, the student's individual drops will be counted in the complete withdrawal.

To officially withdraw completely from the Alamo Community Colleges students must:

- Go to the Enrollment Services/Admissions and Records office.
- Resolve all financial obligations to the Alamo Community Colleges including library clearance

Withdrawal for Military Service

Military students may want their transcripts to reflect that they withdrew due to military reasons so that they are not penalized in the future – financially or through an admissions process – for reasons beyond their control. Alternatively, military students may request that their transcripts show no indication that they were enrolled, and the course(s) will be permanently removed from their transcript.

If a student withdraws as a result of being called to active military service, the Alamo Community Colleges, at the student's option and with proper documentation, shall:

- Grant a student who is eligible under the Alamo Community Colleges' guidelines a grade in all courses by designating "Withdrawn- Military" (WM) on the transcript, OR
- As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and demonstrated sufficient mastery of the course material.

The Alamo Community Colleges shall provide a 100% refund with the presentation of military orders.

Recording Withdrawal Grades

Regular withdrawals will be recorded as a "W" (withdrawn). Waiver drops will be recorded as a "WX" (withdrawn with exception). Military Service withdrawals will be recorded as a "WM." All "W" grades have no effect on the GPA. To simply stop attending a class may result in a grade of "F."

Courses dropped do not become official until the drops have been processed.

REINSTATEMENT TO CLASS

A student dropped for excessive absences or lack of progress may be reinstated to class at the discretion of the instructor of record only if circumstances justify reinstatement. The appropriate reinstatement form must be signed by the faculty member and submitted to the Enrollment Services/Admissions and Records Office.





SECTION 5- TUITION

RESIDENCY

Students verify and establish residency based on the answers they provide to the core residency questions on the ApplyTexas application. Students may be contacted by the Alamo Community Colleges for additional residency documentation. Classification of residency is based on the following:

- In-District Bexar County Resident: A Texas resident who has lived in Texas for the past twelve (12) months and resides in Bexar County.
- Out-of-District Student: A Texas resident for the past twelve (12) months who does not reside in Bexar County.
- Out-of-State Student: A U.S. citizen who has not lived in Texas for the past twelve (12) months.
- Out-of-Country Student: A non-U.S. citizen who is not a resident alien.

TUITION REIMBURSEMENT/REBATE POLICY

Under Section 54.0065 of the Texas Education Code, students graduating from a Texas public baccalaureate-granting university may be entitled to a partial tuition rebate.

Eligible students must meet all of the following requirements:

- Must have enrolled for the first time in an institution of higher education in Fall 1997 or later.
- Must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university.

- Must have been a resident of Texas, must have attempted all coursework at a Texas public institution of higher education, and must have been entitled to pay resident tuition at all times while pursuing the degree.
- Must have attempted no more than three (3) hours in excess of the minimum number of semester credit hours required to complete the degree detailed in the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned by examination, courses dropped after the official Census Date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses.

Students who are seeking tuition rebates are responsible for enrolling only in courses that will qualify them for the rebates. Courses dropped for reasons that are determined by the institution to be beyond the control of the student shall not be counted.

TUITION REFUND SCHEDULE

(Subject to change without notice)

Students officially dropping or withdrawing from courses at the Alamo Community Colleges will have their tuition calculated according to the following schedules:

Fall and Spring Semesters (16 Week Sessions)

100% Prior to the first class day of semester

70% During class days one (1) through fifteen (15)

25% During class days sixteen (16) through twenty (20)

0 After the twentieth (20) class day

Six Week Summer Sessions

100% Prior to the first class day of semester

70% During class days one (1) through five (5)

25% During class days six (6) through seven (7)

0 After the seventh (7) class day

Eight Week Summer Sessions and Flex Terms

100% Prior to the first class day of the semester
70% During class days one (1) through eight (8)
25% During class days nine (9) through ten (10)
0 After the tenth (10) class day

Open Entry/Open Exit

100% Prior to the first class day of the semester
70% During class days one (1) through eight (8)
25% During class days nine (9) through ten (10)
0 After the tenth (10) class day

Refunds for other non-standard length courses shall be made based on the Refund of Tuition table provided by the Texas Higher Education Coordinating Board (THECB). Refunds are dependent on students having paid more than the minimum required tuition and having paid their tuition in full. Students are responsible for reimbursements to companies or agencies that have financially assisted them with their tuition.

Refunds for students on the Installment Plan will be applied to the balance due, as stated in the Installment Plan Contract. All academic calendar days are considered for refund purposes, not only the days the student attends class.

No refund is possible after the designated deadline, except in extraordinary circumstances and if approved by the Alamo Community Colleges. **Tuition paid by a credit card will be refunded back to the credit card.**

Federal regulations governing financial aid programs require Student Financial Services to put into place policies and procedures that may impact whether or not a student is eligible for a refund as described above. (See Financial Aid.)

NOTE: Students are responsible for verifying mailing address; refund checks will be mailed to the address the student provides.

INSTALLMENT PAYMENT PLAN

An installment payment plan is available for students in Good Standing. Detailed information is available online at <http://www.accd.edu>.

TUITION WAIVERS

Under the Texas Education Code § 54.205, a deaf or blind person who is a Texas resident is entitled to exemption from the payment of tuition at any institution of higher education utilizing public funds if the following is presented:

- Certification that the applicant is a blind person or a deaf person by the Texas Rehabilitation Commission, Texas Commission for the Blind, or the Texas Commission for the Deaf and Hard of Hearing in a written statement, which certification is considered conclusive.
- A written statement of purpose from the student that indicates the certificate or degree program to be pursued or the professional enhancement to be realized from the course of study for that certificate or degree program.
- A high school diploma or its equivalent.
- A letter of recommendation from the principal of the high school attended by the deaf or blind individual, a public official, or some other responsible person who knows the deaf or blind individual and is willing to serve as a reference.
- Proof that all other entrance requirements of the institution are met. Students are required to present certification at the time of initial enrollment in the Alamo Community Colleges in the course of study they have designated. The certification is valid for each semester that the student enrolls in the Alamo Community Colleges in the designated course of study.

TUITION SCHEDULE

Tuition Schedule						
Texas Residents					Non-Texas Residents and International Students	
Semester Hours	In-District		Out of District		Tuition	Pledge Tuition
	Tuition	Pledge Tuition	Tuition	Pledge Tuition		
1	\$306	\$116	\$570	\$116	\$1,098	\$116
2	\$306	\$116	\$570	\$116	\$1,098	\$116
3	\$306	\$116	\$570	\$116	\$1,098	\$116
4	\$306	\$116	\$570	\$116	\$1,098	\$116
5	\$306	\$116	\$570	\$116	\$1,098	\$116
6	\$306	\$116	\$570	\$116	\$1,098	\$116
7	\$357	\$121	\$665	\$121	\$1,281	\$121
8	\$408	\$121	\$760	\$121	\$1,464	\$121
9	\$459	\$121	\$855	\$121	\$1,647	\$121
10	\$510	\$121	\$950	\$121	\$1,830	\$121
11	\$561	\$121	\$1,045	\$121	\$2,013	\$121
12	\$612	\$121	\$1,140	\$121	\$2,196	\$121
13	\$663	\$121	\$1,235	\$121	\$2,379	\$121
14	\$714	\$121	\$1,330	\$121	\$2,562	\$121
15	\$765	\$121	\$1,425	\$121	\$2,745	\$121
16	\$816	\$121	\$1,520	\$121	\$2,928	\$121
17	\$867	\$121	\$1,615	\$121	\$3,111	\$121
18	\$918	\$121	\$1,710	\$121	\$3,294	\$121
19	\$969	\$121	\$1,805	\$121	\$3,477	\$121
20	\$1,020	\$121	\$1,900	\$121	\$3,660	\$121
21	\$1,071	\$121	\$1,995	\$121	\$3,843	\$121

Fall/Spring Sessions Pledge Tuition

1-6 credits are priced at a flat rate of \$306.00 for In-District Tuition, \$570.00 for Out-of-District Tuition, and \$1098.00 for Non-Resident and International Student Tuition.

7-21 credits are priced at a rate of \$51.00 per credit for In-District Tuition, \$95.00 per credit for Out-of-District Tuition, and \$183.00 per credit for Non-Resident and International Student Tuition.

Any student currently enrolled as of the official Census Date who subsequently enrolls in a Flexible Entry class offered in the same semester will be assessed tuition as though another class were being added to the student's current load.

Summer Sessions

Minimum tuition for each Summer term is \$153.00 for In-District Texas residents, \$285.00 for Out-of-District Texas residents, and \$549.00 for Non-Texas residents and International students.

Pledge Tuition: Summer Sessions

For each summer session, the Pledge Tuition is \$116.00.

REFUNDABLE CHARGES PAID BY ALL STUDENTS

Pledged Tuition:

1-6 hours	\$116.00
7 or more hours	\$121.00
Summer & Mini Semester	\$116.00

Student Activity Charge:

Per credit hour	\$1.00
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OTHER REFUNDABLE CHARGES

Audit Charge	\$12.00
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Specific Program Tuition:

Water Treatment, Fire Science, Aviation, Dental Technology, etc.	Varies
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International Student Insurance:

Per Semester, Fall or Spring	\$66.00
Summer & Mini Semester	\$22.00

NON-REFUNDABLE CHARGES

Examination Charges:

Advanced Standing Examination per credit hour/\$153.00 minimum	\$51.00
G.E.D.	\$65.00
Re-Examination (if failed)	\$7.00
TASP Alternative	\$15.00
Correspondence Examination	\$10.00
Texas Securities Examination (Austin)	\$10.00

Parking Permits:

Full Year	\$21.00
After January 1	\$11.00
Summer Term	\$7.00
Replacement	\$8.00

Parking Fine	\$12.00
If not paid within 10 days	\$18.00

Returned Check/ACH Return Charge	\$35
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Library Fines:

Books per day/per book	\$0.10
Reserved Books per day/per book	\$0.50

Installment Payment Plan

Administrative Charge per semester	\$25.00
Late Charge per each late payment	\$10.00

Foreign Student Registration Processing Cost	\$15.00
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TUITION FREEZE PROGRAM

The Tuition Freeze Program (TZP) guarantees a three (3) year freeze on tuition rates for those students who commit to selecting a major and steadily working toward that goal. Students pay the same tuition rate for three (3) years if they meet the initial and continuing eligibility criteria.

The TZP is available for students in the first (1) semester of college enrollment or students who have accumulated twelve (12) or fewer credit hours, either earned at the Alamo community Colleges or transferred from another institution. Hours earned while enrolled at the Alamo Community Colleges as a Dual Credit student are excluded from the accumulated hours.

To enroll in TZP program prior to or during a semester of eligibility students should:

- Sign an electronic agreement during a Fall or Spring semester of eligibility
- Declare a major leading to an Associate Degree

Guidelines for applying for TZP are available online at <http://www.accd.edu>.







Northeast Lakeview College Spanish Club



Faculty and staff of Northeast Lakeview College and Alamo Community College performing a dramatized reading of "To Kill a Mockingbird."



SECTION 6 - FINANCIAL AID

ABOUT STUDENT FINANCIAL SERVICES

The most important function of Student Financial Services (SFS) is to administer and manage financial assistance programs to the benefit of eligible students and families who are unable to afford the cost of a college education. The goal of the SFS Office is to help students avail themselves of as many federal, state and institutional financial aid program opportunities as possible.

Financial aid comes in three basic types:

- Scholarships/grants
- Work-study programs
- Loans

Any or all of these may be combined in a financial aid package to help pay for educational expenses. Scholarships and grants do not have to be repaid. Loans must be repaid and are therefore not encouraged unless absolutely necessary as a last resort.

This section describes most available financial aid programs, their requirements, and other pertinent policies and procedures. Not all policies and procedures that SFS Offices of the Alamo Community Colleges are required to follow are listed. Policies listed here are only those deemed most important to students. The Alamo Community Colleges comply with all state and federal regulations governing administration of student financial aid programs. It is important to note that these policies change unexpectedly as a result of legislative action or U. S. Department of Education interpretation. Therefore, in the event of changes after the editing of this catalog, the Alamo Community Colleges will comply with the most current regulations and interpretations thereof. Extensive financial

aid information can be found at the Alamo Community Colleges home page at <http://www.accd.edu/district/schships/main/sfs.htm>. This link will also provide additional information about student aid programs, scholarship searches, applying for financial aid, and links to other helpful websites.

AID ELIGIBILITY FOR CORPORATE AND COMMUNITY EDUCATION COURSES

Tuition assistance is available for eligible individuals who wish to enroll in Corporate and Community Education courses. The Texas Public Education Grant for Continuing Education (TPEG-CE) may be used for tuition only charges of non-credit courses. There is no reimbursement for pre-paid tuition bills. Financial aid may be awarded from 50-100% of course tuition, but funded amounts will be determined by each Student Financial Services Office. The standard Free Application for Federal Student Aid (FAFSA) must be completed eight (8) weeks prior to registering for the class. Once the Student Aid Report (SAR) is received, a TPEG-CE application must be completed and submitted before registering for the class. Awards will be based on determined eligibility and available state funding. Applications are available in the Student Financial Services Offices. Training programs that exceed a total of 260 clock hours will not be eligible.

In addition, limited loan assistance can be obtained by eligible students who are pursuing a teacher certification. Grant funding is sometimes available as well. Interested students should check with the Teacher Certification Office at their college for more details on the availability of assistance and specific application information.

WHAT IS THE FAFSA?

In order to determine financial aid eligibility for all federal financial aid programs, the U.S. Department of Education has developed the Free Application for Federal Student Aid (FAFSA). The state of Texas has also opted to accept the FAFSA and the financial aid methodology it represents to establish financial aid eligibility for state programs.

The FAFSA is the first step in the financial aid process and assesses a student's or a family's financial ability to pay. Responses to questions on the FAFSA go into a formula established by the Higher Education Act of 1965, as amended, called the Federal Methodology. The result is a student's Expected Family Contribution (EFC). Colleges use the EFC to determine students' financial need and their state, federal or institutional aid eligibility.

The FAFSA is available from high school guidance counselors, any public library, financial aid administrators at any university, or any of the Alamo Community Colleges' SFS Offices. The FAFSA can be ordered by calling 1-800-4FEDAID or it can be accessed online at <http://www.fafsa.ed.gov>.

APPLYING FOR FINANCIAL AID AT THE ALAMO COMMUNITY COLLEGES

Students who apply for financial aid at the Alamo Community Colleges are automatically considered for the following programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Academic Competitiveness Grant (ACG)
- Texas Public Education Grant (TPEG)
- Leveraging Educational Assistance Partnership / Special Leveraging Educational Assistance Partnership (LEAP/ SLEAP)
- Texas Grant I
- Texas Educational Opportunity Grant (TEOG)
- Federal Stafford Loan (additional application required)
- Federal College-Work-Study (additional application/forms required)

The application procedures are described below and apply to need-based grants, loans, and work-study. (To apply for institutional scholarships follow the procedures in the section on scholarships under Financial Aid Resources.) Referenced further in this section

are the Early High School Graduation Scholarship, the Educational Aide Exemption, and the Hazlewood Act Exemption.

Applications for aid will be considered complete when the following has taken place at one of the Alamo Community Colleges:

1. The student has been accepted for admission in a program of study leading to a degree or certificate and are making Satisfactory Academic Progress. First-time college freshmen are assumed to be making Satisfactory Academic Progress.
2. The student has the following on file in Student Financial Services:
3. The financial aid application. To ensure the application is electronically forwarded, the Federal School Code of the college to which the student is applying must appear on the FAFSA.

Northwest Vista College – Federal School Code...033723
Palo Alto College – Federal School Code.....016615
San Antonio College – Federal School Code.....009163
St. Philip’s College – Federal School Code.....003608

4. If selected for verification, the student must submit the appropriate Dependent/Independent Verification Worksheet, IRS Tax Returns, documentation of benefits and untaxed income, plus any other required documentation. Please see the section on Verification below for more specific information about requirements and procedure.

It is essential that the SFS Office always has the student’s most current permanent address and email address to avoid delays and ensure that important documents are received promptly. Update addresses as often as necessary by completing the appropriate forms at the Enrollment Services/Admissions and Records office.

DEADLINES FOR FILING THE FAFSA

The U.S. Department of Education publishes general deadlines that apply to the processing of a FAFSA by its processors online at

<http://www.fafsa.ed.gov>. A processed FAFSA, however, does not guarantee that an eligible student will receive financial aid. While Alamo Community Colleges SFS offices accept financial aid applications virtually all year round, the student's complete financial aid application must be received at least six (6) weeks before the end of the semester to receive full consideration for funding. In addition, since funding is limited, grants and scholarships are awarded on a first-come, first-served basis to students who qualify. Therefore, applications should be received by the dates below in order to be considered on-time for the indicated semester:

Semester Priority Deadline

Fall	April 1
Spring	October 30
Summer	March 1

Completed applications received **by the priority date** will receive priority consideration of all available funds, subject to each student's eligibility. Completed applications received **after the priority date** will be processed according to eligibility and remaining available funds. Students applying after the priority date should check with their college to make sure they have not applied after the final deadline for the semester. Applications received **after the final date** will be processed for future semesters only, but not beyond that academic year. A separate Summer Application is required to be considered for summer aid.

ELIGIBILITY REQUIREMENTS FOR STUDENT FINANCIAL AID

In general, students are eligible for federal, state, and institutional aid if they meet the following requirements:

- Be enrolled for at least six (6) semester credit hours as a regular student in an eligible program. (Less than half-time students may receive a Pell Grant if they are eligible.);
- Be a U.S. citizen or eligible non-citizen. Undocumented students who meet the criteria for Texas residency under HB1403 qualify for limited state finan-

- cial aid;
- Have a high school diploma or a General Education Development (GED) certificate;
 - Not be in default on any student loan or owe a refund to a federal financial aid program;
 - Make Satisfactory Academic Progress in a declared course of study. All students must be familiar with the Alamo Community Colleges' Satisfactory Academic Progress policy;
 - Have financial need as determined by the federal need analysis methodology and institutional guide lines; and
 - Not have been convicted of a felony or crime involving a controlled substance.

CALCULATING FINANCIAL NEED

The information students report when completing the FAFSA is used in a formula established by Congress that calculates an Expected Family Contribution (EFC). The EFC is the amount students and their families are expected to have available toward the student's educational costs. For the Federal Pell Grant Program, if the EFC is below a certain number, students are eligible for a Pell Grant, assuming they meet all other eligibility requirements. There is no maximum EFC that defines eligibility for college-based programs. Instead, the EFC is used in an equation to determine financial need:

$$\begin{aligned} &\text{Cost of Education} \\ &\text{– Expected Family Contribution} \\ &= \text{Financial Need} \end{aligned}$$

The difference between the cost of education and the Expected Family Contribution is considered the student's financial need. The financial need calculation helps the SFS Office establish eligibility for grants, loans, and work-study. The combination of financial aid from these sources is called a financial aid package and it is meant to help meet the student's eligibility.

A booklet describing the formula that produces the Expected Fam-

ily Contribution (EFC) is available by writing to:
Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044

VERIFICATION

Verification is the process by which a student's financial aid application data is checked for accuracy. Only those students selected for verification by the federal processor need to go through this process. The U.S. Department of Education requires all colleges to complete this process for all students selected without exception. Students are notified of this requirement via the Student Aid Report (SAR) and through an email from the Alamo Community Colleges' Student Financial Services Office. Log onto the WEB for Students at <http://www01.accd.edu/district/it/webforstudents.html> to view the specific documents that must be submitted to the Student Financial Services Office.

Students selected for verification are typically asked to submit the following documents, if applicable to their situation:

- Signed copy of the student's (and spouse's, if applicable) income tax return (1040's, W2's);
- Signed copy of the student's parents' income tax return if the student is considered a dependent student;
- Verification Worksheet (available at Student Financial Services or <http://www.accd.edu/district/schships/main/sfs.htm>); and
- Documentation that verifies benefits or untaxed income, such as:
 - Temporary Assistance for Needy Families (TANF), formerly AFDC
 - Veteran benefits
 - Other untaxed income and benefits

NOTIFICATION OF FINANCIAL AID AWARDS

All financial aid award notifications to students from the SFS Of-

office can be found on the student's personal page online at <http://www.accd.edu>. The SFS Office no longer mails out written notifications. Instead, students should check their financial status on-line via email at the personal email address provided on the FAFSA, and at the one assigned by the Alamo Community Colleges. The email provides instructions on how to view and accept awards via the Web for Students at the above web address. Students can view each source of aid and amount that they have been awarded. In order for aid to be credited to their account, students must accept their award on-line. The SFS Office can assist students in navigating the Web site or provide written instructions.

RECEIVING FINANCIAL AID FUNDS

Checks generated in the first check run at the beginning of the Fall and Spring semesters are mailed to students at their permanent address without exception. Checks generated the rest of the term are held at the Bursar/Business Office for a few days for students to pick up before they are mailed. Loan funds are also credited directly into students' accounts. This means that disbursement of loan funds is made on the same schedule as grants and scholarships.

Given that not all checks can be released to students by the payment deadline, students must make arrangements on their own for payment of tuition and for the purchase of books and supplies. Students should check with the SFS Office about the availability of short-term emergency loans for tuition.

SATISFACTORY ACADEMIC PROGRESS FOR PURPOSES OF FINANCIAL AID

Federal Regulations require all students applying for financial assistance to maintain Satisfactory Academic Progress in order to receive aid. The progress standards that students are required to meet in order to maintain financial aid eligibility are:

- A minimum 2.0 GPA, "C" or better, per semester and overall GPA;
- Successful completion of 67% of all coursework at-

tempted; and

- Completion of the academic program of study within ninety-nine (99) hours of attempted coursework (including all hours attempted at other colleges). Note: Thirty (30) hours in developmental classes may be excluded from the ninety-nine (99) hours.

Compliance with the Satisfactory Academic Progress (SAP) policy is evaluated after every Spring semester. Students are advised to check their status through the WEB for Students. SAP policy is categorized in one (1) of three (3) ways: Good Standing, Financial Aid Probation, and Financial Aid Suspension. Students may receive financial aid while in Good Standing or on Financial Aid Probation status, but not if they are on Suspension. The information below describes specifically what the categories mean:

Good Standing

Students are considered to be in Good Standing if they meet all three (3) standards of progress outlined above. These students may participate in any financial aid programs provided they meet all other eligibility criteria, subject to availability of funds.

Financial Aid Probation

Students are placed on probation if, by the end of the Spring semester, they have not completed 67% of all coursework attempted and/or do not have at least a cumulative 2.0 GPA. These students may receive financial aid (except student loans) while on Financial Aid Probation, subject to individual financial aid program requirements and availability of funds.

Financial Aid Suspension

Students are suspended from financial aid if, by the Spring semester of their probationary year, they do not meet one (1) or more of the Satisfactory Academic Progress criteria listed above. These students are sent a financial aid suspension notice and can continue to enroll but at their own expense.

Appeal Process

Students may appeal their suspension status or may appeal to re-

ceive a loan if they have been denied one due to their probationary status. The appeal should include a personal statement (with appropriate documentation) detailing the circumstances that resulted in their failure to meet the required standards. Those who have been suspended due to exceeding ninety-nine (99) attempted hours must submit a degree plan, signed by an advisor, clearly showing courses earned towards the program, courses still needed, and the anticipated graduation date.

If the appeal is approved, eligibility is reinstated subject to program requirements. Progress is reviewed at the end of the semester to make sure that the student is meeting the standards and following the degree plan. Failure in either of these criteria will again result in financial aid suspension.

If the appeal is denied, no financial aid of any kind may be awarded. Students can continue to enroll but at their own expense. A reappeal is acceptable after students have completed at least one (1) semester, preferably two (2), and believe they can make a case for getting back on track academically. The Committee's decision is final and may not be appealed further.

SPRING AND SUMMER TRANSFER STUDENTS

Students transferring from another institution during the Spring or Summer semesters must make sure that their prior institution reports to the National Student Loan Database System (NSLDS) the cancellation of any undisbursed Federal Pell Grant and Stafford Loan amounts.

Failure to do so will prevent any of the Alamo Community Colleges from awarding any remaining funds for which a student is still eligible from those student aid programs. Students who plan to enroll at the Alamo Community Colleges only during the Summer and then return to their home institution the following Fall semester, are considered transient students and are therefore not eligible for financial aid at the Alamo Community Colleges.

CONCURRENT ENROLLMENT AND FINANCIAL AID ELIGIBILITY

Students may only receive aid at one school per period of enrollment. Students who are enrolled at two (2) or more of the Alamo Community Colleges for the same semester may receive financial aid at the college where they are enrolled at least half time (six (6) credit hours), and then only if the majority of their hours of enrollment are at that same college. At no time will students be allowed to count enrollment at a non-Alamo Community Colleges school towards their eligibility for financial aid at one of the Alamo Community Colleges.

CONSORTIUM AGREEMENTS AND FINANCIAL AID ELIGIBILITY

The Alamo Community Colleges will sometimes enter into consortium agreements with institutions willing to consider a student's concurrent enrollment at an Alamo Community Colleges school as part of the student's semester course load at their school for the purpose of awarding aid through their financial aid office. That institution becomes the student's home institution for financial aid purposes, and it initiates such agreements on behalf of the student. These students are automatically ineligible for aid from any of the Alamo Community Colleges. All consortium agreements must be approved by the appropriate Alamo Community Colleges authorizing official.

WITHDRAWING FROM COLLEGE AND RETURNING FINANCIAL AID FUNDS

It is important that students know the Census Date for each semester or session. Although students may be awarded aid based on the number of hours they register for at the start of the semester, financial aid will be recalculated on the basis of the number of hours in which they are still enrolled by the Census Day. For example, students who are initially awarded as full-time (twelve (12) hours) will have their financial aid award adjusted to half-time if they have dropped to six (6) hours by the Census Day. For some aid programs

this means that the student has to pay back half of the aid received. A drop in enrollment (but not 100% withdrawal) after the Census Day will not impact the amount of aid received with two (2) exceptions: Federal Work-Study and loans cannot be disbursed at any time in the semester when a student is enrolled in less than six (6) hours.

When students withdraw 100%, federal regulations require all schools to pro-rate the amount of financial aid that they have earned based on the percentage of the semester that they have attended classes. The regulations require that such a percentage be calculated up until the 60% mark of the semester. Since in most cases students are disbursed 100% of their financial aid under the assumption that they will stay in school the entire semester, withdrawing before the 60% mark means they will have to pay back a portion of their financial aid. Failure to repay these funds results in Financial Aid Holds that prevent future registration at any college or university.

Repayment of funds is applied to programs in the following order:

1. FFELP Unsubsidized Stafford Loan
2. FFELP Subsidized Stafford Loan
3. FFELP PLUS Loan
4. Hinson-Hazlewood Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant (SEOG)
7. Academic Competitiveness Grant (ACG)
8. TEXAS Grant or TEOG
9. Texas Public Education Grant (TPEG) or PSIG/LEAP
10. Scholarships

If a student withdraws before financial aid is disbursed, financial aid amounts will simply be pro-rated according to federal regulations.

FINANCIAL AID RESOURCES

STATE AND FEDERAL GRANTS

Federal Pell Grant Program

Awards to eligible students are determined through the use of a payment schedule published annually by the U.S. Department of Education. Award amounts vary according to the:

- Educational costs at the institution (the cost of attendance);
- Student's enrollment status;
- Annual appropriations and award maximums set by Congress; and
- Expected Family Contribution on the student's Student Aid Report.

Pell grant funds are awarded once per semester, and Summer awards are made if the student's annual eligibility has not been exhausted during the Fall and Spring semesters.

Academic Competitiveness Grant (ACG)

Eligible students may receive an Academic Competitiveness Grant (ACG) of up to \$750 for the first (1) academic year of study and up to \$1,300 for the second (2) academic year of study. To be eligible for each academic year, students must:

- Be a U.S. citizen;
- Be a Federal Pell Grant recipient;
- Be enrolled full-time in a degree program;
- Be enrolled in the first (1) or second (2) academic year of their program of study at a two-year or four-year degree-granting institution;
- Have completed the recommended or advanced high school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student);
- If a first-year student, not have been previously enrolled in an undergraduate program; and
- If a second-year student, have at least a cumulative 3.0 GPA on a 4.0 scale for the first academic year.

Note that the amount of the ACG, when combined with a Pell Grant, may not exceed the student's Cost of Attendance. In addition, if the number of eligible students is large enough that payment of the full grant amount would exceed the program appropriation in any fiscal year, the amount of the grant to each eligible student may be ratably reduced.

To be eligible for the second (2) year ACG, students must:

- Be eligible for a Pell Grant;
- Enroll full-time in the second (2) year of the program of study;
- Have a 75% course completion rate in the most recent academic year;
- Have completed at least twenty-four (24) semester credit hours with at least a 3.0 GPA; and
- Must not have received an ACG at the same level in a prior year.

Eligibility for transfer students will be calculated based on hours accepted and using U.S. Department of Education guidance.

Federal Supplemental Educational Opportunity Grants Program

This program provides grants from \$200 to \$1,000 to undergraduate students with a zero (0) Expected Family Contribution who are also planning to go into the field of education. To receive SEOG funds students must be enrolled in six to eleven (6-11) hours.

Texas Public Educational Grant (TPEG)

Texas Public Educational Grants (TPEG) provide assistance to undergraduate students who demonstrate financial need as determined by Student Financial Services. Awards range from \$200 to \$2,000. The amount of the award is based on need and availability of funds. Students must be undergraduates enrolled for at least six (6) semester credit hours who are Texas residents, out of state students, or resident aliens. No repayment is necessary.

Towards EXcellence Access and Success Grant (TEXAS Grant)

The TEXAS Grant I Program pays tuition for students who meet the following program criteria:

- Maintain current Texas residency status;
- Graduated from an accredited Texas high school no earlier than Fall 1998;
- Completed a recommended or advanced high school curriculum;
- Apply and qualify for financial aid;
- Meet the state's financial aid criteria. The expected family contribution must be less than \$4,000;
- Enroll at least three-quarters time (nine (9) hours) in an Associate's Degree or Certificate program;
- Enroll and receive the grant no later than the sixteenth (16) month after graduating from high school; and
- Not be convicted of a felony or crime involving a controlled substance.

Awards can be renewed based on criteria set by the Texas Higher Education Coordinating Board. In addition to the above requirements, students must meet the following renewal criteria:

- Not have earned an Associate or Baccalaureate Degree;
- Maintain a 75% course completion rate in the most recent academic year;
- Complete at least twenty-four (24) credit hours in the most recently completed academic year;
- Maintain a 2.5 GPA or higher and;
- Receive a TEXAS Grant I for no more than ninety (90) semester credit hours.

Texas Educational Opportunity Grant (TEOG)

The TEXAS Grant II Program pays tuition for students who meet the following program criteria:

- Maintain current Texas residency status;
- Graduated from an accredited high school;
- Apply for financial aid and have less than \$2,000 Estimated Family Contribution (EFC);
- Enroll at least as a half-time student;
- Be in the first thirty (30) attempted hours of a first certificate or degree plan program;

- Not have been convicted of a felony or crime involving a controlled substance; and
- Not be eligible for the TEXAS Grant I Program.

Awards can be renewed based on criteria set by the Texas Higher Education Coordinating Board. In addition to the above requirements, students must meet the following renewal criteria:

- Not have earned an Associate or Baccalaureate Degree;
- Maintained a 75% course completion rate in the most recent academic year;
- Maintained a 2.5 GPA or better; and
- Received a TEXAS Grant II for no more than seventy-five (75) semester credit hours.

Students may contact the SFS Office for more information.

Educational Aides Exemption Program

The tuition exemption is available to Texas residents with financial need who worked as educational aides in a Texas public school district for at least one (1) out of the last five (5) years preceding the semester or session for which the exemption is received and who continue to be school employees serving in any capacity. Enrollment in courses leading to a teacher certification at a Texas public institution of higher education is required. Students should complete the FAFSA Form and/or provide a copy of the most current income tax information to show financial need. Applications for the exemption can be obtained from the SFS Office or from their school district's Human Resource Office.

Early High School Graduation Scholarship Program

Texas residents who complete grades 9-12 within forty-six (46) months at a public high school in Texas may qualify for tuition exemptions ranging from \$500 to \$2,000. High school counselors must send a letter certifying a student's level of eligibility to the Texas Higher Education Coordinating Board. The Coordinating Board is responsible for notifying the Alamo Community Colleges and students of awarded amounts.

Hazlewood Program for Texas Veterans

The Hazlewood Act (Article 2654 B-I) aids veterans who have exhausted all of their Department of Veterans' Affairs (DVA) educational benefits. Veterans are exempt from tuition payment when the applicant meets all of the following conditions:

- Served during a national emergency;
- Resided one (1) year in Texas prior to entering the service from Texas, and, upon discharge from the service, continued residence in Texas;
- Served on active military duty (other than training) for more than one hundred eighty (180) days; and
- Not be in default on a federal loan or owe an over payment of federal grant program.

If the conditions listed above are met, the applicant must submit the following to the SFS Office:

- A letter from the DVA stating that the applicant has no further educational entitlement under the G.I. Bill (If first time Hazlewood user, DVA letter must be from Muskogee, Oklahoma); and
- A copy of the applicant's DD214 showing "Character of Discharge."

The applicant may enroll in non-credit courses if these conditions are met. A copy of the application is available online at <http://www.accd.edu/district/schships/main/sfs.htm>.

Leveraging Educational Assistance Partnership/Special

Leveraging Educational Assistance Partnership (LEAP/SLEAP) LEAP/SLEAP provides assistance to an undergraduate student who demonstrates financial need as determined by the SFS Office. To be eligible for this grant a student must be enrolled for at least six (6) semester credit hours. Awards are made to Texas residents on a first-come, first-served basis until funds run out.

Public Student Incentive Grants (PSIG) Program

Public student incentive grants provide assistance to undergraduate students who demonstrate financial need as determined by the SFS Office. To be eligible, students must be Texas residents enrolled in at least six (6) semester credit hours.

ALAMO COMMUNITY COLLEGES SCHOLARSHIPS

The Alamo Community Colleges award many scholarships, based on the availability of institutional and private funds, to academically meritorious or needy students. Scholarships range from \$300-\$1500 per academic year (Sept-May) and \$375-\$750 when awarded by semester. All scholarships and other financial aid already awarded is taken into consideration when determining eligibility.

Eligibility Requirements:

- Complete the Free Application for Federal Student Aid (FAFSA) for need-based consideration;
- Enroll as a first time student in college or as a returning Alamo Community Colleges student with fewer than ninety-nine (99) cumulative college credit hours attempted. Students with Bachelors or Masters degrees will not be considered;
- Pursue an Associate Degree, Certificate, or transfer program at the Alamo Community Colleges;
- Enroll for six to twelve (6-12) credit hours, depending on individual scholarship criteria;
- Have and maintain a satisfactory GPA (2.00-4.00);
- Maintain Satisfactory Academic Progress. To review Alamo Community Colleges SAP policies see online at <http://www.accd.edu/district/schships/main/sfs.htm> and click on Policies;
- Not be in default on a student loan, or owe a refund to any college for state or federal funds; and
- Be a U.S. citizen or eligible non-citizen.

Application Procedures:

Complete and submit to Student Financial Services (SFS) an Alamo Community Colleges Scholarship Application including the items listed below:

- Submit an official college academic transcript from all colleges previously attended. (Copies of transcripts from other Alamo Community Colleges are not needed.);
- Provide two (2) letters of reference from high school or college faculty who can attest to the student's aca-

- demic promise and ability to succeed;
- Provide a one (1) page essay explaining career goals;
- Provide a one (1) page autobiography (include family background and personal interests);
- Entering freshmen must submit a high school transcript;
- Applicants applying for scholarship renewal must provide additional information as requested below; and
- Meet the application deadline of June 1 for the Fall semester and November 1 for the Spring semester.

The scholarship application and a list of available scholarships with descriptions and specific requirements are available at Student Financial Services or online at <http://www.accd.edu/district/schships/main/sfs.htm>.

Selection of Recipients:

Once scholarship applications are reviewed, students are notified via email to log onto the Web for Students at <http://www01.accd.edu/district/it/webforstudents.html> to review their status.

Notice of Awards:

Students will be notified by mail of any scholarship award or denial.

Renewal of Scholarships:

Scholarships may be renewed on an academic year or semester basis, contingent upon Satisfactory Academic Progress and availability of funds. Students must reapply for continuation of scholarships by the deadline for the next academic year (September-May) or semester. Please attach a separate sheet describing how the scholarship benefited the student and why it should be renewed.

The Office of Student Financial Services reserves the right to cancel any scholarship at any time if the applicant fails to meet the standards of academic progress, scholarship requirements, or falsifies information reported.

LOANS

Federal Stafford Loans Programs (Subsidized and Unsubsidized)

Stafford Loans are low-interest student loans certified by the Alamo Community Colleges and guaranteed by the federal government. These loans can be made through almost any bank or credit union. The interest rate varies between 2.77% and 8.25%. For subsidized loans, the federal government pays the interest while the student is enrolled at least half-time. Unsubsidized loans, on the other hand, require students to make interest payments or to agree to capitalize the interest, which is deferred but becomes part of the principle. First-year students may borrow up to \$3,500 per year, while second-year students may borrow up to \$4,500. Because subsidized loans are based on financial need, the SFS Office establishes the amount students are eligible to borrow. Students must attend a counseling session concerning the loan, full repayment of which begins six (6) months after the student leaves school or drops below half-time status.

Stafford Loan deadlines

Fall First Friday of November

Spring First Friday of April

Summer First Friday of June

These deadlines also apply to the PLUS Loan Program below.

Federal PLUS Loans Program

The PLUS Program allows parents to borrow up to the cost of education for each dependent enrolled in college at least half-time. PLUS loans can be made through almost any bank or credit union at a variable interest rate not to exceed 9%. Repayment for parent borrowers begins sixty (60) days after disbursement of the loan. The PLUS loan amount, together with all other financial aid, may not total more than the student's Cost of Attendance at one of the Alamo Community Colleges.

Consolidation Loan Program

Consolidation Loans may be arranged to combine loans made to a student under Title IV programs and the Health Professions Student Loan (HPSL) Program. These loans provide repayment periods ap-

appropriate for the total amount outstanding. For example, a student whose total loan debt exceeds \$7,500 may be given a repayment period longer than ten (10) years. Repayment of a Consolidation Loan must begin within sixty (60) days after the selected loans have been consolidated. Students must contact their lenders to see if the loan qualifies for Consolidation Loans.

Short-Term Loans

The Short-Term Loan is a zero (0) interest, institutional emergency loan for tuition that must be repaid in thirty (30) days. These loans are offered prior to the start of the Fall and Spring semesters only. Students work with the SFS Office to determine their eligibility and the amount of the loan. Students must show proof that they have applied for and will be eligible for a PELL grant. Funds are limited and a separate application is required.

WORK OPPORTUNITIES

Federal Work-Study Program

The Federal Work-Study (FWS) Program provides a job for undergraduate students enrolled at least half-time who demonstrate financial need to help pay for their educational expenses. The hourly pay rate is typically slightly above current federal minimum wage. The amount of FWS awarded depends on a student's financial need, availability of funding, and the amount of other aid the student receives. Students may not work more than nineteen (19) hours per week. FWS students are paid once (1) per month and may pick up their checks at the Bursar/Business Office.

Off-Campus Employment

Private, off-campus employment is administered by many local community or city agencies that hire the Alamo Community Colleges' students. The firms' policies are not related to the Alamo Community Colleges. In addition to earning money while attending college, students have an opportunity to participate in the local work force and gain valuable work experience.





SECTION 7 - ACADEMIC STANDARDS

ATTENDANCE

Regular and punctual attendance at all classes and laboratories, day and/or evening, is required. Students absent for any reason should consult with their instructors. Course syllabi provide specific information regarding attendance. In all cases, students will be held responsible for completion of requirements. Excused absences apply only to students representing the school in an official capacity. The appropriate instructional division chair, dean, or vice president must approve such absences.

Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard to each. Absences are recorded from the official date of enrollment in the class.

Instructors may drop students who are excessively absent, are not doing well in class, and do not attempt to contact the instructor about the absences and/or academic problems. Absences do not have to be consecutive. If students are dropped from a class for lack of progress, the instructor will record a grade of "W" (Withdraw).

Students who stop attending class for any reason should contact the instructor and the registrar to officially withdraw from the class. Students may be required to consult with an advisor or designee before dropping. Failure to officially withdraw may result in a failing grade. It is the student's responsibility to withdraw officially from a class if that becomes necessary. Students need to submit a completed Withdrawal Form and a statement indicating the course(s) from which they would like to be withdrawn. If the statement is mailed,

the postmark date on the envelope is the official drop date.

For Alamo Community Colleges policy regarding attendance see online at <http://www.tasb.org>

GRADES

Grading System

Permanent grades are recorded only at the end of each semester/session. The grades used are:

- A (excellent/exceptional performance beyond mastery)
- B (above average/beyond basic mastery)
- C (average/mastery)
- D (below average/pass)
- F (failure)
- I (incomplete) *
- IP (in-progress) **
- NC (non-credit)
- W (withdrawal)
- WX (withdrawal exemption)
- WM (military withdrawal)
- CR (non-traditional credit only)
- AU (audit)
- P (pass)

***Incomplete Grades**

The conditional grade of “I” may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The “I” becomes an “F” in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of “D” or higher. Re-enrollment in the course will not resolve the “I.”

****In-Progress Grades**

The “IP” grade may be assigned to students who have not adequately mastered developmental course content during a given semester or term yet who in the instructor’s judgment have the

potential to successfully complete the coursework. The only way to receive a grade in a course for which an “IP” grade has been recorded is to re-register for the course and earn a grade of “C” or better at the end of the semester or term in which the re-registration occurs.

Grade Availability

Students may access their grades online after the grade submission deadline, which is approximately one (1) week after the last day of finals.

Grade Changes

A student has a maximum of one (1) year from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade. The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the instructor assigned to the course. A student who believes that the grade received is incorrect should schedule a conference with the instructor to resolve the issue. Grade changes require the approval of the instructor and respective department chair. When the instructor cannot be located in a timely manner by the student and the department chair, the student’s grade appeal can be initiated with the department chair.

If students are not satisfied with an instructor’s decision, they may initiate an Academic Grievance within five (5) days of the instructor’s decision. See **Academic Grievance Procedure**.

Grade Point Average

The grade point average (GPA) is computed by assigning quality values to each grade as follows:

- A - 4 quality points per semester credit hour
- B - 3 quality points per semester credit hour
- C - 2 quality points per semester credit hour
- D - 1 quality point per semester credit hour
- F - 0 quality points per semester credit hour
- W, WX, WM, IP, CR, NC, AU - not computed in GPA
- I – to be computed upon completion of required work

- P – Continuing Education Completer (program-specific)

The GPA is derived by dividing the total number of quality points by the total number of semester credit hours attempted for which grades have been received. The average is based on all semester and term coursework.

Calculating the GPA:

1. Multiply the number of semester credit hours each course is worth by the quality points earned.
2. Add these values.
3. Divide this sum by the number of semester credit hours attempted.

	Semester	Quality	Grade	
For Example:	Hours	Points	Points	
BIOL 1406	4	3(B)	12	
ENGL 1301	3	2(C)	6	
SPAN 1411	4	4(A)	16	
PSYC 2301	3	2(C)	6	
KINE 1104	1	4(A)	4	
	15		44	GPA= 44/15= 2.93

For comprehensive information on grading and credit see online at <http://www.tasb.org>.

Enrollment: Registered, paid, and officially registered through the semester's withdrawal date.

Repetition of courses: Once a course is repeated the highest grade earned will be the one recorded in the GPA. Other colleges and universities may not follow this practice. Students planning to transfer to another institution should check with that institution concerning its repeat policy for admissions criteria.

ACADEMIC STANDING AND PROBATION

Acceptable scholastic performance, also known as Good Standing, is based upon student progress toward successful course and program completion. The components used to compute Academic Standing are GPA and course completion. Procedures are developed to positively intervene on behalf of students in order that they may maintain Good Academic Standing. Students are advised to check their status through the WEB for Students.

Good Standing

- Minimum 2.0 GPA, per semester/summer and overall GPA, including developmental courses. Two summer sessions equal one semester.

Academic Probation

- Students who begin any semester in Good Academic Standing but fail to maintain a cumulative GPA of 2.0 or higher are placed on Academic Probation. Notification of probationary status is communicated electronically through students' PALS email addresses.
- Students may re-enroll for one (1) semester after meeting with an advisor.
- Student status is evaluated after each semester.
- Students must earn a semester GPA of 2.0 or higher to remain enrolled.
- Upon completion of above requirements any appropriate Academic Hold will be cleared on student records.
- Academic Probation status is removed when students earn both a current and a cumulative 2.0 GPA.

Continued Academic Probation

- After the first (1) semester of Academic Probation, students may re-enroll at the Alamo Community Colleges on a Continued Academic Probation status after meeting with an advisor.
- Student status is evaluated after each completed semester. Students must meet minimum academic (2.0 GPA) standards for each subsequent semester.
- The Continued Academic Probation status is removed when students earn a cumulative 2.0 GPA.

Academic Dismissal (First or Second Academic Dismissal)

- If students on Continued Academic Probation fail to earn a semester GPA of 2.0 or fail to earn a cumulative GPA of 2.0 in the next semester following the probation status, they will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive written notification from the Alamo Community Colleges.
- After remaining out for one (1) semester for each of the First or Second Academic Dismissals, students may re-enter on Academic Probation only after receiving advisement.
- Students re-admitted must earn a semester GPA of 2.0 GPA overall or higher to remain enrolled.
- Students who wish to remain in school may petition for an exception. Exceptions granted will be re-enrolled under the status of Continued academic Probation.
- Students may re-enroll in Good Standing if minimum academic standards have been met at another accredited college or university during the period of dismissal.
- Students placed on Academic Dismissal for the third (3) time will not be allowed to enroll for one (1) calendar year.

Students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to the Alamo Community Colleges must follow the policy outlined above.

Permanent Academic Dismissal

A student on Permanent Academic Dismissal for a third (3) time or more will not be permitted to enroll in the Alamo Community Colleges for one (1) calendar year after which a petition may be made for re-admission. The Enrollment Services/Admission and Records office can provide information and deadlines on the petition process.

Academic Probation status is removed when students earn both a current and a cumulative 2.0 GPA.

VETERANS AND THEIR DEPENDENTS

Alamo Community Colleges students receiving the national Department of Veterans Affairs (DVA) educational benefits must meet the following minimum academic standards:

- Students receiving DVA educational benefits must maintain 2.0 cumulative GPA to be considered as making Satisfactory Progress.
- Students failing to maintain a 2.0 cumulative GPA will be placed on probation for one (1) semester. If students maintain at least a 2.0 GPA during the probationary period but do not meet the required 2.0 cumulative GPA, they may be placed on probation for another semester.
- Students failing to maintain a 2.0 semester GPA at the end of the first (1) probationary period will be reported to the Department of Veterans Affairs Regional Office (VARO) as making Unsatisfactory Progress.
- Students failing to maintain the required 2.0 cumulative GPA at the end of a second (2) consecutive probationary period will be reported to the VARO as making Unsatisfactory Progress.
- The last activities recorded in the instructor's record book will be reported by the Alamo Community Colleges' Office of Veterans Affairs to the DVA as of the last date of attendance.

ELIGIBILITY FOR PARTICIPATION IN COLLEGE-SPONSORED PROGRAMS & EVENTS

A student placed on Academic Probation during any semester may not participate in public activities of the Alamo Community Colleges, represent the Alamo Community Colleges in meetings or on competitive teams of the Alamo Community Colleges, or hold club or class office. In addition, a student having earned credit must have and maintain a minimum cumulative GPA of 2.00 in order to be a member of and participate in any student organization authorized by the Alamo Community Colleges.

HONORS

Honors are granted students who earn a cumulative GPA of 2.00 in addition to a current semester GPA of 3.5 or higher in their Fall or Spring semesters at the Alamo Community Colleges. Grades earned during the Summer sessions or for developmental courses beginning with the number zero (0) are not considered in Honors calculations.

The appropriate notations appear on the official and unofficial permanent record (transcript) but will not appear online.

Honors Calculations

- **Honors:** Students enrolled for twelve (12) or more semester credit hours with a cumulative GPA of at least 2.0 and a semester GPA of 3.5-3.99.
- **Presidents' Honors:** Students enrolled for twelve (12) or more semester credit hours with a cumulative GPA of 2.0 and a semester GPA of 4.0.
- **Part-Time Honors:** Students enrolled for six (6) to eleven (11) semester credit hours with a cumulative GPA of at least 2.0 and a semester GPA of 3.5-3.99.
- **Presidents' Part-Time Honors:** Students enrolled for six (6) to eleven (11) semester credit hours with a cumulative GPA of 2.0 and a semester GPA of 4.0.



SECTION 8 - STUDENT RESPONSIBILITIES & REGULATIONS

STUDENT OBLIGATIONS

The philosophy and goals of the Alamo Community Colleges are to protect the equality of opportunity of all persons qualified to attend and to offer services that encourage and enable students to pursue new career goals, upgrade present skills, and enrich their personal lives.

Enrollment in the Alamo Community Colleges is a voluntary entrance into the academic community wherein the student assumes obligations of performance and behavior that are reasonably imposed by the institution relevant to its mission.

Such obligations may be higher than those imposed on all citizens by the civil and criminal law. A student does not surrender rights as a citizen upon enrollment in the Alamo Community Colleges. Rights and freedoms, however, like those of any other citizen, are not unlimited. The Alamo Community Colleges have an obligation not to submit to intimidation, violence, or disruptive behavior and expect students to recognize and accept their responsibilities as citizens and members of a scholarly community, among which are respect for the rights of others; academic and personal integrity; and adherence to federal, state, and local laws.

STUDENT CODE OF CONDUCT

The Alamo Community Colleges respect the dignity and worth of each individual in the campus community and recognizes the basic rights of freedom of speech, assembly, inquiry, reasonable use of services and facilities, and the right to due process. In the inter-

est of guaranteeing the broadest range of freedom to each member of the college community, the Alamo Community Colleges have established a Student Code of Conduct and a due process system.

The Student Code of Conduct is based on promoting education and excellence regarding student behavior. The goal of the Student Code of Conduct is that acceptable standards of behavior are communicated to, and understood and upheld by, the students.

The Alamo Community Colleges encourage and facilitate an environment where students and student organizations take responsibility for their actions. The Student Code of Conduct educates students about their rights and responsibilities as members of the Alamo Community Colleges. The Student Code of Conduct is available online at <http://www.accd.edu>.

Questions regarding the Student Code of Conduct should be referred to the Vice President of Student Services or designee.

Grievance Policies

Should disagreements arise between students and their instructors, the Academic Grievance Policy provides equitable and expeditious resolutions. Students may ask their instructor to review a grievance and may appeal the instructor's finding to the department chairperson. If necessary, a final appeal may be made to the dean. The Non-Academic Grievance Policy provides a remedy for students who believe they have been the object of unjust treatment by an Alamo Community Colleges' employee. This policy does not apply to decisions regarding financial aid eligibility, student disciplinary actions, or academic matters. Grievance Policies are outlined in the Student Code of Conduct.

CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

Under the federal Clery Act provisions, the Alamo Community Colleges must publish statistics about criminal acts occurring on campus property. This information is available for all of the Alamo Community Colleges online at <http://www.accd.edu/district/dps/stat.htm>.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime statistics, security policies, graduation rates, and job placement statistics. All public and private institutions of post-secondary education participating in federal student aid programs are subject to it. Violators can be fined up to \$27,500 by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made, or face other enforcement action. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified as 20 U.S.C. 1092 (f) as part of the Higher Education Act of 1965, the Alamo Community Colleges Department of Public Safety collects and discloses certain timely and annual information about campus crime and security policies.

Pursuant to federal law, alleged victims of violent crime are entitled to know the results of campus disciplinary proceedings concerning alleged perpetrators. The Alamo Community Colleges publish an annual Crime Awareness and Campus Security Report that pertains to the prior three (3) years of offenses occurring at any of the Alamo Community Colleges' campuses. The report contains certain security policy statements, including sexual assault policies which assure basic victims' rights, the law enforcement authority of the Alamo Community Colleges' Department of Public Safety, and where students should go to report crimes. The report is available to all current and prospective students and employees through the Alamo Community Colleges' Department of Public Safety online at <http://www.accd.edu>. A copy of these statistics is also provided to the U.S. Department of Education.

Alamo Community Colleges policy on students' right to know crime statistics is available online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=GAC\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=GAC(LEGAL).pdf).

CAMPUS SEX CRIMES PREVENTION ACT

In compliance with the Campus Sex Crimes Present Act (section 1601 of Public Law 106-386 and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act), persons required to register as part of the State of Texas Sex Offender Registration Program must contact Alamo Community Colleges Police Department at (210) 208-8099.

For more information on legislation regarding safety on campus see online at <http://www.securityoncampus.org/congress/cscpa/index.html>.

CHILDREN ON CAMPUS POLICY

In order to prevent children from potential safety risks, from damaging expensive equipment, from being allowed in areas which might pose safety risks, and from interfering with the learning opportunities for all students, the following Alamo Community Colleges' policy is currently in effect:

Students are urged not to bring children to classes, labs, or other facilities such as libraries. Minors under the age of 12 must not be left unattended on-campus at any time. Individual instructors may enforce additional restrictions or waivers for their particular classrooms or labs, which will be included in the course syllabus.

COMPUTER USAGE

Appropriate Computer Usage

Appropriate computer use guidelines are intended to help protect employees and students from the inappropriate use of technology. They supplement the laws, regulations, agreements, and contracts, which currently apply to technology services, and, therefore, they impose certain responsibilities and obligations on users and contracted agents.

Access to networks and computer systems owned or operated by the Alamo Community Colleges is a privilege granted to the users within the Alamo Community Colleges. Users are responsible for:

- Reviewing, understanding, and complying with all guidelines, procedures, and laws related to access, acceptable use, and security of the Alamo Community Colleges' information technology (IT) resources.
- Adhering to all hardware and software license agreements that are in force on any system, network, or server that the user operates.
- Asking systems administrators or data owners for clarification of access and acceptable use issues not specifically addressed in the Alamo Community Colleges' guidelines, rules, and procedures.
- Reporting possible guideline violations to the appropriate entities.

The Alamo Community Colleges' computer resources, IT, and networks may be used for legitimate Alamo Community Colleges purposes only. Incidental personal use should be minimized. Therefore, one should not excessively use the Alamo Community Colleges' sources of e-mail, Internet access, and/or other IT services for purposes not related to the Alamo Community Colleges' business. Appropriate use of the Alamo Community Colleges' computer resources, IT, and networks includes:

- Use by students related to completion of the Alamo Community Colleges' class assignments or their education at the Alamo Community Colleges.
- Use by faculty, administrators, and staff directly related to instruction, research, scholarly, professional, and administrative endeavors on behalf of the Alamo Community Colleges or within the scope of the Alamo Community Colleges' employment. While working in their Alamo Community Colleges' employment capacities, students will be governed by the guidelines for employees.

Inappropriate Computer Usage

Users shall not access the Alamo Community Colleges' computer resources, information technologies (IT), and networks for:

- Sending unsolicited electronic mail (e.g., "spam") to interfere with the Alamo Community Colleges' mail

server or another's server. Interference to the electronic mail system include: misusing listservs; propagating chain letters; virus hoaxes; fraudulent, harassing, or obscene messages (hateful or racially, ethnically, or otherwise objectionable); or "bombing" (flooding an individual, group, or system with numerous or large e-mail messages).

- Communicating non-Alamo Community Colleges-related information on listservs and newsgroups.
- Stalking or threatening a person. Using e-mail, chat rooms, and newsgroups to threaten and stalk a person is prohibited.
- Using computing resources for financial gain. Supporting, establishing, and conducting private business operations or commercial activities are prohibited.
- Accessing obscene material. Intentionally disseminating, accessing, and providing hyperlinks or access to obscenity as termed by law, unless such activities are directly related to the employee's or student's research or completion of an academic requirement, are prohibited.
- Endorsing any political candidate or ballot initiative. One may not use the Alamo Community Colleges' IT resources to represent the interest of outside organizations unless authorized by an appropriate Alamo Community Colleges department.
- Violating city, state, or federal laws.
- Defeating system security; for example, "cracking" or guessing and applying the identification or password of another user. Since any account can serve as an entry point for theft, damage, or unauthorized use, users must protect the confidentiality of their personal identification codes and passwords. (This provision does not prohibit system administrators from using security scan programs within the scope of system authority.) Furthermore, users must not attempt to make any deliberate, unauthorized changes to data or attempt to intercept or access data communications intended for another.
- Misusing IP addresses or other network codes that have

been assigned to users as individuals or for use as an Alamo Community Colleges employee. Clients must not have or seek to obtain unauthorized access to accounts, software, files, or any other Alamo Community Colleges IT resources.

- Attempting to compromise security. The Alamo Community Colleges' resources may not be used in an attempt to compromise the security of any other personal, private, or public information system.
- Using excessive network bandwidth. Large-scale distribution of MP3 music or video files can cause excessive network overload. The Alamo Community Colleges' IT Department reserves the right to manage and restrict any application or practice that involves significant network bandwidth or server load.
- Establishing any unauthorized network connections to any of the Alamo Community Colleges' systems or components. In particular, users are prohibited from using unauthorized wireless devices or wired network devices.
- Concealing identity, except when the option of anonymous access is explicitly authorized. Users are prohibited from masquerading or impersonating others or otherwise using a false identity.
- Distributing computer viruses. Users must not knowingly distribute or launch computer viruses, Trojan horse, worms, or other rogue programs.
- Removing or modifying data or equipment. Without proper authorization, users may not remove or modify any Alamo Community Colleges, owned or administered equipment or data.
- Modifying system facilities, operating systems, or disk partitions attempting to crash or hoard the Alamo Community Colleges' computers. This includes damaging or vandalizing the Alamo Community Colleges' IT resources, equipment, software, or computer files.
- Performing illegal functions. Use of technology systems in violation of civil or criminal laws at the federal, state, or local levels is prohibited. Examples of such uses are: promoting a pyramid scheme; distribut-

ing obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; or making bomb threats.

- Violating copyright laws. Users should be aware that copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder for select educational purposes. However, an educational purpose does not automatically mean that use is permitted without authorization. Therefore, written authorization is required.
- Violating any software license agreement, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization.

CRIMINAL OFFENSES

All students and employees are expected and required to obey the law and to comply with the institutional rules and directives issued by administrative officials. Students are expected also to observe standards of conduct appropriate for an academic institution.

All of the general and criminal laws of Texas are declared by the Alamo Community Colleges' Board of Trustees to be in full force on all campuses. Any recognized misconduct, violation of regulations, or socially unacceptable behavior of students or non-students on- or off-campus, whether civil or criminal penalties are imposed for such conduct on the Alamo Community Colleges' campuses is subject to administrative disciplinary action by the appropriate dean, vice president, and/or president of the college; action by a student-faculty disciplinary review committee; or possible arrest and charge by authorized campus or other peace officers of the city or state.

Discipline

After due process, any student or employee guilty of illegal use,

possession, and/or sale of a drug or narcotic on any of the Alamo Community Colleges campuses or a component institution is subject to discipline, up to and including termination for employees. If, after due process, a student or employee is guilty of illegal use, possession, and/or sale of a drug or narcotic on-campus, the minimum penalty shall be suspension from the institution for a specific period and/or suspension of rights and privileges.

A student is subject to discipline for prohibited conduct that occurs while participating in off-campus activities sponsored by a component institution including field trips, internships, rotations, or clinical assignments.

A student who receives suspension as a disciplinary measure is subject to further disciplinary action for prohibited conduct that takes place on-campus during the period of suspension.

A student may be requested or required to withdraw with or without public statement of charges by the Alamo Community Colleges' administration. Specific disciplinary responsibilities of institutional officials, classification of offenses and sanctions appropriate to each disciplinary offense, and disciplinary procedures are set forth in the official Alamo Community Colleges' policy under Discipline of Students online at <http://www.tasb.org/policy/pol/private/015501/pol.cfm?idx=D>.

INCIDENT REPORTING AND RESPONSE

Any criminal offense, suspected criminal activity, or other emergency on campus should be reported directly to the Alamo Community Colleges Police by telephone, in person, or by dialing (210) 222-0911 from any campus phone or by using one of the emergency telephones located throughout our campuses. Campus elevators are also equipped with emergency phones. Upon receipt of the call, the Police Communications Center personnel can supply information or dispatch officers as necessary.

For non-emergencies from a campus phone, dial (210) 208-8099. The e-mail address for the Alamo Community Colleges Police Department is dps@accd.edu; however, request for police service

should not be sent via email. The Alamo Community Colleges Police or Security officers are eager to be of assistance and may be contacted directly.

The Alamo Community Colleges Police Department will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and severity of the call. Crimes in progress, alarms, traffic accidents with injuries, and medical assists have a higher priority than other types of calls.

The importance of prompt and accurate crime reports, no matter when they occur, cannot be over-emphasized. If a student witnesses a crime or emergency, he/she should promptly report it to the Alamo Community Colleges Police Department and be prepared to answer questions as accurately as possible. The subsequent investigation can only be as thorough as the information received.

If a student is a the victim of a crime or has seen or received information of criminal activity or other emergency, he/she should contact the Alamo Community Colleges Police Department immediately.

FREEDOM OF SPEECH AND ASSEMBLY

The Alamo Community Colleges support the first amendment rights of every individual, recognizing that inquiry and discussion are essential to intellectual development. The Alamo Community Colleges embrace the right of individuals to express their views in a manner that conforms to federal, state, and local laws. Students are only limited in expression if the expression materially and substantially interferes with school activities or interferes with the rights of other students or teachers. Therefore, freedom of speech and assembly rights must be exercised in a manner and at a location that does not intrude upon or interfere with the academic programs and administrative processes of the Alamo Community Colleges.

To reserve an area on-campus for such purposes, contact the appropriate college office. No equipment or materials will be provided by the Alamo Community Colleges. Any charges incurred due to the use of Campus Police will be the responsibility of the reserving party.

Complete information on free speech policy and procedures is available online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLAA\(LEGAL\).pdf&QueryText=SPEECH](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLAA(LEGAL).pdf&QueryText=SPEECH).

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

The Alamo Community Colleges recognize the importance of awareness about alcohol and other drug abuse. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Alamo Community Colleges have adopted and implemented a program to prevent the unlawful possession, use, and distribution of illicit drugs and alcohol by students on its property and as part of any of its activities. Therefore, for the benefit of each student and employee, the following are the standards of conduct and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse.

Legal Sanctions

Students or employees found violating any local, state, or federal law regarding the use, possession, or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) will receive the full legal penalty in addition to any appropriate Alamo Community Colleges disciplinary action. Information about the disciplinary process is available in Alamo Community Colleges policy online at <http://www.tasb.org/policy/pol/private/015501/pol.cfm?idx=D>. The most common legal violations and their consequences are as follows:

Alcohol	Penalty	Fine
Minor in Possession (Sec. 106.05)	Class C Misdemeanor	Up to \$200 fine Class B Misdemeanor Up to \$1,000 fine and und to 6 months in jail

Alcohol	Penalty	Fine
Contributing to the Delinquency of a Minor (Sec. 106.06)	Class C Misdemeanor	Up to \$200 fine Class B Misdemeanor Up to \$1,000 fine and up to 6 months in jail
Public Intoxication (Sec. 42.08)	Class C Misdemeanor	Up to \$200 fine
Other Drugs Drug Possession	Varies according to placement of drug on schedules and amount in possession	Up to \$50,000 fine and 5-99 years in jail

Penalties for drug possession are governed by Texas Health and Safety Code, Subtitle C. Specific penalties may vary depending on the type of drug and amount.

Disciplinary Sanctions

All students and employees are expected and required to obey the law and to comply with institutional rules and directives issued by administrative officials. Students are expected also to observe standards of conduct appropriate for an academic institution.

Any student who engages in conduct prohibited by the Alamo Community Colleges' rules or by federal, state, or local laws is subject to discipline whether such conduct takes place on- or off-campus or whether civil or criminal penalties also are imposed for such conduct.

After due process, any student or employee guilty of illegal use, possession, and/or sale of a drug or narcotic on-campus or a component institution is subject to discipline, up to and including termination for employees. If, after due process, a student or employee is guilty of illegal use, possession, and/or sale of a drug or narcotic on-campus, the minimum penalty shall be suspension from the institution for a specific period and/or suspension of rights and privileges.

A student is subject to discipline for prohibited conduct that occurs while participating in off-campus activities sponsored by a component institution, including field trips, internships, rotations, or clinical assignments.

A student who receives suspension as a disciplinary measure is subject to further disciplinary action for prohibited conduct that takes place on-campus during the period of suspension.

Health Risks

Drug and alcohol use, misuse, and abuse are complex behaviors with many detriments at both the cultural and individual levels. Awareness of the deleterious effects of any drug/alcohol is imperative for an individual's well being and survival. Negative consequences may be exhibited through physical dependence and/or psychological dependence.

Physical Dependence: The body's learned requirement for a drug for functioning.

Abuse of alcohol or any other drug, whether licit or illicit, may result in marginal to marked and temporary to permanent physical and/or psychological damage, even death. Since many illicit drugs are manufactured and sold illegally, their contact varies and may contain especially harmful ingredients or amounts.

Psychological Dependence: The experiencing of persistent craving for the drug and/or a feeling that alcohol or another drug is a requirement for functioning.

Despite the type of drug or alcohol used, a perceived need for the continued use is likely to follow, resulting in dependence.

Dependence on alcohol and/or other drugs alters the user's psychological functioning. The acquisition of these substances becomes the privacy focus of the drug-dependent individual and often results in reduced job performance and jeopardizes family and other interpersonal relationships. Criminal behavior is frequently the means for financing a drug habit. Behavior patterns often include violence

and assault as the individual becomes increasingly drug/alcohol dependent. Social and psychological alienation and medical problems increase as the abuser becomes entrapped in drug/alcohol dependence.

Drug and alcohol abuse counseling and referral are available to employees, students, and their families. Additional information on the effects of specific drugs and alcohol as well as drug counseling resources in San Antonio, and surrounding areas, is available from the Alamo Community Colleges' counselors/advisors.

A biennial review of this program will be conducted by the Alamo Community Colleges and Student/Employee Assistance Program (SEAP) committee members to determine its effectiveness, to implement changes to the program if they are needed, and to ensure that its disciplinary sanctions are consistently enforced.

Substance Abuse Prevention

The Alamo Community Colleges are committed to substance free environments. Distribution, possession, manufacturing, dispensing, or use of alcoholic beverages, drugs, or controlled substances on any of its campuses will not be tolerated. Information, consultation, and referrals are available from student services counseling/advising centers.

ELECTRONIC DEVICES IN THE CLASSROOM

Students are required to silence and store out of sight all electronic communication devices such as pagers, cellular phones, PDAs, etc. when in classrooms, laboratories, libraries, or other areas where such devices would interfere with instruction and learning. Faculty members have the latitude to modify this policy in their syllabi.

EMERGENCY STUDENT CONTACT POLICY

It is not possible for the Alamo Community Colleges' staff to contact students on campuses except in cases of emergency. If it is necessary for someone to reach a student, the person should contact the Campus Police at (210) 208-8099.

EQUAL OPPORTUNITY

The Alamo Community Colleges are equal opportunity colleges and do not discriminate in access, admission, campus activities, education, employment, public accommodation, or public service on the basis of race, color, national origin, religion, disability, handicap, height, marital status, political affiliation, gender, sexual orientation, or veteran's status. No person shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the Alamo Community Colleges. Further, these principles shall apply to admission of students and to all aspects of the employment of personnel, staff, and faculty.

No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding. Inquiries or complaints concerning these matters should be brought to the attention of:

Associate Vice Chancellor of Employee Services, Title IX Coordinator

Employee Services Department
201 W. Sheridan, Bldg. A
San Antonio, Texas 78204
(210) 208-8051

Persons with disabilities who plan to attend the Alamo Community Colleges who may need reasonable accommodations as per the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should contact Educational Support Services at least four (4) working days prior to the program or activity so appropriate arrangements can be made. For comprehensive Alamo Community Colleges policy see online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FA\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FA(LEGAL).pdf).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT STUDENT INFORMATION RELEASE POLICY / CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) requires

any school that receives federal funds to release or withhold a student's education records in accordance with its rules.

Public Notice Designating Directory Information

The Alamo Community Colleges designate student Directory Information as:

- Name
- Major
- Enrollment status
- Dates of attendance
- Previous education agencies/institutions attended
- Degrees received
- Awards received

SOCIAL SECURITY NUMBERS ARE NOT DIRECTORY INFORMATION AND MAY NEVER BE DISCLOSED.

The Alamo Community Colleges must release students' addresses and telephone numbers to military recruiters.

Request for Nondisclosure

FERPA permits release of Directory Information without a student's consent unless a student makes a written request to withhold the information. A Request for Nondisclosure Form must be submitted to the Registrar's office by the twelfth (12) class day of a Fall or Spring semester, or the fourth (4) class day of a Summer term or a student's Directory Information is public. The Request for Nondisclosure is effective for the academic year in which it is submitted. It is a student's responsibility to renew the request each academic year.

Students who elect nondisclosure must request their information in person using a valid photo student ID or driver's license.

Privacy of Student Education Records

- All students attending college, including minors, are protected under FERPA.
- School officials are permitted to share student information

freely with parents if the parents claim the student as a dependent on their taxes.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of students' education records. These protections include:

1. The right to inspect and review the student's education records. A student should submit a written request that identifies the record(s) the student wishes to inspect to the appropriate college official. The official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student who wants the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board

of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Alamo Community Colleges.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college or university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Health or Safety Emergency

College officials must balance the interests of safety and privacy for individual students. While the Family Educational Rights and Privacy Act (FERPA) generally requires colleges to ask for written consent before disclosing a student's personally identifiable information, it also allows colleges and universities to maintain campus safety.

In an emergency, FERPA permits school officials to disclose education records without student consent, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. (See 34 CFR § 99.31(a) (10) and § 99.36). This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records. More information is available online at <http://www.ed.gov/policy/gen/guid/fpco/brochures/postsec.html>.

Disclosure to Parents

The Department of Education interprets FERPA to permit institutions to disclose information from education records to parents if

a health or safety emergency involves their son or daughter. When a student turns eighteen (18) years old or enters a post-secondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student's consent. For example:

- Schools may disclose education records to parents if the student is a dependent for income tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- A school official may generally share information with a parent that is based on that official's personal knowledge or observation of the student.

FERPA and Student Health Information

Post-secondary institutions that provide health or medical services to students may share student medical treatment records with parents under the circumstances described above. While these records may otherwise be governed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HIPAA Privacy Rule excludes student medical treatment records and other records protected by FERPA. More information is available online at <http://www.ed.gov/policy/gen/guid/fpco/brochures/postsec.html>.

Definitions:

1. "Disabled person" means one who has a record of, or who is regarded as having, or who has a physical or mental impairment that substantially limits one or more major life activities. Students who would otherwise be "disabled persons" are not excluded from the definition solely because they are contagious.
2. "Physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hermic and lymphatic; skin; and endocrine; (b) any mental or psychological disorder, such as mental retardation; organic brain syndrome; emotional or mental illness; and specific learning disabilities.

3. “Major life activities” means functions such as caring for one-self, performing manual tasks, walking, seeing, breathing, learning, and working.

4. “Has a record of” an impairment means the person has a history of, or has been classified as having, a mental or physical impairment that substantially limits one (1) or more major life activities.

5. “Is regarded as having” an impairment means (a) has a physical or mental impairment that does not substantially limit major life activities but that is treated by the Alamo Community Colleges as constituting such a limitation; (b) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; (c) has no physical or mental impairment but is treated by the Alamo Community Colleges as having such an impairment.

Communicable Diseases

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), Human Immunodeficiency Virus (HIV infection), Acquired Immune Deficiency Syndrome (AIDS), leprosy, Methicillin-Resistant Staphylococcus aureus (MRSA), and tuberculosis.

Students with communicable diseases, whether acute or chronic, are subject to the following provisions:

A. The information that a student has a communicable disease shall be confirmed when the student brings the information to the Alamo Community Colleges’ attention; the student confirms the information when asked. If the college president or designee has reasonable cause to believe that a student has a communicable disease, the student may be asked to submit to a college-funded medical examination (a) to determine whether the student’s physical condition interferes with participation in an educational program or activity, or poses a threat to self or others; or (b) a test or medical examination is necessary to manage accidental exposure to blood

or other bodily fluids or airborne pathogens (but only when the test or examination is conducted in accordance with the Communicable Disease Prevention and Control Act (Article 4419(b)-1, Section 902(d) of Vernon's Annotated Civil Statutes of the State of Texas).

B. The results of such examination shall be kept confidential in accordance with the Communicable Disease Prevention and Control Act, (Article 4419(b)-1, Vernon's Annotated Civil Statutes of the State of Texas), except that the college president or designee shall be informed of restrictions and necessary accommodations. Health care and safety personnel may also be informed to the extent appropriate if the condition is one that might require emergency treatment.

AIDS/HIV POLICY

AIDS/HIV educational literature is available free to students, employees and affiliates at the Alamo Community Colleges' Student Health Centers. Information that students have or have not been tested, or have or do not have AIDS or HIV infection, may be released only to the college's president or designee and to physicians, nurses, or other health care personnel who have a legitimate need to know in order to provide for their protection and to provide for students' health and welfare. Release of this information to others must be based on written authorization by students (if they are over 18 years of age) or by students' parents (if they are minors), and must specify the persons or positions to whom the information may be released. The persons or positions specified shall be provided with appropriate information concerning any precautions that may be necessary and shall be made aware of confidentiality requirements.

Methicillin-resistant Staphylococcus Aureus (MRSA)

A student diagnosed with Methicillin-resistant Staphylococcus aureus (MRSA) shall inform an Alamo Community Colleges administrator before he or she returns to the campus after receiving the diagnosis. The administrator shall immediately inform the college president. The college president, through the Alamo Community Colleges' safety coordinator, shall take all measures to reduce or eliminate the spread of MRSA. These measures include, but are

not limited to: (a) posting signs (e.g., encouraging hand washing) in common areas and communicating means to prevent contamination; (b) providing germicidal hand-washing soaps in common areas, and; (c) ensuring that custodial employees receive education and personal protective equipment.

Any faculty member, administrator, or student who becomes aware of a student's actual or suspected MRSA infection shall notify the Alamo Community Colleges' safety coordinator immediately.

Knowledge that a student has a communicable disease (other than AIDS/HIV) shall be confined to those persons with a direct need to know, e.g., the Chancellor, a person responsible for the Alamo Community Colleges' health program, and the like.

Information that a student has or has not been tested, or has or does not have AIDS or HIV infection, may be released only to physicians, nurses, or other health care personnel who have a legitimate need to know in order to provide for their protection and to provide for the student's health and welfare, and to the college president or designee, or upon written authorization specifying the persons or positions to whom the information may be released. The persons specified shall be provided with appropriate information concerning any precautions that may be necessary and shall be made aware of confidentiality requirements.

When it has been determined that a student has a communicable disease, the college president or designee shall follow standards of the state and local health departments to determine : (a) the nature, duration, and severity of the risk, i.e., how the disease is transmitted, how long the student will be infectious, and the potential harm to self and others; (b) the probabilities that the disease will be transmitted and will cause varying degrees of harm; (c) whether the student's condition interferes with the student's academic program or activities. This determination shall include a report by a physician who has performed a medical examination of the student.

If academic or activity restrictions are deemed appropriate, the college president or designee shall determine whether the student is a "disabled person." If it is determined that the student is disabled,

a further determination shall be made as to whether the student is “qualified.” A “qualified disabled person” is one who, with reasonable accommodation, meets the academic and technical standards requisite to admission or participation in the educational programs and activities of the Alamo Community Colleges.

If it is determined that the student is a “qualified disabled person,” the student must be reasonably accommodated. In determining whether the accommodation is reasonable, the Alamo Community Colleges shall balance its interest and the interest of the student, considering financial expense, effects on the learning environment for other students, and the severity of the changes to the normal academic and activity procedures. Accommodation is not reasonable if it poses undue financial or administrative burdens, or if it would require fundamental alterations in the conduct of academic programs and activities.

Based on medical information and the requirements of the educational program or activity in which the student is enrolled, the college president or designee shall determine any appropriate exclusion or modification. A student may be excluded from an educational program or activity if the college president or designee determines, in accordance with this policy, that the student poses a risk of contagion to others, or poses a threat to personal health by continued participation in educational programs or activities, or if the student’s physical condition would interfere with participation in educational programs or activities.

The student must present evidence or information relevant to the question of fitness to continue participation in educational programs or activities.

IMMUNIZATION

Immunization is required for admission to the Alamo Community Colleges unless the student submits to the admitting official at least one of the following:

- An affidavit or a certificate signed by the student’s physician (M.D. or D.O.) who is duly registered and licensed to practice medicine in the United

- States and who has examined the student.
- An affidavit signed by the student or, if a minor, the student's parent or guardian stating that the student declines immunization for reasons of conscience, including a religious belief.
- Proof that he or she is a member of the armed forces of the United States and is on active duty.

The Texas Board of Health immunization requirements apply to all students enrolled in health-related courses that will involve direct patient contact in medical or dental care facilities and to veterinary medical students whose course work involves direct contact with animals or animal remains as required by the Texas Board of Health Education Code 51.933; 25 TAC 97.64.

Detailed information outlining the Alamo Community Colleges' immunization policy can be accessed online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FDAB\(LEGAL\).pdf&QueryText=IMMUNIZATION](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FDAB(LEGAL).pdf&QueryText=IMMUNIZATION).

INTELLECTUAL PROPERTY

Intellectual property developed, created, or conceived by students within the scope of classroom activity or through the use of school property is to be shared with fellow students and faculty at the Alamo Community Colleges. The release of intellectual property to entities outside the Alamo Community Colleges is at the discretion of the authoring student. The authoring student shall retain rights to royalties derived from the sale of intellectual property outside the Alamo Community Colleges. If royalties are derived from the sale of intellectual property within the Alamo Community Colleges, such royalties shall be donated to a scholarship or department fund designated by the student or by the college president.

PLAGIARISM / SCHOLASTIC DISHONESTY

For various reasons, the number of incidents of scholastic dishonesty in the classroom has increased throughout the nation in recent years. It is in the student's best interest that scholastic dishonestly

not be tolerated and that the Alamo Community Colleges' policies and procedures be followed so as to provide consistent college-wide enforcement. Scholastic dishonesty includes, but is not limited to, cheating on exams, tests, and quizzes; plagiarism; and collusion. See the Student Code of Conduct for more detailed information.

Cheating on exams, tests and quizzes includes, but is not limited to:

- Copying from another student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test without the consent of the instructor;
- Substituting for another student, or permitting another student to substitute for one's self, to take a test;
- Bribing or otherwise influencing another person to obtain a test not authorized for distribution by the instructor; and
- Reporting fraudulent research results.

Plagiarism is the appropriation of another's work and the unacknowledged incorporation of that work into one's own coursework/assignment including the taking and using of ideas, passages, etc. Plagiarism is scholastic dishonesty and will result in disciplinary action.

Collusion is the unauthorized collaboration with another person in preparing any coursework/assignment.

RELIGIOUS HOLY DAYS

A "religious holy day" is a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Students shall be excused from attending classes

or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students must notify the faculty member in writing within the first twelve (12) days of the semester which day(s) will be observed. Students whose absences are excused under this provision may not be penalized for those absences and shall be allowed to take examinations or complete assignments within a reasonable time as established by the faculty member. The faculty member may respond appropriately if students fail to satisfactorily complete the assignments or examinations by the deadline.

SEXUAL HARRASSMENT

Sexual harassment is against the law and is prohibited against all persons seeking benefits from the Alamo Community Colleges including all employees, students, applicants for enrollment or employment, or others who might receive the benefits of Alamo Community Colleges activities. Sexual harassment constitutes any unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, or any conduct or other offensive unequal treatment of an individual that would not occur but for the sex of the individual. Allegations of harassment do not have to be repetitious in nature in order to constitute sexual harassment.

The disciplinary action taken against persons who engage in sexual harassment is subject to appropriate procedural and due process requirements. Any person may report an alleged violation of this policy whether or not the person is affected by the conduct or action. Because the law makes the Alamo Community Colleges responsible to investigate and if necessary take corrective action as soon as students or employees become aware of an allegation of sexual harassment they shall report the alleged violation to any of the following:

- Associate Vice Chancellor of Employee Services or designee
- Employee's supervisor or an Alamo Community Colleges administrator
- College official
- Ethics and Compliance Officer

- Toll-free telephone number (866) 294-3696
- Ethics Hotline online

To file online please review complete information about the Ethics Hotline at <http://www.accd.edu/district/ethics/default.htm>. This page provides a link to Questions and Answers and a link on How to File a Report (English and Spanish options available). Please review this information before filing the complaint at the official online reporting site at <http://www.ethicspoint.com>.

Specific Alamo Community Colleges policies and procedures on sexual harassment of students and employees at the Alamo Community Colleges are specified online at:

- Employee Standards of Conduct: Sexual Harassment-DHA (Local) [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA\(LOCAL\).pdf&QueryText=SEXUAL](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA(LOCAL).pdf&QueryText=SEXUAL)
Enter “ACCD” in the “Organization Name” field and click “Submit.”
- Employee Standards of Conduct: Sexual Harassment-DHA (Legal) [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA\(LEGAL\).pdf&QueryText=SEXUAL](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA(LEGAL).pdf&QueryText=SEXUAL)
- Student Complaints-FLDA (Legal) [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLDA\(LEGAL\).pdf&QueryText=SEXUAL](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLDA(LEGAL).pdf&QueryText=SEXUAL)
- Student Complaints-FLDA (Local) [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLDA\(LOCAL\).pdf&QueryText=SEXUAL](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLDA(LOCAL).pdf&QueryText=SEXUAL)

SMOKING POLICY / TOBACCO-FREE CAMPUSES

All of the Alamo Community Colleges are designated smoke-free. Smoking and/or using tobacco products is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, parking lots, and all other rooms in all buildings of the Alamo Community Colleges and on all property that is owned, leased, rented, or otherwise under the control of the Alamo Community Colleges, including parking lots and any other property owned by the Alamo

Community Colleges. Department of Public Safety officers will issue to those in violation of the policy a penalty citation. Repeated violations will result in further disciplinary action.

The Alamo Community Colleges offers education, counseling, and training to students, faculty, and staff on the harmful effects of smoking and smoke inhalation and provides information about smoking cessation.





SECTION 9 - GRADUATION

The Alamo Community Colleges confer (post on official transcript) degrees and certificates three (3) times a year: at the end of Fall and Spring semesters and Summer sessions.

The Alamo Community Colleges offer recognition for satisfactory completion of work in the following forms:

- Associate of Arts Degree
- Associate of Science Degree
- Associate of Arts in Teaching
- Associate of Applied Science Degree
- Certificates

Graduation Application

To be awarded a degree or certificate, students should request preparation of a degree plan and file an Application for Graduation Form after the completion of thirty (30) semester credit hours toward a specific degree or at least fifteen (15) semester credit hours toward a certificate at the Alamo Community Colleges.

Students seeking certificates requiring fewer than sixty (60) hours should file an Application for Graduation Form after completing half of the certificate requirements. All candidates should list the catalog edition under which graduation is requested when completing the Application for Graduation Form.

Degree/Certificate Requirements

To be awarded an Associate Degree or Certificate students must:

- Complete all required courses and semester credit hours for the specific degree or certificate.
- Achieve a cumulative GPA of 2.0 in all coursework completed at the Alamo Community Colleges (ex-

cluding developmental-level coursework) as well as courses successfully completed at all other colleges and universities that apply to the student's degree or certificate program at the Alamo Community Colleges.

- Submit official transcripts of all coursework attempted at other colleges and universities.
- Complete all degree requirements for the technical program major in Associate Degree or Certificate programs, with a grade of "C" or better.
- Earn at least 25% of degree hours required for graduation in residency at the Alamo Community College granting the degree or certificate.
- Fulfill all Texas Success Initiative (TSI) requirements.
- Be in Good Academic Standing at the end of the final semester.

Degree Exit Competencies

The Alamo Community Colleges require students to demonstrate exit skill competencies in:

- Writing and Reading
- Speech/Oral Communication
- Mathematics
- Computer Literacy

Students should consult with their counselor/advisor about the degree competencies when developing a degree plan.

Catalog Requirements

Students may submit an Application for Graduation Form under the degree requirements of the Alamo Community Colleges'

- current catalog,
- the catalog in effect the date of first enrollment in the Alamo Community Colleges, or
- as outlined in an Alamo Community Colleges catalog subsequent to the first enrollment date but dated no more than five (5) years prior to the expected graduation date.

Degree requirements must be completed within five (5) academic years from the date of the Alamo Community Colleges' catalog chosen.

Students may file a petition to Enrollment Services/Admissions and Records Office for an extension of the five (5) year rule. Veterans must remain with the catalog of first (1) enrollment unless the change is approved by the Veterans Administration Office.

Deadlines

To be awarded a degree or certificate, students must apply for graduation by submitting an Application for Graduation Form to the Enrollment Services/Admissions and Records Office by the semester/session deadline.

Commencement Exercises

All candidates for degrees and certificates are encouraged to participate in commencement exercises. Candidates need not be enrolled during the semester that the Application for Graduation Form is submitted or during the semester in which the degree is conferred. For example, a Fall graduate may elect to participate in the graduation ceremony the following May or a candidate for graduation may participate in the May graduation ceremony preceding Summer completion provided no more than two (2) courses are required to complete program requirements. Participation in the graduation ceremony, however, does not ensure automatic fulfillment of requirements or that a degree will be awarded.

There is no cost for graduation. The diploma, cap, and gown are provided by the Alamo Community Colleges.

Guarantee for Job Competency for Professional/Technical/Workplace Students

If an Associate of Applied Science (A.A.S.) graduate or Certificate completer, whose coursework began in the Fall 1993 semester or thereafter is judged by an employer to be lacking in technical job skills identified as exit competencies for the specific degree or certificate program, the graduate will be provided up to nine (9) tuition-free semester credit hours of additional skill training by the Alamo Community College awarding the degree or certificate un-

der the conditions of this policy. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

Conditions applying to this guarantee policy:

- The graduate/completer must have earned the A.A.S. Degree or Certificate in a technical program published in the catalogs (or their addenda) of the college awarding the degree.
- The graduate/completer must have completed the A.A.S. Degree or Certificate with a majority (75%) of the credits being earned at the college awarding the degree within a four (4) year time span from initial enrollment. The last fifteen (15) semester credit hours MUST be completed at the college awarding the degree and must include the capstone course for the respective degree. For information on the capstone course, contact the respective chairperson or program coordinator.
- The graduate/completer must be employed full-time in an area directly related to the area of program concentration as certified by the Alamo Community Colleges' president or designee.
- The graduate/completer must commence employment within six (6) months of graduation/completion.
- The employer must certify in writing that the employee is lacking entry-level skills which were identified by the college awarding the degree or certificate as the program exit competencies as approved by the program advisory committee. The employer must specify the areas of deficiency within ninety (90) days of the graduate's/completer's initial employment.
- The employer, graduate/completer, and representatives of the college awarding the degree will develop a written educational plan for retraining.
- Retraining will be limited to nine (9) credit hours related to the identified skill covered by the retraining plan.

- All retraining must be completed within one (1) calendar year from the time agreed upon for the educational plan.
- The graduate/completer and/or employer is responsible for the costs of books, insurance, uniforms, and /or other course-related expenses.
- The student's sole remedy against the Alamo Community Colleges and its employees for skill deficiencies shall be limited to nine (9) credit hours of tuition-free education under the conditions described above.
- The program can be initiated through a written contract with the Office of the College President.

ARTICULATION AGREEMENTS AND JOINT ADMISSIONS PROGRAMS

The Alamo Community Colleges and senior colleges and universities work closely to ensure a smooth transition from the Alamo Community Colleges to senior colleges' baccalaureate degree programs.

During their enrollment at the Alamo Community Colleges, students are advised to fulfill the lower-division requirements for college or university programs. Students wishing to transfer into a baccalaureate or professional degree program should obtain an undergraduate catalog of the university to which they plan to transfer and consult with an Alamo Community Colleges counselor/advisor.

The Alamo Community Colleges have established Articulation Agreements with a number of senior colleges and universities, including many universities in San Antonio. These agreements describe a partnership to facilitate the transfer process and may include:

- Joint Admissions Agreements
- Transfer Plans
- Transfer Guides for specific majors
- Core Curriculum Equivalences
- Course Equivalency Tables

The agreements allow students to identify which courses may be taken at the Alamo Community Colleges to complete freshman and sophomore requirements for a particular university degree program. Senior institutions generally will accept a maximum of sixty-six (66) transfer credit hours in lower-division general education and specific field of study curriculum courses.

Students are encouraged to visit Transfer Services to find out which universities have these agreements and to gather information concerning institutions to which they intend to transfer, including university admissions requirements, degree program requirements, scholarships, housing, and university contact information. Information about scholarship resources is also available. University admissions representatives and transfer advisors from select institutions are scheduled each semester to advise prospective transfer students at each of the Alamo Community Colleges.

REVERSE TRANSFER DEGREE

Students who come to the Alamo Community Colleges having earned a bachelor's degree from a Texas university, as well as Alamo Community Colleges students who transfer to another Texas college or university, may qualify for an Associate's Degree. The Reverse Transfer Degree Program is designed for students who have accumulated thirty (30) college-level credit hours at the Alamo Community Colleges and who have received a baccalaureate degree from a Texas college or university.

Once an official transcript is received documenting a student's bachelor's degree, the student will be approved for and notified of the Alamo Community Colleges' award of the Associate of Arts or Science Degree.



SECTION 10 - STUDENT SERVICES

Student Services helps students succeed and make the most of their college experience. Student Services offers a broad range of services and resources to support the student from their first semester at the College through graduation. The offices and centers assist students in achieving their academic goals and strive to enhance students' personal, intellectual and social development through a broad range of programs and services. Students have access to a comprehensive system of services that includes assessment of academic needs, orientation, transfer, and career fairs, academic and personal counseling, co-curricular activities, services for international students, services for students with disabilities, learning and library resources, computer labs, the College bookstore and distance learning.

ASSESSMENT (TESTING) CENTER

The Assessment Center is located in Room A102F at the Pat Booker location and provides a range of services to meet the needs of students attending Northeast Lakeview College. The Center provides a quiet, conducive testing environment with flexible hours to accommodate day, evening and weekend students. Students must arrive one hour before the Testing Center is scheduled to close and should contact the Center at 210-590-5450 or visit the NLC website at (www.accd.edu/nlc) for a current test schedule. A valid picture ID is required for exams.

Accuplacer

Reading, writing and fundamental mathematical skills have been identified as the important entry-level skills for college transition. The identification and adherence to basic skills in these three areas are essential to insure that students enter Northeast Lakeview College with the academic preparation necessary for success.

The Accuplacer is a State approved exam administered by Northeast Lakeview College to measure basic entry-level skills. The Accuplacer is offered on a walk-in basis Monday through Friday and by appointment on Saturday. The exam fee is \$15 and students must present a valid picture ID at the time of testing.

The computer-administered exam consists of four sections:

- 90 minute timed essay
- multiple choice non-timed Sentence Skills
- multiple choice non-timed Reading Skills
- multiple choice non-timed Elementary Algebra

Results are available immediately following the exam. Students are encouraged to schedule an appointment to take the Accuplacer exam after completing a Pre-Enrollment Seminar. Students must wait six weeks before retaking the Accuplacer. A \$5 fee will be charged for each portion retaken.

The Texas Higher Education Coordinating Board has approved the Accuplacer as an exam for Texas Success Initiative (TSI) required assessment testing. The scores entered from the Accuplacer for TSI purposes will transfer to any college if results are posted on a Northeast Lakeview College transcript. Accuplacer scores are placed on a Northeast Lakeview College transcript when credits are earned with the college.

Accuplacer test scores may expire if no college credits are earned two years after the test date. Students with no intent to enroll at Northeast Lakeview College, but wishing to test only and have their scores used at another college/university should first check with the receiving institution to determine acceptance. A score report will be furnished to the student to submit to the receiving institution.

Correspondence Exams

Correspondence exams may be proctored by appointment only at Northeast Lakeview College. There is a \$10 fee per exam for the service and the Assessment Center requests that students confirm arrival of the exam materials 24 hours prior to appointment time. Students are required to present a valid picture ID. Any associated postage fees required to return exam documents to the home institution will be the responsibility of the home institution or the student. Northeast Lakeview College will not incur any associated postal fees.

Distance Learning Exams

Students enrolled in distance learning courses at any ACCD college may utilize Northeast Lakeview Assessment Center as a proctor site. Students must make arrangements with the instructor of record to insure all passwords and access codes are provided to the Assessment Center staff at least 24 hours prior to the test appointment. ACCD students will not be assessed the \$10 proctor fee. All students enrolled in a college or university not affiliated with ACCD will be charged a \$10 external testing fee.

Make-Up Exams

Faculty have the opportunity to use the Assessment Center to administer make-up exams. Faculty must complete a proctor request form for each student and submit the form with testing materials at least 24 hours in advance. Allotted time for all tests is one hour unless otherwise noted by the instructor on the proctor form. Students are not allowed to leave the Assessment Center for a break until after the test has been completed. Requests for exceptions must accompany documentation from a health care provider.

The Assessment Center offers reasonable accommodations for students with disabilities. For questions regarding special testing arrangements and accommodations, please contact the Assessment Center at 590-5450. For additional information on what services Northeast Lakeview College provides for students with disabilities, please contact the Staff Counselor.

Academic Dishonesty of any kind is strictly prohibited. Students observed cheating on an exam will be asked to leave the Assessment Center and the instructor will be notified of such activity. Students having been reported for a prior academic dishonesty offense may be prohibited from taking future exams in the Assessment Center.

NOTE: No food, drinks or cell phones will be allowed into the Assessment Center. All portable electronic devices must be turned off and stored away while testing is in progress.

CAMPUS BOOKSTORE

The NLC Bookstore is located on the first floor of the NEC location and in the library of the Kitty Hawk Campus. The bookstore is a comprehensive operation that provides textbooks, supplemental reading materials, and auxiliary supplies for students and staff. The bookstore is a leased operation run by Follett Higher Education Group and is responsible for its own income and expenses. The hours of operations at the Northeast Lakeview College campus during regular semesters are Monday through Thursday 7:45 a.m. to 2:00 p.m. and 5:00 p.m. to 8:00 p.m., and on Friday 7:45 a.m. to 2:00 p.m. Hours will change during registration, between semesters, and during the summer. The bookstore staff can be reached at 210-507-3941 or www.nelakeview.bkstr.com.

CAMPUS PARKING REGULATIONS

Every student attending classes operating a motor vehicle and parking on the College campus must purchase and properly display a "Student Parking Registration."

To be valid, the Parking Registration must be affixed to the outside rear

window, drivers' side. A registration placed in any other manner will be classified as "No Registration." Parking registrations are valid for one (1) academic year (September 1 through August 31.)

The purchase of a Parking Registration DOES NOT guarantee the student a parking space on the College campus.

It is imperative that the student operating a motor vehicle obtains a copy of the Traffic and Parking Rules and Regulations at the time he or she purchases the parking registration. This will minimize misunderstandings and penalties involving the issuance of parking citations.

The ACCD Department of Public Safety Officers are commissioned Peace Officers vested with the power and authority to issue traffic citations and summons and to arrest and file charges in the City or Justice of the Peace Courts. A student found in violation of the Traffic and Parking Rules and Regulations will be issued a Traffic/Parking Citation. Each Campus citation is \$12 if paid within ten (10) days of the issue date on the citation. Fines shall be paid at the Business Office or mailed to the address on the citation. If not paid within ten (10) days of the issue date on the citation, the fine increases to \$18.

CENTER FOR DISTANCE LEARNING

The Center for Distance Learning provides support for courses offered in a variety of formats, including Internet courses, telecourses, and two-way video conferencing. The center also works closely with the Student Services Office to offer on-line support services to Northeast Lakeview College students. The Center is located on the third floor of the Library (NLIB.)

COMPUTER LABS

Networked computers are loaded with general and special-use software and connected to the Internet so users can access their e-mail. ***Computers are available in Room A101 at the Pat Booker location and in the library (NLIB) and the Academic Building (ACA1) at the Kitty Hawk location on a first-come, first-served basis during open lab hours.***

Students are expected to follow all acceptable use guidelines. These guidelines are posted in the student computer labs and on the College web site at www.accd.edu/nlc.

COUNSELING

Counseling services, located in A102B at the Pat Booker location, provides crisis counseling for students, as well as disability management and linkage to community resources. Contact the Staff Counselor for information or to schedule an appointment.

DISABILITY SUPPORT SERVICES

Federal law guarantees a learning environment that provides reason-

able accommodations to students with disabilities. At Northeast Lakeview College, students requesting accommodations must disclose their disabilities and complete the required process through the Counseling Office. Section 504 of the Rehabilitation Act of 1973 states: "No otherwise qualified individual...shall solely by reason of...handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Section 504, as well as the Americans with Disabilities Act (ADA) of 1990, prohibits discrimination in the recruitment, admission or treatment of students. Students with documented disabilities may request accommodations that will enable them to benefit from all educational programs and activities. The ADA requires each academic accommodation to be made on an individual or case-by-case basis. For more information on services available to students with disabilities, contact the Staff Counselor or visit the office in Room A102B at the Pat Booker location.

INTERNATIONAL STUDENT SERVICES

The Student Services Office is the first point of contact for a prospective international student who seeks information regarding admission procedures for the College. The Associate Director of Admissions serves as a liaison between the College and the United States Citizenship and Immigration Service (USCIS).

Additional purposes of the liaison are to issue the Form I-20; establish and maintain files for each student; provide guidance for international students; keep students informed regarding the rules and regulations for the United States Citizenship and Immigration Service (USCIS) and Northeast Lakeview College; serve as a point of contact for all departments on campus on all matters relative to international students, and provide services required by this special population of students such as verification of enrollment to home country, confirmation of authenticity of documents submitted, and granting clearance for registration.

International students must enroll full-time (12 semester hours or more) and pay hospitalization insurance (ACCD Board Policy) every semester. The deadlines to submit all required documents (application, transcripts, verification of financial resources, TOEFL) are June 1 for Fall, October 1st for Spring, and March 1 for Summer. For additional information, contact the Student Services Office at 210-590-5401.

LEARNING COMMUNITIES

Learning communities at NLC can be presented in a variety of ways, including interdisciplinary, where subjects generally taught as individual courses are combined into one integrated course. The learning communities may be team-taught by two or more faculty and their disciplinary perspectives are integrated, or the learning communities may be theme-based where

a complex contemporary intellectual inquiry from several different perspectives is examined collaboratively. In all cases, both faculty and students have the chance to learn from, and teach, each other.

LIBRARY / LEARNING RESOURCE CENTER (NLIB)

The Northeast Lakeview College Learning Resource Center (also known as Library) is a technology embracing facility that enables users to pursue research goals and lifelong learning. Students, staff, and community members are encouraged to take advantage of the services and resources offered. Materials owned by the LRC can be identified in the Alamo Community College District On-line Library Catalog (library.accd.edu). Materials from the other ACCD college libraries are also part of this database. NLC students and staff may directly borrow materials from other district libraries with a validated I.D. LRC staff can place in-district borrowing requests to the other ACCD libraries on behalf of NLC students and staff. Materials can be retrieved at the main service desk.

As the LRC grows, it will focus on building a collection that includes paper resources, electronic books and journals, licensed databases, multimedia and streaming media resources. The library provides access to over 40,000 e-books and 31,000 unique on-line periodical and journal titles. Specific periodical titles and issues availability can be identified through the A to Z On-line Journal Locator. To access all library resources, students and faculty can link directly to the LRC main page (www.accd.edu/nlc/library/default.htm).

TexShare is the statewide library consortium and many services and resources are offered to LRC users as part of this network. NLC students and staff have access to over 60 licensed databases and search tools on-campus and off-campus through our proxy server. NLC students and staff may also participate in the TexShare Borrower's Card program which allows them to directly borrow materials from participating TexShare libraries (both academic and public) outside of the district. In addition to in-district and TexShare borrowing, LRC users may request materials from libraries throughout the country via Interlibrary Loan which is a library to library lending service. Requests can be made in person or on-line.

Reference librarians will assist LRC users with research questions in person, by phone at 210-590-5461, and on-line through the Ask-a-Librarian link at nlc-reference@mail.accd.edu. Students may make appointments with reference librarians for more in-depth questions that require more than the typical reference transaction.

Assistance and resources are available to faculty and students in distance learning environments through the LRC's on-line resources and can be customized to support specific assignments or courses. The LRC features a technology instruction classroom where faculty can bring classes in for tailored library instruction.

Over 50 workstations provide library users with access to Internet resources, course software, and Microsoft office products. The library hosts printing and photocopying capabilities. Students working on group projects may take advantage of the LRC's group study rooms which are available on a first-come, first-served basis. Multimedia players are available for viewing materials which are reserved for in-library use only.

PUBLIC SAFETY AND POLICE SERVICES

- The Department of Public Safety (DPS) has emergency phones located throughout the campus for immediate assistance.
- Courtesy Patrol Assistance is available for locked keys and dead batteries during the hours of 7 a.m. to 3 p.m. and 5 p.m. to 10 p.m. Telephone 210-208-8099 for assistance.
- Escort service is also available for anyone needing assistance to his or her vehicle. Contact the officer on duty at the College.

EMERGENCY TELEPHONE NUMBER 210- 222-0911
NON-EMERGENCY NUMBER 210-208-8099

Police protection is provided 24 hours a day, 365 days a year. The primary objective of the patrol officer is to provide a safe environment for employees, students, and the community. Police duties include the following:

- Patrol functions (vehicle, foot, and bike);
- Identify suspicious activities and persons;
- Conduct field interviews;
- Conduct field investigations;
- Respond to call(s) for service;
- Provide escorts;
- Non-emergency requests;
- Traffic enforcement;
- Traffic accident investigations;
- Respond to alarms;
- Conduct investigations;
- Community relations;
- Crime prevention activity;
- Disturbance calls;
- Record the above (written reports).

Calls are assigned to the patrol officer on a priority basis. Criminal calls have priority over service calls or non-emergency requests.

SCHOLARSHIPS

These scholarships are open to any student attending Northeast Lakeview College regardless of the student's school of record.

Northeast Lakeview College has three endowed founder's scholarships. Endowed scholarships exist for perpetuity as only the interest earned on the principal is awarded. These first three generous gifts presented to Northeast Lakeview College will support generations of students.

Firstmark Credit Union Endowed Founder's Scholarship

This scholarship was established by Firstmark Credit Union to support the continuing education of students enrolled at Northeast Lakeview College.

Major	Science, Mathematics, Technology or Education
Eligibility	Financial need and Academic merit
Enrollment	Full-time or Part-time
GPA	3.0
Deadline	Available Fall 2008
Amount	\$500 per semester

Randolph- Brooks Founder's Scholarship

Randolph-Brooks Federal Credit Union has established this scholarship for the expressed purpose of developing scholarship opportunities for students pursuing a college education at Northeast Lakeview College.

Major	Any
Eligibility	Financial need and Academic merit
Enrollment	Full-time or Part-time
GPA	2.5
Deadline	Available Fall 2008
Amount	\$750 per semester for full-time; \$500 per semester for part-time

Jordan Ford, Ltd. Founder's Scholarship

This scholarship established by Jordan Ford, Ltd. is dedicated to providing financial support to students seeking higher education at Northeast Lakeview College.

Major	Any; see note below
Eligibility	Financial need and Academic merit
Enrollment	Full-time or Part-time
GPA	2.5
Deadline	Available Fall 2008

Amount	\$250 per semester
Note	First priority will be given to employees of Jordan Ford, Ltd. and their dependents. Second priority will be given to individual from the community majoring in Business and Finance.

Alamo Community College District Foundation SCHOLARSHIPS

ACCD scholarships are available for students currently attending Northeast Lakeview College. Through the ACCD Foundation, many scholarships are offered to students meeting certain financial need or academic merit criteria. Numerous individuals, non-profit organizations and foundations, and private corporations have generously given to establish scholarship funds which will support the students of the Alamo Community College District. It is the wish of these entities that qualifying students receive the financial support or reward they deserve to further their education.

Scholarship Application Process

To apply for an ACCD scholarship, students must complete and submit:

1. the ACCD Scholarship Application, available at the SFS Office and on-line at www.accd.edu/district/schships/main/sfs.htm
2. an official transcript;
3. two recommendation forms;
4. a completed FAFSA form.

General eligibility requirements for ACCD scholarships include the following. Students must:

- Submit a completed FAFSA form;
- Be enrolled as an ACCD student with less than 90 cumulative college hours;
- Have not earned a Bachelor's or Master's degree;
- Be pursuing an Associate's Degree, Certificate of Completion or be engaged in a transfer program;
- Be enrolled in a minimum of six college hours;
- Have and maintain a minimum GPA of 2.0;
- Maintain satisfactory academic progress as required by the Student Financial Services Office (A106);
- Not be in default or owe a refund to any other college;
- Be a U.S. citizen or eligible non-citizen.

Below is an overview of the scholarships available to all ACCD students. Students are encouraged to review the list, identify scholarship(s) for which they would like to apply and meet with an advisor in the Student Financial Services Office to obtain more specific details about the scholarship-specific requirements as well as the extent of the awards available.

Academy Advisory Corporate Council

This scholarship has been established to support graduates of the Academy of Creative Education to ensure that students are presented with the best possible opportunities for advancement through a college education.

Major	Any
Eligibility	Financial need and Academic merit
Enrollment	Full-time
GPA	2.0
Deadline	June 1 and October 1
Amount	\$750 per semester
Note	Applicants must be Academy of Creative
Education	graduates

ACCD Disaster Relief Scholarship

This scholarship has been established to make college accessible to students having experienced devastating economic hardships due to a major disaster or crisis.

Major	Any
Eligibility	Financial need
Enrollment	Full-time or Part-time
GPA	2.0
Deadline	June 1 and October 1
Amount	\$850

ACCD Foundation Communication Arts Scholarship

This scholarship established by Catherine Toutloff Jung is dedicated to providing opportunities for students with demonstrated academic merit who are pursuing a bachelor's degree in the communication arts by transferring to a university upon completion of their studies at ACCD.

Major	English, Communications, Journalism, Radio/TV/ Film
Eligibility	Financial need and Academic merit
Enrollment	Full-time or Part-time

GPA	3.0
Deadline	June 1 and October 1
Amount for	\$600 per semester for full-time; \$300 per semester part-time
Note	Applicant must have developed a degree plan for transferring to a four year accredited college or university in pursuit of a baccalaureate degree. Applicant must have completed 24 college hours with an earned 3.0 GPA before being considered for a scholarship and must demonstrate active community volunteerism.

ACORN Scholarship for Career Employment Endowed Scholarship

This scholarship has been established to promote studies in trades or vocational areas that lead to an immediate job or career.

Major	Occupational or Vocational Majors
Eligibility	Financial need
Enrollment	Full-time
GPA	2.0
Deadline	June 1 and October 1
Amount	\$500 per semester

William R. Blagg Scholarship (formally Iolta Trust Scholarship)

The William R. Blagg Scholarship was established to promote college access to students attending an Alamo Community College.

Major	Any
Eligibility	Financial need and Academic merit
Enrollment	Full-time or Part-time
GPA	2.0
Deadline	June 1
Amount	Varies according to funds availability

George W. Brackenridge Foundation Scholarship

George Washington Brackenridge (1832-1920) was a businessman and philanthropist, originally from Indiana, who came to San Antonio at the age of 20 in 1853. Brackenridge turned from business to education and became president of the San Antonio school board and then become involved in higher education. Upon his death, the bulk of his fortune went to the George W. Brackenridge Foundation for education.

Major	Any
Eligibility	Financial need and Academic merit

Enrollment	Full-time
GPA	2.5
Deadline	June 1 and October 1
Amount	\$1,000 per semester in the first year, and \$750 per semester in the second year
Note	Applicants must have graduated from an accredited high school in Bexar County and rank in the top 20% of the graduating class.

Amelia and Tino Duran Scholarship (formally La Prensa Foundation Scholarship)

This scholarship has been established to support the continuing education of students attending Alamo Community Colleges.

Major	Any
Eligibility	Financial need
Enrollment	Full-time or Part-time
GPA	2.0
Deadline	June 1 and October 1
Amount	\$500 per semester for full-time; \$250 per semester for part-time

Gambrinus Scholarships

A privately held corporation in San Antonio, Gambrinus is best known as the owner and brewer of Shiner Beers. Gambrinus also owns breweries in Oregon, California, and in Biella, Italy. The Gambrinus Company has created the Gambrinus Scholarships which provide scholarships for students intending to pursue a bachelor's degree.

Major	Any
Eligibility	Financial need
Enrollment	Full-time
GPA	High school average between 74 and 85
Deadline	June 1 and October 1
Amount	\$750 per semester
Note	Applicant must be engaged in a 2+2 Transfer Program or a Joint Admission Program. A separate application to the Gambrinus Company is required, available at the Student Financial Services Office.

Gready, Woodard, Halton, & Vester Endowed Scholarship

The Gready, Woodard, Hatton, & Vester Scholarship has been established

to provide financial support to Bexar County high school seniors who seek to complete an Associate Degree at one of the Alamo Community Colleges.

Major	Any
Eligibility	Financial need, must be eligible for Pell Grant
Enrollment	Full-time or Part-time
GPA	2.0
Deadline	April 30 for high school seniors; June 1 & October 1
Amount	\$750 per semester for full-time; \$375 per semester for part-time
Note	New applicants must be graduating high school seniors. Applicants must be enrolled in an Associate Degree program. A Gready, Woodard, Hatton, & Vester Scholarship application form is required.

Marie Rocamontes Henriquez Scholarship

Major	Any major which has an international study focus
Eligibility	Academic merit
Enrollment	Full-time or part-time
GPA	2.0
Deadline	June 1 and October 1
Amount	Varies according to funds available

Hispanic Contractor Association de San Antonio, Inc. Scholarship Fund (HCA)

The Hispanic Contractor Association de San Antonio, Inc. Scholarship has been established to further educational opportunities for students who demonstrate academic merit and to assist students pursuing an education in the construction trades.

Major	Construction trades professions
Eligibility	Financial need and Academic merit
Enrollment	Full- or Part-Time
GPA	2.0
Deadline	June 1 and October 1
Amount	up to \$1,000 per semester for full-time; prorated per semester for part-time
Note	Applicants must demonstrate active community volunteerism.

HOPE (Hispanic Organization for Public Employees) Organization Scholarship Fund

The Hispanic Organization for Public Employees, a CPS Energy employ-

ee networking group, established this scholarship to further educational opportunities for students who demonstrate academic merit.

Major	Any
Eligibility	Academic merit
Enrollment	Full-time
GPA	2.0
Deadline	March 1
Amount	\$500 per semester
Note	Two dependents of CPS Energy employees will be awarded as well as one student from the community depending on availability of funds.

Kelly Management Association Scholarship Fund (KMA)

KMA, with a long time tradition of service to the San Antonio community, provides opportunities for students, who without financial assistance, would not be able to enroll in college.

Major	Any
Eligibility	Financial need
Enrollment	Full-or Part-time
GPA	2.0
Deadline	June 1 and October 1
Amount	\$1,000 per year for full-time; \$500 per year for part-time
Note	Preference will be given to former employees of Kelly Air Force Base and employees of military installations in the San Antonio area.

King William Association Scholarship

The King William Association, committed to supporting students in their efforts to achieve the highest quality education, has established this scholarship to assist worthy students pursuing a college education.

Major	Any
Eligibility	Academic merit
Enrollment	Full-time
GPA	2.5
Deadline	June 1 and October 1
Amount	\$1,000 per semester
Note	Use of funds is limited to payment of tuition, fees and textbooks. Recipients must register in the fall after high school graduation and remain enrolled in consecutive regular semesters to maintain eligibility.

Longbotham Scholarship

Conceptual MindWorks, Inc. is committed to investing in the future of the community by supporting the educational pursuits of our future leaders, and has established the Longbotham Scholarship to honor Dr. Harold G. Longbotham.

Major	Any
Eligibility	Financial need and Academic merit
Enrollment	Full-time
GPA	3.0
Deadline	June 1 and October 1
Amount	\$500 per semester
Note	Applicants must be sophomores

LULAC Rey Feo Parent and Child Scholarship Program

This scholarship promotes a pattern of multigenerational college attendance, especially among families historically not having pursued a college education.

Major	Any
Eligibility	Financial need
Enrollment	Full-time or Part-time
GPA	2.0
Deadline	April 30
Amount	\$500 per semester
Note	Applicants must be a first-time parent with a child six years of age or younger and have earned less than 30 college hours.

Senator Frank Madla Jr. Memorial Scholarship Fund

The family of the late Texas Senator Madla established this scholarship to honor his memory. The scholarship may be used for either academic or continuing education photography courses.

Major	Any. Student enrolled in photography courses are encouraged to apply.
Eligibility	Academic merit and Financial need, eligibility for federal aid not required
Enrollment	Full-time or Part-time
GPA	2.0
Deadline	June 1 and October 1
Amount	Up to \$1,500 for full-time; Continuing Education awards will be 50% of the cost of the course or \$250, whichever is less.

Note	Students enrolling in the Continuing Education courses must submit a photo portfolio with the scholarship application. Applicants must demonstrate some element of community service, public service, or other unique personal attribute in their applications.
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McDonald's Owners/Operators Scholarships

This scholarship promotes a pattern of multigenerational college attendance, especially among families historically not having pursued a college education.

Major	Any
Eligibility	See note below
Enrollment	Full-time and Part-time
GPA	2.0
Deadline	June 1 and October 1
Amount	\$500 per semester for full-time; \$250 per semester for part-time
Note	Applicants must be employees of scholarship donors (Main Street Enterprises, Inc., Hal John of San Antonio, Picico, Stagg Enterprises, Inc., or Didak, Inc.).

Jesse H. and Susan R. Oppenheimer Foundation Scholarship

The Oppenheimer Foundation is dedicated to supporting students possessing the desire and capacity to excel and succeed, but not being able to enroll in college for need of financial assistance.

Major	Any
Eligibility	Academic merit and Financial need, eligibility for PELL grant not required
Enrollment	Full-time
GPA	3.0
Deadline	June 1 and October 1
Amount	up to \$3,000 per semester
Note	Applicants must be accepted into an Associate degree program.

Jane B. Phipps Scholarship for Leaders

This scholarship, established by students in the San Antonio Master's Leadership Program in honor of Jane B. Phipps, promotes leadership development among Alamo Community Colleges students.

Major	Any
Eligibility	Financial need and Academic merit
Enrollment	Full-time
GPA	3.0
Deadline	August 1
Amount	\$750 per semester
Note	Applicants must be reentering students or be at least 30 years of age, and have completed between 24 and 36 college hours. Applicants must demonstrate active community volunteerism and be an active participant of the ACCD Student Leadership Institute.

Sam J. Riklin Memorial Scholarship

Sam J. Riklin was a long time member of the Alamo Community College District Foundation, Inc.'s Board of Directors until his unexpected passing in 1999. This scholarship was established in his memory to provide support for students, who without financial assistance, might not be able to attend college.

Major	Any
Eligibility	Financial need
Enrollment	Full-time and Part-time
GPA	2.0
Deadline	June 1 and October 1
Amount	\$500 per semester for full-time students; \$250 for part-time students

San Antonio Livestock Exposition (SALE)

San Antonio Livestock Exposition looks for excellent students who want challenging and rewarding careers in agribusiness, allied health, or hospitality management. The SALE Scholarship Program provides financial assistance which allows students to improve the quality of life in tomorrow's farming and ranching communities.

Major	Agribusiness, agriculture, food and fiber or life or health sciences
Eligibility	Financial need and Academic merit
Enrollment	Full-time
GPA	2.0
Deadline	April 16
Amount	\$1,000 per semester; \$500 for summer session
Note	Applicants must be residents of Bexar, Atascosa, Bandera, Comal, Gillespie, Guadalupe, Kendall,

Medina, Wilson, Frio, Karnes or Kerr counties. Applicants also must plan to transfer to a four-year Texas university upon completion of coursework at ACCD.

Seeds of Leadership: Fostering Tomorrow's Leaders Today

This scholarship established by Shelley Friend, a faculty member at Northwest Vista College, encourages and recognizes student leadership. This scholarship supports current students who have proven their leadership ability through strong academic performance, community service and strong work ethic.

Major	Any
Eligibility	Academic merit
Enrollment	Full-time and Part-Time
GPA	3.0
Deadline	May 15
Amount	\$500 for fall semester only
Note	Applicant must have earned 12 college hours at any ACCD college before applying and must be gainfully employed a minimum of 10 hours per week.

James J. Siegel Memorial Scholarship

This scholarship was established by friends of James J. Siegel to preserve his memory and honor him.

Major	Computer Science
Eligibility	Financial need
Enrollment	Full-time
GPA	2.5
Deadline	June 1 and October 1
Amount	\$500 per semester

Leonard and Shirley Sterling Scholarship

This scholarship was established to preserve the memory of Leonard Sterling and to continue the philanthropic support for educational excellence.

Major	Business
Eligibility	Academic merit
Enrollment	Full-time or Part-time
GPA	3.5
Deadline	June 1 and October 1
Amount	\$250-\$750 per semester for full-time; \$250 per

semester for part-time
Note Applicants must demonstrate active participation in college and/or community service extracurricular activities

Martha Ellen Tye Foundation Scholarship

Martha Ellen Tye was a Marshalltown, Iowa, native who traveled extensively with her parents, Jasper Henry Fisher and Florence Baughman Fisher, and developed a life-long passion for the arts. The Martha Ellen Tye Foundation provides limited giving to the San Antonio area.

Major	Any
Eligibility	Financial need
Enrollment	Full-time
GPA	2.5
Deadline	June 1 and October 1
Amount	\$600 per semester

Non-Alamo Community College District Foundation SCHOLARSHIPS

Northeast Lakvev College students may also seek and apply for external or non-ACCD Foundation schoalrships. The Minnie Stevens Piper Foundation is a non-profi organization which has the Student Aid Center and Bexar County Scholarship Clearing House,database of higher education resources. The Minnie Stevens Piper Foundation is located at: 1250 N.E. Loop 410, Suite 810, San Antonio, Texas 78209-1539 (<http://www.window.state.tx.us/scholars/>).

Note: Northeast Lakeview College is currently undergoing the process of being accredited by the Southern Association of Colleges and Universities. Until accredited, Northeast Lakeview College students requiring state or federal financial aid will register through San Antonio College or St. Philip's College; this will be your college of record.



SERVICE LEARNING

Service learning provides students with a connection between classroom instruction and projects that serve the community. Service must be completed at a non-profit, state-funded (e.g. K-12 schools), or government agency.

STUDENT DEVELOPMENT

The Student Services Office offers three developmental classes for beginning students. These classes introduce students to the College's available resources and to techniques conducive to achieving success. The flexible scheduling of these courses helps students fit this valuable orientation into their first semester on campus.

SDEV 0170- College Success (1 credit hour)

- Students with fewer than 15 credit hours at the time of first enrollment at Northeast Lakeview College.
- Students who are transferring to NLC from another college with 15 or more semester hours may be exempt from registration in SDEV 0170.

SDEV 0171- Strategies for Success (1 credit hour)

- Students that are academically at risk who need to improve skills for academic success
- Students will be referred by advisors

SDEV 0370- Foundations for College Learning (3 credit hours)

- Students with fewer than 15 credit hours at the time of first enrollment at NLC and who require two or more remedial courses in English, mathematics, or reading.
- SDEV 0370 will substitute for SDEV 0170 and meet the requirement for Orientation at Northeast Lakeview College.

A registration hold will be placed on the record of students who do not take SDEV 0170 or SDEV 0370 in their first semester at Northeast Lakeview College. **Students who do not successfully complete the course during their first semester will be required to meet with an advisor and re-enroll in the course.** For a detailed course description of both classes, refer to Section 11 of this bulletin. "Three-peat" tuition will apply on the third enrollment.

STUDENT INSURANCE

The Alamo Community College District maintains a group accident insurance policy for all enrolled students. Coverage includes hospital

and doctor's charges in accidental injuries on or off campus. Any charges not related to accidental injury are the responsibility of the student. Hospitalization benefits under a special Student Group Plan are available at a reasonable premium which may be included at the student's option in the payment of tuition. Brochures describing these benefits are available in the Student Services Office, 210-590-5401.

STUDENT LEADERSHIP & ACTIVITIES

The Office of Student Leadership and Activities is responsible for coordinating non-instructional activities and programs that focus on the well being and personal development of students. Activities and programs include co-curricular activities, student clubs and organizations, and leadership programs/development. Co-curricular activities are designed to appeal to a variety of interests for students and the surrounding community. These activities include lectures, cultural activities, welcome activities and performance events. Through these activities students can make friends, develop social skills and practice leadership skills. Programs are often coordinated with various instructional departments to provide the student with valuable educational experiences. Student clubs and organizations are an important and vital component of the total educational experience. Student groups provide opportunities for training in leadership skills, personal satisfaction and fulfillment through campus and community volunteerism and development of social growth through involvement in the student organization. A list is available in the Office of Student Leadership and Activities and the College website (www.accd.edu/nlc/). Leadership programs/development includes opportunities to become involved in conferences, retreats, and volunteer opportunities to develop skills that enrich the College experience and the student's quality of life.

The Coordinator of Student Leadership and Activities, located in Room A102A, also oversees the operation of the College food services, vending and bookstore.

STUDENT SERVICES FEE ADVISORY COMMITTEE (SSFAC)

The SSFAC is authorized to make annual and supplemental recommendations to the President of the College regarding the allocation of student services fees. Full membership includes five students and four faculty/staff members for a nine-member voting committee. The SSFAC meets on a monthly basis throughout the academic year to facilitate allocation requests from student services fees.

TUTORING/ACADEMIC SUPPORT CENTER (ASC)

The Academic Support Center, located on the second floor of the Library (NLIB), provides tutoring and other academic support services to all students currently enrolled at Northeast Lakeview College. Assistance is

provided during the Fall and Spring semesters Monday through Thursday from 8 a.m. to 8 p.m., on Fridays from 8 a.m. to 4 p.m., and on Saturdays from 9 a.m. to 1 p.m. The Center's hours of operation may vary during final exams, between semesters, and during the Summer sessions. Assistance with other courses is available by appointment. All services are free of charge. Students are encouraged to register with the ASC early in the semester to get the help they need.

WELCOME/ADVISING CENTER

The Welcome and Advising Center is a comprehensive One-Stop designed to assist students with the enrollment process at Northeast Lakeview College. The Staff is cross-trained in all enrollment services areas to include admissions, residency, assessment, advising, and registration. In addition, student service personnel administer transfer services and the Early Alert program.

Initial academic advising for new students is conducted through a group advising seminar. Students are encouraged to register for a group advising seminar after all required admissions credentials have been received and the Accuplacer has been completed. Group advising appointments are available Monday through Saturday.

Returning students have an option of attending group advising session or may see an advisor for individualized academic guidance. Students are encouraged to see an advisor whenever they encounter an academic problem or contemplate a change in educational goals.

EARLY ALERT PROGRAM

The Early Alert Program is an outreach program that focuses on students who are experiencing academic and attendance difficulties to facilitate early intervention. The Early Alert Program is initiated when a faculty member identifies students who are experiencing academic difficulties or when the student has missed several consecutive class sessions. As a result of a faculty initiated referral, an advisor contacts the student to ascertain the problem and provide assistance with appropriate resolution. A follow up report is provided to the referring faculty regarding the outcome of the contact with the student.

TRANSFER CENTER

The Transfer Center provides a variety of services and information for students who are interested in transferring to a four-year college or university. While attending Northeast Lakeview College, a student may complete a joint admission agreement and follow a degree plan designated by a specific university. The degree plan guides the student to take only those courses which will apply towards a specific major at a specific university.

The objectives of the Transfer Center are:

1. To assist students who are planning to transfer to another college or university by providing them with information for admission, college costs, financial aid, and housing.
2. To provide a college catalog library.
3. To provide course equivalency sheets, 2+2/Joint Admission Agreements, Transfer Core Curriculum Sheets and Transfer Planning Guides.
4. To aid students in making their transfer experience a seamless process.

The Transfer Center is located in the Student Services Office in Room A102 at the Pat Booker location. For additional information, contact the center at 210-590-5401.





SECTION 11 - CORE CURRICULUM & DEGREE PLANS

ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE DEGREES

The Associate of Arts (AA) and Associate of Science (AS) degrees are specifically designed to allow for the transfer and application of credits earned at Northeast Lakeview College to the bachelor degree requirements of most public colleges and universities. In addition, completion of the AA and AS degrees at NLC also guarantees completion of the state-mandated core curriculum and the acceptance in transfer of a minimum of 48 semester credit hours toward the general education requirements in a bachelor's degree program at all public higher education institutions in Texas. The Associate of Science degree differs from the Associate of Arts degree primarily in the amount or level of mathematics and science required for degree completion.

ASSOCIATE OF ARTS IN TEACHING DEGREE

The AAT Degree targets individuals who have a desire to enter the field of education as a teacher, teacher's aide, school administrator, counselor, or some aspect of child/adolescent development. Students will be advised to continue toward their Baccalaureate of Arts Degree in Education at a four-year degree granting institution. Students should check with the university to which they plan to transfer for additional information regarding specific content area concentrations.

ASSOCIATE OF APPLIED SCIENCE DEGREES AND WORKFORCE AND COMMUNITY EDUCATION

Future Workforce Development programs at Northeast Lakeview College will afford students the opportunity to study a chosen career field and seek employment in today's workforce. Through a sequential delivery of program courses, students will develop necessary technical and workplace skills in preparation for entry-level positions. Each program's length and the type of degree or certificate awarded, however, will be dependent upon the extent of required skills for a specific career. The following types of workforce programs are planned for future semesters: (1) Associate of Applied Science (AAS), (2) Credit Certificates, (3) Continuing Education Certificates, and (4) Marketable Skills Achievement Awards. Workforce development will

also include continuing educational opportunities for those workers who are currently employed, underemployed, or temporarily displaced through courses that focus on maintenance or enhancement of marketable skills.

Since many workforce programs have specific admission and degree requirements, students who have an interest in these programs development are encouraged to contact the Dean of Workforce Development and Community Education for further information. While some workforce programs may not be designed as transfer programs to four-year colleges and universities, many courses within workforce degree plans may be accepted. Please refer to receiving institutions' course transfer guidelines in their college catalogs for further information.

NORTHEAST LAKEVIEW COLLEGE DEGREES

The following **Associates of Arts (AA) degrees** are offered at Northeast Lakeview College. Check the website for contact information for the appropriate chairperson.

Communications

English

Reading

Humanities and Business

Business Administration

Communication Studies

Philosophy

Spanish

Fine and Performing Arts and Kinesiology

Art

Dance

Drama

Kinesiology

Music

Social & Behavioral Sciences

Anthropology

Criminal Justice

Economics

Geography

History

Interdisciplinary Studies

International Studies

International Studies- Latin American Emphasis

International Studies- Middle Eastern & Islamic Culture Emphasis

Mexican-American Studies
Political Science
Psychology
Sociology
Social Work /Social Services
Teaching (Associate of Arts in Teaching- AAT)

The following **Associates of Science (AS) degrees** are offered at Northeast Lakeview College. Check the website for contact information for the chairperson.

Mathematics and Science

Biology
Biology- Pre-Allied Health Track
Biology- Pre-Nursing Track
Biology- Pre-Professional Tracks
 Biology- Pre-Dentistry
 Biology- Pre-Medical
 Biology- Pre-Pharmacy
Chemistry
Computer Science
Geology
Mathematics
Physics

All **Associate in Applied Science (AAS) degrees** and Certificates at Northeast Lakeview College are currently in development. For more information, contact the Dean of Workforce Development and Community Education.

CORE CURRICULUM

The core curriculum for the Associate of Arts (AA), Associate of Science (AS), and Associate of Arts in Teaching (AAT) degrees at Northeast Lakeview College represents a common experience in academic foundations and provides a basis for transferability not only within the Alamo Community Colleges but also among other public Texas colleges and universities. The purpose of the core curriculum is to provide the skills, knowledge, and perspectives that help define the educated person. Courses that are included in the core curriculum contribute to the acquisition of these skills, perspectives, and to a basic core of knowledge. Competency-based intellectual skills include reading, writing, speaking, and critical thinking, and the course- and program-level educational outcomes have been written so the College can assess the effectiveness of the core curriculum.

The 45-48 hours of core courses for the AA, AS, and AAT degrees at Northeast Lakeview College reflect the five core elements required by the Texas Higher Education Coordinating Board. These core elements, called Exemplary Educational Objectives, are described below:

Communication (Composition and Speech)

The objective of a communication component is to enable the student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience. Students completing the core curriculum should be able to:

- Understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
- Understand the importance of specifying audience and purpose and to select appropriate communication choices.
- Understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self expressive, in written, visual, and oral communication.
- Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- Understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
- Develop the ability to research and write a documented paper and/or to give an oral presentation.
- Apply method and appropriate technology to the study of natural sciences.
- Scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to commu-

nicate findings, analyses, and interpretation both orally and in writing.

- Recognize the differences among competing scientific theories.
- Knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
- Knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

Mathematics

The objective of the mathematics component is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems. Students completing the core curriculum should be able to:

- Apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.
- Represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
- Expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
- Use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.
- Interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
- Develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

Natural Sciences

The objective of the study of a natural sciences component is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the bases for building and testing theories. Students completing the core curriculum should be able to:

- Understand and apply method and appropriate technology to the study of natural sciences.
- Recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.

- Identify and recognize the differences among competing scientific theories.
- Demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
- Demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

Humanities and Visual and Performing Arts

The objective of the humanities and visual and performing arts is to expand students' knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought, through study in disciplines such as literature, philosophy, and the visual arts, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students completing the core curriculum should be able to:

- Demonstrate awareness of the scope and variety of works in the arts and humanities.
- Understand those works as expressions of individual and human values within an historical and social context.
- Respond critically to works in the arts and humanities.
- Engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
- Articulate an informed personal reaction to works in the arts and humanities.
- Develop an appreciation for the influence of the aesthetic principles that guide or govern the humanities and arts.
- Demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

Social And Behavioral Sciences

The objective of a social and behavioral science component of a core curriculum is to increase students' knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity. Students completing the core curriculum should be able to:

- Employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- Examine social institutions and processes across a range of historical periods, social structures, and cultures.
- Use and critique alternative explanatory systems or theories.
- Develop and communicate alternative explanations or solutions for contemporary social issues.
- Analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
- Comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.
- Understand the evolution and current role of the U.S. in the world.
- Differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
- Recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
- Analyze, critically assess, and develop creative solutions to public policy problems.
- Recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
- Identify and understand differences and commonalities within diverse cultures.

NORTHEAST LAKEVIEW COLLEGE

AA and AS Core Curriculum

Communications (6 credit hours)

ENGL 1301 & ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311, 1315, 1318, 1321

Government (6 credit hours)

GOVT 2305 & 2306

History (6 credit hours)

HIST 1301 & 1302

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303, 1304

COMM 1307

any ENGL at or above the 2300 level

any Foreign Language

HIST 2311, 2312

HUMA 1301, 1302, 2319

PHIL 1301, 1304, 2303, 2306

Mathematics (3-4 credit hours)

MATH 1314 or higher

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course.

BIOL 1322, 1406, 1407, 1408, 1409, 2306, 2401, 2402, 2420, 2421

CHEM 1405, 1407, 1411, 1412

GEOL 1301, 1403, 1404

PHYS 1401, 1402, 1405, 1407

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH

ECON 2301 or 2302

GEOG 1303

any GOVT other than GOVT 2305, GOVT 2306

any HIST other than HIST 1301, HIST 1302

any PSYC

any SOCI

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301

DANC 2303

DRAM 1310
MUSI 1306, 1310

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equals at least 2 credit hours.

Take COSC 1301.

CORE TOTAL: 45-48 CREDIT HOURS



NORTHEAST LAKEVIEW COLLEGE
AAS Core Curriculum

Since AAS programs may have specific core curriculum requirements, please refer to the individual degree plans for details.

Written Communication (3 credit hours)

ENGL 1301 or 1302

Oral Communication (3 credit hours)

Select one course:

SPCH 1311, 1315, 1318, or 1321

Humanities/Fine Arts (3-4 credit hours)

Select one course:

ARTS 1301, 1303, 1304

COMM 1307

DRAM 1310

DANC 2303

Any ENGL at or above the 2300 level

Any Foreign Language

HIST 2311, 2312

HUMA 1301, 1302, 2319

MUSI 1306, 1310

PHIL 1301, 1304, 2303, 2306

Natural Science/Mathematics (3-4 credit hours)

MATH 1314 or higher

BIOL 1322, 1406, 1407, 1408, 1409, 2306, 2401, 2402, 2404, 2420, 2421

CHEM 1405, 1407, 1411, 1412

GEOG 1301, 1403, 1404

PHYS 1401, 1402, 1405, 1407

Social/Behavioral Science (3 credit hours)

Select one course:

ECON 2301 or 2302

GEOG 1303

GOVT 2305 or 2306

HIST 1301 or 1302,

PSYC 2301, 2308, or 2314

SOCI 1301 or 2301

Institutionally Designated Option (1 credit hour)

Any KINE or DANC

AAS CORE CURRICULUM TOTAL: 16-18 CREDIT HOURS

Note: The computer literacy requirement for each AAS degree may be met

through the integration of competencies in the program courses or through the requirement of a separate computer science course within the curriculum.



ASSOCIATE OF ARTS IN ANTHROPOLOGY (5045)

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ BIOL 1322 ___ BIOL 1406 ___ BIOL 1407 ___ BIOL 1408
 ___ BIOL 1409 ___ BIOL 2306 ___ BIOL 2401 ___ BIOL 2402
 ___ BIOL 2420 ___ BIOL 2421 ___ CHEM 1405 ___ CHEM 1407
 ___ CHEM 1411 ___ CHEM 1412 ___ GEOL 1301 ___ GEOL 1403
 ___ GEOL 1404 ___ PHYS 1401 ___ PHYS 1402 ___ PHYS 1405
 ___ PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL
 ___ any Foreign Language ___ HIST 2311 ___ HIST 2312 ___ HUMA 1301
 ___ HUMA 1302 ___ HUMA 2319 ___ PHIL 1301 ___ PHIL 1304
 ___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301 ___ DANC 2303 ___ DRAM 1310 ___ MUSI 1306 ___ MUSI 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ECON 2301 ___ ECON 2302 ___ GEOG 1303 ___ any GOVT
 ___ any HIST ___ any PSYC ___ any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC
 ___ Take COSC 1301

Anthropology Major (15 credit hours)

Required Courses:

___ ANTH 2301 ___ ANTH 2302 ___ ANTH 2346 ___ ANTH 2351 ___ ANTH 2389

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN ART (5002)

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ BIOL 1322 ___ BIOL 1406 ___ BIOL 1407 ___ BIOL 1408
___ BIOL 1409 ___ BIOL 2306 ___ BIOL 2401 ___ BIOL 2402
___ BIOL 2420 ___ BIOL 2421 ___ CHEM 1405 ___ CHEM 1407
___ CHEM 1411 ___ CHEM 1412 ___ GEOL 1301 ___ GEOL 1403
___ GEOL 1404 ___ PHYS 1401 ___ PHYS 1402 ___ PHYS 1405
___ PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL
___ any Foreign Language ___ HUMA 1301 ___ HUMA 1302
___ HUMA 2319 ___ PHIL 1301 ___ PHIL 1304 ___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ any ANTH ___ GEOG 1303 ___ any HIST ___ any SOCI
___ ECON 2301 ___ ECON 2302 ___ any GOVT ___ any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC
___ Take COSC 1301

Art Major (15 credit hours)

Courses required for major:

___ ARTS 1316 ___ ARTS 1317 ___ ARTS 1311 ___ ARTS 1312

Plus, choose one of the following:

___ ARTS 1303 ___ ARTS 1304

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION (5004)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321 (recommended)

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2420 BIOL 2421 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

Business Major recommendation: Foreign Language (CHIN 1411; FREN 1411; SPAN 1411 or higher)

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any foreign language HIST 2311 HIST 2312 HUMA 1301
 HUMA 1302 HUMA 2319 PHIL 1301 PHIL 1304
 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310
 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ECON 2301 ECON 2302

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Business Major (15 credit hours)

Take five courses not being used to fulfill other degree requirements.

ACCT 2301 ACCT 2302 BCIS 1305 ECON 2301 or 2302
 MATH 1325

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN COMMUNICATION STUDIES (5031)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2420 BIOL 2421 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any Foreign Language HIST 2311 HIST 2312 HUMA 1301
 HUMA 1302 HUMA 2319 PHIL 1301 PHIL 1304
 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306
 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH GEOG 1303 any HIST any SOCI
 ECON 2301 ECON 2302 any GOVT any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Major (15 credit hours total from both categories)

Take 6-9 hours not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1318 SPCH /COMM 2301 SPCH 2333

AND take 3-9 hours not being used to fulfill other degree requirements.

COMM 2316 SPCH 1315 SPCH 2316 SPCH 2341
 SPCH 1321 SPCH 2335

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN CRIMINAL JUSTICE (5051)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2420 BIOL 2421 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any Foreign Language HIST 2311 HIST 2312 HUMA 1301
 HUMA 1302 HUMA 2319 PHIL 1301 PHIL 1304
 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

SOCI 2326

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Criminal Justice Major (15 credit hours)

CRIJ 1301 CRIJ 1306 CRIJ 1310 CRIJ 2313 CRIJ 2328

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN DANCE (5054)

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ BIOL 1322 ___ BIOL 1408 ___ BIOL 1409 ___ BIOL 2306

___ BIOL 2401 ___ BIOL 2402

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL

___ any Foreign Language ___ HIST 2311 ___ HIST 2312 ___ HUMA 1301

___ HUMA 1302 ___ HUMA 2319 ___ PHIL 1301 ___ PHIL 1304

___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

___ DANC 2303

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ any ANTH ___ GEOG 1303 ___ any HIST ___ any SOCI

___ ECON 2301 ___ ECON 2302 ___ any GOVT ___ any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC

___ Take COSC 1301

Dance Major (15 credit hours)

Courses required for major:

___ DANC 1305 ___ DANC 1145 ___ DANC 1146 ___ DANC 1141

___ DANC 1142 ___ DANC 1151 ___ DANC 1152 ___ DANC1212

___ DANC 2212

Choose 2 from the following:

___ DANC 1110 ___ DANC 1128 ___ DANC 1129 ___ DANC 1147

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN DRAMA (5041)

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ BIOL 1322 ___ BIOL 1406 ___ BIOL 1407 ___ BIOL 1408
 ___ BIOL 1409 ___ BIOL 2306 ___ BIOL 2401 ___ BIOL 2402
 ___ BIOL 2420 ___ BIOL 2421 ___ CHEM 1405 ___ CHEM 1407
 ___ CHEM 1411 ___ CHEM 1412 ___ GEOL 1301 ___ GEOL 1403
 ___ GEOL 1404 ___ PHYS 1401 ___ PHYS 1402 ___ PHYS 1405
 ___ PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL
 ___ any Foreign Language ___ HIST 2311 ___ HIST 2312 ___ HUMA 1301
 ___ HUMA 1302 ___ HUMA 2319 ___ PHIL 1301 ___ PHIL 1304
 ___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

___ DRAM 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ any ANTH ___ GEOG 1303 ___ any HIST ___ any SOCI
 ___ ECON 2301 ___ ECON 2302 ___ any GOVT ___ any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC
 ___ Take COSC 1301

Drama Major (15 credit hours)

Courses required for major:

___ DRAM 1330 ___ DRAM 1351 ___ DRAM 1352 ___ DRAM 2331

Choose ONE from the following:

___ DRAM 1341 ___ DRAM 2336

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN ECONOMICS (5007)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2420 BIOL 2421 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any Foreign Language HIST 2311 HIST 2312 HUMA 1301
 HUMA 1302 HUMA 2319 PHIL 1301 PHIL 1304
 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH GEOG 1303 any GOVT any HIST
 any PSYC any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Economics Major (15 credit hours)

ECON 1303 ECON 2301 ECON 2302 ECON 2311
 ECON 2389

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN ENGLISH (5009)

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ BIOL 1322 ___ BIOL 1406 ___ BIOL 1407 ___ BIOL 1408
___ BIOL 1409 ___ BIOL 2306 ___ BIOL 2401 ___ BIOL 2402
___ BIOL 2420 ___ BIOL 2421 ___ CHEM 1405 ___ CHEM 1407
___ CHEM 1411 ___ CHEM 1412 ___ GEOL 1301 ___ GEOL 1403
___ GEOL 1404 ___ PHYS 1401 ___ PHYS 1402 ___ PHYS 1405
___ PHYS 1407

Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ any Foreign Language
___ PHIL 1301 ___ PHIL 1304

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301 ___ DRAM 1310 ___ MUSI 1306 ___ MUSI 1310 ___ DANC 2303

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ECON 2301 ___ ECON 2302 ___ GEOG 1303 ___ SOCI 1301 ___ PSYC 2301

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC
___ Take COSC 1301

English Major (15 credit hours)

Take all four (4) of the following courses:

___ ENGL 2322 ___ ENGL 2323 ___ ENGL 2327 ___ ENGL 2328

Choose one (1) of the following not being used to fulfill other degree requirements.

___ ENGL 2332 ___ ENGL 2333 ___ HUMA 1301 ___ HUMA 1302

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN GEOGRAPHY (5127)

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ BIOL 1322 ___ BIOL 1406 ___ BIOL 1407 ___ BIOL 1408
___ BIOL 1409 ___ BIOL 2306 ___ BIOL 2401 ___ BIOL 2402
___ BIOL 2420 ___ BIOL 2421 ___ CHEM 1405 ___ CHEM 1407
___ CHEM 1411 ___ CHEM 1412 ___ GEOL 1301 ___ GEOL 1403
___ GEOL 1404 ___ PHYS 1401 ___ PHYS 1402 ___ PHYS 1405
___ PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL
___ any Foreign Language ___ HIST 2311 ___ HIST 2312 ___ HUMA 1301
___ HUMA 1302 ___ HUMA 2319 ___ PHIL 1301 ___ PHIL 1304 ___
PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301 ___ DANC 2303 ___ DRAM 1310 ___ MUSI 1306 ___ MUSI 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ any ANTH ___ ECON 2301 ___ ECON 2302 ___ any GOVT
___ any HIST ___ any PSYC ___ any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC
___ Take COSC 1301

Geography Major (15 credit hours)

___ GEOG 1303

Take four courses not being used to fulfill other degree requirements.

___ GEOG 1300 ___ GEOG 1301 ___ GEOG 1302 ___ GEOG 1304
___ GEOG 1305 ___ GEOG 2312 ___ GEOG 2389

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN HISTORY (5013)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2420 BIOL 2421 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any Foreign Language HUMA 1301 HUMA 1302 HUMA 2319
 PHIL 1301 PHIL 1304 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH ECON 2301 ECON 2302 GEOG 1303
 any GOVT any HIST any PSYC any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

History Major (15 credit hours)

Take five courses not being used to fulfill other degree requirements.

HIST 2301 HIST 2311 HIST 2312 HIST 2313
 HIST 2314 HIST 2321 HIST 2322 HIST 2323
 HIST 2327 HIST 2328 HIST 2381 HIST 2389

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN INTERDISCIPLINARY STUDIES (5125)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2420 BIOL 2421 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any Foreign Language HIST 2311 HIST 2312 HUMA 1301
 HUMA 1302 HUMA 2319 PHIL 1301 PHIL 1304 PHIL 2303
 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH ECON 2301 ECON 2302 GEOG 1303
 any GOVT any HIST any PSYC any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Interdisciplinary Studies Major (18 credit hours)

Take six courses not being used to fulfill other degree requirements.

ANTH 2351 ARTS 1301 ARTS 1303 ENGL 2322
 ENGL 2333 GEOG 1302 HIST 2321 HIST 2322

DEGREE TOTAL: 63-66 CREDIT HOURS

ASSOCIATE OF ARTS IN INTERNATIONAL STUDIES (5058)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2420 BIOL 2421 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any Foreign Language HIST 2311 HIST 2312 HUMA 1301
 HUMA 1302 HUMA 2319 PHIL 1301 PHIL 1304 PHIL 2303
 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH ECON 2301 ECON 2302 GEOG 1303
 any GOVT any HIST any PSYC any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

International Studies Major (15 credit hours)

GOVT 2378

Take four courses not being used to fulfill other degree requirements:

ANTH 2351 BIOL 2306 DANC 1305 ENGL 2332
 ENGL 2333 GEOG 2312 GOVT 2376 HIST 2321
 HIST 2322 HUMA1302 PHIL 1304 PHIL 2307

DEGREE TOTAL: 60-63 CREDIT HOURS

**ASSOCIATE OF ARTS IN INTERNATIONAL STUDIES
LATIN AMERICAN EMPHASIS (5059)**

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ BIOL 1322 ___ BIOL 1406 ___ BIOL 1407 ___ BIOL 1408
___ BIOL 1409 ___ BIOL 2306 ___ BIOL 2401 ___ BIOL 2402
___ BIOL 2420 ___ BIOL 2421 ___ CHEM 1405 ___ CHEM 1407
___ CHEM 1411 ___ CHEM 1412 ___ GEOL 1301 ___ GEOL 1403
___ GEOL 1404 ___ PHYS 1401 ___ PHYS 1402 ___ PHYS 1405
___ PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL
___ any Foreign Language ___ HIST 2311 ___ HIST 2312 ___ HUMA 1301
___ HUMA 1302 ___ HUMA 2319 ___ PHIL 1301 ___ PHIL 1304
___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301 ___ DANC 2303 ___ DRAM 1310 ___ MUSI 1306 ___ MUSI 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ECON 2301 ___ ECON 2302 ___ GEOG 1303 ___ any GOVT
___ any ANTH ___ any HIST ___ any PSYC ___ any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC
___ Take COSC 1301

International Studies (Latin American Emphasis) Major (15 credit hours)

___ GOVT 2378

Take four courses not being used to fulfill other degree requirements:

___ ANTH 2351 ___ ENGL 2372 ___ GEOG 1304 ___ GOVT 2376
___ HUMA 1302 ___ PHIL 2307 ___ SPAN 1411 ___ SPAN 1412

DEGREE TOTAL: 60-65 CREDIT HOURS

**ASSOCIATE OF ARTS IN INTERNATIONAL STUDIES
MIDDLE EASTERN & ISLAMIC CULTURE EMPHASIS (5060)**

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2420 BIOL 2421 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any Foreign Language HIST 2311 HIST 2312 HUMA 1301
 HUMA 1302 HUMA 2319 PHIL 1301 PHIL 1304
 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH ECON 2301 ECON 2302 GEOG 1303
 any GOVT any HIST any PSYC any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

International Studies (Middle East & Islamic Emphasis) Major (15 credit hours)

GOVT 2378

From the following, choose four courses not being used to fulfill other degree requirements:

ANTH 2351 ARAB 1411 ARAB 1412 GEOG 1375 GOVT 2376
 HIST 2321 HIST 2322 HIST 2323 HUMA 1302 PHIL 1304

DEGREE TOTAL: 60-65 CREDIT HOURS

ASSOCIATE OF ARTS IN KINESIOLOGY (5020)

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ BIOL 1322 ___ BIOL 1408 ___ BIOL 1409 ___ BIOL 2306

___ BIOL 2401 ___ BIOL 2402

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL

___ any Foreign Language ___ HIST 2311 ___ HIST 2312 ___ HUMA 1301

___ HUMA 1302 ___ HUMA 2319 ___ PHIL 1301 ___ PHIL 1304

___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301 ___ DANC 2303 ___ DRAM 1310 ___ MUSI 1306

___ MUSI 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ any ANTH ___ GEOG 1303 ___ any HIST ___ any SOCI

___ ECON 2301 ___ ECON 2302 ___ any GOVT ___ any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC

___ Take COSC 1301

Kinesiology Major (15 credit hours)

Courses Required for major:

___ KINE 1301 ___ KINE 1306 ___ KINE 1338

Plus, choose two from the following:

___ KINE 1304 ___ KINE 1308 ___ KINE 1346 ___ KINE 2356

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN LIBERAL ARTS (5047)

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course.

___ BIOL 1322 ___ BIOL 1406 ___ BIOL 1407 ___ BIOL 1408
 ___ BIOL 1409 ___ BIOL 2306 ___ BIOL 2401 ___ BIOL 2402
 ___ BIOL 2420 ___ BIOL 2421 ___ CHEM 1405 ___ CHEM 1407
 ___ CHEM 1411 ___ CHEM 1412 ___ GEOL 1301 ___ GEOL 1403
 ___ GEOL 1404 ___ PHYS 1401 ___ PHYS 1402 ___ PHYS 1405
 ___ PHYS 1407

Humanities (3-4 credit hours)

Take one course not used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL
 ___ any Foreign Language ___ HIST 2311 ___ HIST 2312 ___
 HUMA 1301 ___ HUMA 1302 ___ HUMA 2319 ___ PHIL 1301
 ___ PHIL 1304 ___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not used to fulfill other degree requirements.

___ ARTS 1301 ___ DANC 2303 ___ DRAM 1310 ___ MUSI 1306
 ___ MUSI 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306.

Social/Behavioral Science (3 credit hours)

Take one course not used to fulfill other degree requirements.

___ any ANTH ___ GEOG 1303 ___ any HIST ___ any SOCI
 ___ ECON 2301 ___ ECON 2302 ___ any GOVT ___ any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC
 ___ Take COSC 1301

Liberal Arts Major (15 credit hours)

___ Take fifteen college-level semester hours not used to fulfill other degree requirements as approved by advisor.

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN MEXICAN AMERICAN STUDIES (5116)

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ BIOL 1322 ___ BIOL 1406 ___ BIOL 1407 ___ BIOL 1408
___ BIOL 1409 ___ BIOL 2306 ___ BIOL 2401 ___ BIOL 2402
___ BIOL 2420 ___ BIOL 2421 ___ CHEM 1405 ___ CHEM 1407
___ CHEM 1411 ___ CHEM 1412 ___ GEOL 1301 ___ GEOL 1403
___ GEOL 1404 ___ PHYS 1401 ___ PHYS 1402 ___ PHYS 1405
___ PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL
___ any Foreign Language ___ HIST 2311 ___ HIST 2312 ___ HUMA 1301
___ HUMA 1302 ___ HUMA 2319 ___ PHIL 1301 ___ PHIL 1304
___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301 ___ DANC 2303 ___ DRAM 1310 ___ MUSI 1306 ___ MUSI 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ any ANTH ___ ECON 2301 ___ ECON 2302 ___ GEOG 1303
___ any GOVT ___ any HIST ___ any PSYC ___ any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC
___ Take COSC 1301

Mexican American Studies Major (18 credit hours)

___ ENGL 2351 ___ GOVT 2311 ___ HUMA 1305 ___ HUMA 1311
___ HIST 2327 ___ SPAN 2312

DEGREE TOTAL: 63-66 CREDIT HOURS

ASSOCIATE OF ARTS IN PHILOSOPHY (5114)

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ BIOL 1409 ___ BIOL 2306 ___ BIOL 2401 ___ BIOL 2402
___ BIOL 2420 ___ BIOL 2421 ___ CHEM 1405 ___ CHEM 1407
___ CHEM 1411 ___ CHEM 1412 ___ GEOL 1301 ___ GEOL 1403
___ GEOL 1404 ___ PHYS 1401 ___ PHYS 1402 ___ PHYS 1405
___ PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL
___ any Foreign Language ___ HIST 2311 ___ HIST 2312 ___ HUMA 1301
___ HUMA 1302 ___ HUMA 2319 ___ PHIL 1304

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301 ___ DANC 2303 ___ DRAM 1310 ___ MUSI 1306 ___ MUSI 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ any ANTH ___ GEOG 1303 ___ any HIST ___ any SOCI ___ ECON 2301
___ ECON 2302 ___ any GOVT ___ any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC
___ Take COSC 1301

Major (15 credit hours total)

Courses Required for Major: ___ PHIL 1301 ___ PHIL 2316 ___ PHIL 2317

Choose remaining two courses from the following courses:

___ PHIL 2303 ___ PHIL 2306 ___ PHIL 2307 ___ PHIL 2321 ___ PHIL 2371

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN POLITICAL SCIENCE (5012)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2420 BIOL 2421 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any 2300-level Foreign Language HIST 2311 HIST 2312
 HUMA 1301 HUMA 1302 HUMA 2319 PHIL 1301
 PHIL 1304 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH ECON 2301 ECON 2302 GEOG 1303
 any GOVT any HIST any PSYC any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Political Science Major (15 credit hours)

GOVT 2304

From the following, take four courses not being used to fulfill other degree requirements:

GOVT 2311 GOVT 2370 GOVT 2372 GOVT 2374
 GOVT 2376 GOVT 2378 GOVT 2389

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN PSYCHOLOGY (5022)**Communications** (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course.

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2420 BIOL 2421 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any 2300-level Foreign Language HIST 2311 HIST 2312
 HUMA 1301 HUMA 1302 HUMA 2319 PHIL 1301
 PHIL 1304 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH ECON 2301 ECON 2302 GEOG 1303
 any GOVT any HIST any PSYC any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Psychology Major (15 credit hours)

PSYC 2301 PSYC 2317

Take three courses not being used to fulfill other degree requirements:

PSYC 2314 PSYC 2315 PSYC 2316 PSYC 2318
 PSYC 2319 PSYC 2371 PSYC 2372 PSYC 2389
 PSYC 2302 or 2303 PSYC 2306 PSYC 2307 or 2313
 PSYC 2308 or 2309 or 2310

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN SOCIOLOGY (5023)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course.

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2420 BIOL 2421 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any 2300-level Foreign Language HIST 2311 HIST 2312
 HUMA 1301 HUMA 1302 HUMA 2319 PHIL 1301
 PHIL 1304 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH ECON 2301 ECON 2302 GEOG 1303
 any GOVT any HIST any PSYC any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Sociology Major (15 credit hours)

SOCI 1301

From the following, take four courses not being used to fulfill other degree requirements:

SOCI 1370 SOCI 2301 SOCI 2306 SOCI 2319 SOCI 2320
 SOCI 2326 SOCI 2336 SOCI 2339 SOCI 2340 SOCI 2371
 SOCI 2389

DEGREE TOTAL: 60-63 CREDIT HOURS

**ASSOCIATE OF ARTS IN SOCIAL WORK/
SOCIAL SERVICES (5046)**

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course.

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2420 BIOL 2421 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any 2300-level Foreign Language HIST 2311 HIST 2312
 HUMA 1301 HUMA 1302 HUMA 2319 PHIL 1301
 PHIL 1304 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH ECON 2301 ECON 2302 GEOG 1303
 any GOVT any HIST any PSYC any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Social Work / Social Services (15 credit hours)

SOCW 2361 SOCW 2362

Take three courses not being used to fulfill other degree requirements:

SOCI 1301 SOCI 2301 SOCI 2319 SOCI 2320 SOCI 2339
 SOCI 2340 PSYC 2315

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF ARTS IN SPANISH (5140)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course.

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2420 BIOL 2421 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

any Foreign Language (recommended SPAN 1300 for majors)
 ARTS 1303 ARTS 1304 COMM 1307 HIST 2311
 HIST 2312 HUMA 1301 any 2300-level ENGL
 HUMA 1302 HUMA 2319 PHIL 1301 PHIL 1304
 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH GEOG 1303 any HIST any SOCI
 ECON 2301 ECON 2302 any GOVT any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Major (17 credit hours total - courses used for major may not be used to fulfill other degree requirements).

SPAN 1411 SPAN 1412 SPAN 2311 SPAN 2312
 Any Additional Humanities Course (minimum 3 credit hours)

DEGREE TOTAL: 62-66 CREDIT HOURS

ARE YOU THINKING OF MAJORING IN EDUCATION?

Northeast Lakeview College has a strong and professional Education program that sets high standards for its majors.

The AAT degree has three distinct curricula from which an education major chooses depending on his/her preferred area of teaching. The specific degree plan for each curriculum is shown on the following pages. The student should first decide his or her preferred teaching area, then match that to the appropriate curriculum and degree plan.

The 1st Curriculum is for majors who wish to be certified in one of the following areas:

EC-4 Generalist (all specializations except early childhood specialization)

EC-4 Bilingual Generalist or EC-4 ESL Generalist

4-8 Generalist

4-8 Bilingual Generalist or 4-8 ESL Generalist

All 4-8 Content Areas

EC-12 Special Education

The 2nd Curriculum should be chosen by majors who wish to be certified teachers in any 8-12 content area or selected EC-12 content areas. A student choosing the 2nd Curriculum needs to select the teaching content area. Northeast Lakeview College currently offers content area courses that fulfill the graduation requirements for the following teaching areas:

8-12 History or 8-12 Social Studies

8-12 English, Language Arts & Reading

8-12 Journalism

8-12 Business Education or 8-12 Marketing Education

8-12 Speech

8-12 Science or 8-12 Physical Sciences or 8-12 Life Sciences

8-12 Mathematics, Physical Science & Engineering

8-12 Mathematics

8-12 Mathematics & Physics

8-12 Human Development & Family Science

8-12 Foreign Languages or EC-12 Languages other than English

8-12 Dance

EC-12 Music

EC-12 Theatre

EC-12 Art

EC-12 Physical Education

Each content area requires 12-14 hours of specific content courses as part of the 2nd Curriculum degree plan. Those courses are listed with the 2nd Curriculum degree plan under the appropriate content area.

The 3rd Curriculum for the AAT is a more specialized degree plan and should be chosen by majors who are pursuing an EC-4 Early Childhood Degree Specialization only.

ASSOCIATE OF ARTS IN TEACHING-1st Curriculum (5097)

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3 credit hours)

___ MATH 1314

Science (8 credit hours)

Take one course from the following list.

___ BIOL 1406 ___ BIOL 1407 ___ BIOL 1408 ___ BIOL 1409

___ BIOL 2401 ___ BIOL 2402 ___ BIOL 2420 ___ BIOL 2421

Take one course from the following list.

___ CHEM 1405 ___ CHEM 1407 ___ CHEM 1411 ___ CHEM 1412

___ GEOL 1403 ___ GEOL 1404 ___ PHYS 1401 ___ PHYS 1402

___ PHYS 1406 ___ PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL

___ any Foreign Language ___ HIST 2311 ___ HIST 2312 ___ HUMA 1301

___ HUMA 1302 ___ HUMA 2319 ___ PHIL 1301 ___ PHIL 1304

___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301 ___ DANC 2303 ___ DRAM 1310 ___ MUSI 1306 ___ MUSI 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

(depending on senior institution)

___ GEOG 1303 ___ PSYC 2301

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC

___ Take COSC 1301

Education Major- 1st Curriculum (18 credit hours)

___ EDUC 1301 ___ EDUC 2301 ___ MATH 1350 ___ MATH 1351

___ 1st 3-hour science course ___ 2nd 3-hour science course

DEGREE TOTAL: 63-66 CREDIT HOURS

ASSOCIATE OF ARTS IN TEACHING-2nd Curriculum (5098)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3 credit hours)

MATH 1314

Science (8 credit hours)

Select one course from the following list.

BIOL 1406 BIOL 1407 BIOL 1408 BIOL 1409
 BIOL 2401 BIOL 2402 BIOL 2420 BIOL 2421

Select one course from the following list.

CHEM 1405 CHEM 1407 CHEM 1411 CHEM 1412
 GEOL 1403 GEOL 1404 PHYS 1401 PHYS 1402
 PHYS 1406 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any Foreign Language HIST 2311 HIST 2312 HUMA 1301
 HUMA 1302 HUMA 2319 PHIL 1301 PHIL 1304
 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

(depending on specific content area)

any ANTH ECON 2301 ECON 2302 GEOG 1303
 any GOVT any HIST any PSYC any SOCI

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Education Major - 2nd Curriculum (18-20 credit hours)

EDUC 1301 EDUC 2301
 12-14 hour content area (see individual content area requirements)

DEGREE TOTAL: 64-67 CREDIT HOURS

AAT 2nd Curriculum Content Area Requirements

8-12 HISTORY

HIST 2301 HIST 2312
HIST 2311 HIST 2381

8-12 SOCIAL STUDIES

GEOG 1303 ECON 1301
HIST 2301 GOVT 2304

8-12 ENGLISH LANGUAGE ARTS & READING

Choose any four of the following courses.
ENGL 2322 ENGL 2327 ENGL 2332
ENGL 2323 ENGL 2328 ENGL 2333

8-12 JOURNALISM

COMM 1307 COMM 2315
COMM 2311 COMM 2327

8-12 BUSINESS EDUCATION

BUSI 1301 ACCT 2301
ECON 2302 ACCT 2302

8-12 MARKETING EDUCATION

BUSI 1301 ACCT 2301
ECON 2302 ACCT 2302

8-12 SPEECH

Choose any two of the following.
SPCH 1311 SPCH 2301
SPCH 1318 SPCH 2333
And any two of the following.
SPCH 1315 SPCH 2335
SPCH 2316 SPCH 2341

8-12 SCIENCE

BIOL 1406
And any two of the following.
CHEM 1411
GEOL 1403
PHYS 1401

8-12 MATH & PHYSICAL SCIENCE & ENGINEERING

CHEM 1411
MATH 2412
PHYS 1401

8-12 MATHEMATICS

(major does not qualify to start in calculus)
MATH 2412 MATH 2413 MATH 2414

8-12 MATHEMATICS

(major qualifies to start in calculus)
MATH 2413 MATH 2414
MATH 2415

8-12 PHYSICAL SCIENCES

CHEM 1411 PHYS 1401
CHEM 1412 or PHYS 1402

8-12 MATHEMATICS & PHYSICS

PHYS 1401 MATH 2412
PHYS 1402

8-12 HUMAN DEV & FAMILY SCIENCE EC-12 LANGUAGES OTHER THAN

PSYC 2301 SOCI 2301
PSYC 2308 SOCI 2306

ENGLISH

SPAN 1411 SPAN 2311
SPAN 1412 SPAN 2312

8-12 FOREIGN LANGUAGES

SPAN 1411 SPAN 2311
SPAN 1412 SPAN 2312

8-12 LIFE SCIENCES

BIOL 1406
BIOL 1407
BIOL 2416

EC-12 MUSIC

MUSI 1181 MUSI 1308
MUSI 1211 MUSI 1310
MUSI 1301

EC-12 THEATRE

DRAM 1310 DRAM 1341
DRAM 1330 DRAM 1351

EC-12 ART

ARTS 1311 ARTS 2316
ARTS 1316 ARTS 2326

8-12 DANCE

DANC 1141 DANC 1151
DANC 1142 DANC 1152
DANC 1145 DANC 1153
DANC 1146 DANC 2151
DANC 1147 DANC 2303

EC-12 PHYSICAL EDUCATION

Choose one of the two concentrations below.

Athletic Training

KINE 1104 KINE 1108 KINE 1338
KINE 1106 KINE 1306 KINE 2356

Kinesiology

KINE 1101 KINE 1301 KINE 1308
KINE 1238 KINE 1306

ASSOCIATE OF ARTS IN TEACHING-3rd Curriculum (5099)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3 credit hours)

MATH 1314

Science (8 credit hours)

Select one course from the following list.

BIOL 1406 BIOL 1407 BIOL 1408 BIOL 1409

BIOL 2401 BIOL 2402 BIOL 2420 BIOL 2421

Select one course from the following list.

CHEM 1405 CHEM 1407 CHEM 1411 CHEM 1412

GEOL 1403 GEOL 1404 PHYS 1401 PHYS 1402

PHYS 1406 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL

any Foreign Language HIST 2311 HIST 2312 HUMA 1301

HUMA 1302 HUMA 2319 PHIL 1301 PHIL 1304

PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

(depending on senior institution)

GEOG 1303 PSYC 2301

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC

Take COSC 1301

Education Major - 3rd Curriculum (18 credit hours)

TECA 1303 TECA 1311 TECA 1318 TECA 1354

MATH 1350 MATH 1351

DEGREE TOTAL: 64-65 CREDIT HOURS



ASSOCIATE OF SCIENCE IN BIOLOGY (5003)**Communications** (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ BIOL 1406 ___ BIOL 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL

___ any Foreign Language ___ HUMA 1301 ___ HUMA 1302 ___ HUMA 2319

___ PHIL 1301 ___ PHIL 1304 ___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301 ___ DANC 2303 ___ DRAM 1310 ___ MUSI 1306 ___ MUSI 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ any ANTH ___ GEOG 1303 ___ any HIST ___ any SOCI

___ ECON 2301 ___ ECON 2302 ___ any GOVT ___ any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC

___ Take COSC 1301

Biology Major (16 credit hours)

Take these four courses that are not being used to fulfill other degree requirements.

___ CHEM 1411 ___ CHEM 1412 ___ BIOL 2416 ___ BIOL 2421

DEGREE TOTAL: 61-64 CREDIT HOURS

ASSOCIATE OF SCIENCE IN BIOLOGY (5010)

Pre-Allied Health Track

*There are numerous pre-allied health programs throughout the area. Requirements vary depending on the institution and can change from year to year. **Students planning to transfer to an allied health program should consult with an advisor for specific requirements.**

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ BIOL 2401 ___ BIOL 2402

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL

___ any Foreign Language ___ HUMA 1301 ___ HUMA 1302 ___ HUMA 2319

___ PHIL 1301 ___ PHIL 1304 ___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301 ___ DANC 2303 ___ DRAM 1310 ___ MUSI 1306 ___ MUSI 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ any ANTH ___ GEOG 1303 ___ any HIST ___ any SOCI

___ ECON 2301 ___ ECON 2302 ___ any GOVT ___ any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC

___ Take COSC 1301

Pre-Allied Health Major (16 credit hours)

Take these four courses that are not being used to fulfill other degree requirements.

___ BIOL 1406 ___ BIOL 2420 ___ CHEM 14XX ___ MATH 1442

DEGREE TOTAL: 61-64 CREDIT HOURS

ASSOCIATE OF SCIENCE IN BIOLOGY

Pre-Nursing Track (5033)

*There are numerous pre-nursing programs throughout the area. Requirements vary depending on the institution and can change from year to year. **Students planning to transfer to a nursing program should consult with an advisor for specific requirements.**

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

BIOL 2401 BIOL 2402

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any Foreign Language HUMA 1301 HUMA 1302 HUMA 2319
 PHIL 1301 PHIL 1304 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH GEOG 1303 any HIST any SOCI
 ECON 2301 ECON 2302 any GOVT any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC

Take COSC 1301

Pre-Nursing Major (15 credit hours)

Take these four courses that are not being used to fulfill other degree requirements.

BIOL 1322 BIOL 2420 CHEM 1405 MATH 1442

DEGREE TOTAL: 60-63 CREDIT HOURS

**ASSOCIATE OF SCIENCE IN BIOLOGY
Pre-Professional Track (5006)**

*There are numerous pre-professional programs throughout the area. Requirements vary depending on the institution and can change from year to year. **Students planning to transfer to a pre-professional program should consult with an advisor for specific requirements.**

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

BIOL 1406 BIOL 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any Foreign Language HUMA 1301 HUMA 1302 HUMA 2319
 PHIL 1301 PHIL 1304 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH GEOG 1303 any HIST any SOCI
 ECON 2301 ECON 2302 any GOVT any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Pre-Professional Major (16 credit hours)

Take these four courses that are not being used to fulfill other degree requirements.

CHEM 1411 CHEM 1412 BIOL 2416 BIOL 2421

DEGREE TOTAL: 61-64 CREDIT HOURS

ASSOCIATE OF SCIENCE IN CHEMISTRY (5005)**Communications** (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ CHEM 1411 ___ CHEM 1412

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL

___ any Foreign Language ___ HUMA 1301 ___ HUMA 1302 ___ HUMA 2319

___ PHIL 1301 ___ PHIL 1304 ___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301 ___ DANC 2303 ___ DRAM 1310 ___ MUSI 1306 ___ MUSI 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ any ANTH ___ GEOG 1303 ___ any HIST ___ any SOCI

___ ECON 2301 ___ ECON 2302 ___ any GOVT ___ any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC

___ Take COSC 1301

Chemistry Major (18 credit hours)

Take these six courses that not being used to fulfill other degree requirements.

___ CHEM 2323 ___ CHEM 2223 ___ CHEM 2325 ___ CHEM 2225

___ MATH 2413 ___ PHYS 1401

DEGREE TOTAL: 63-66 CREDIT HOURS

ASSOCIATE OF SCIENCE IN COMPUTER SCIENCE (5067)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

BIOL 1322 BIOL 1406 BIOL 1407 BIOL 1408
 BIOL 1409 BIOL 2306 BIOL 2401 BIOL 2402
 BIOL 2421 BIOL 2420 CHEM 1405 CHEM 1407
 CHEM 1411 CHEM 1412 GEOL 1301 GEOL 1403
 GEOL 1404 PHYS 1401 PHYS 1402 PHYS 1405
 PHYS 1407

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any Foreign Language HUMA 1301 HUMA 1302 HUMA 2319
 PHIL 1301 PHIL 1304 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH GEOG 1303 any HIST any SOCI
 ECON 2301 ECON 2302 any GOVT any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Computer Science Major (15 credit hours)

Take these four courses that are not being used to fulfill other degree requirements.

COSC 1315 COSC 2415 COSC 2430 MATH 2412

DEGREE TOTAL: 63-66 CREDIT HOURS

ASSOCIATE OF SCIENCE IN GEOLOGY (5011)

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ CHEM 1411 ___ CHEM 1412 ___ PHYS 1401 ___ PHYS 1402

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL
___ any Foreign Language ___ HUMA 1301 ___ HUMA 1302 ___ HUMA 2319
___ PHIL 1301 ___ PHIL 1304 ___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301 ___ DANC 2303 ___ DRAM 1310 ___ MUSI 1306 ___ MUSI 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ any ANTH ___ GEOG 1303 ___ any HIST ___ any SOCI
___ ECON 2301 ___ ECON 2302 ___ any GOVT ___ any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC
___ Take COSC 1301

Geology Major (15 credit hours)

Take these four courses that are not being used to fulfill other degree requirements.

___ GEOL 1305 ___ GEOL 1403 ___ GEOL 1404 ___ GEOL 1345

DEGREE TOTAL: 60-63 CREDIT HOURS

ASSOCIATE OF SCIENCE IN MATHEMATICS (5017)

Communications (6 credit hours)

ENGL 1301 ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

SPCH 1311 SPCH 1315 SPCH 1318 SPCH 1321

Mathematics (3-4 credit hours)

MATH 1314 MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

CHEM 1411 CHEM 1412 PHYS 1401 PHYS 1402

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1303 ARTS 1304 COMM 1307 any 2300-level ENGL
 any Foreign Language HUMA 1301 HUMA 1302 HUMA 2319
 PHIL 1301 PHIL 1304 PHIL 2303 PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

ARTS 1301 DANC 2303 DRAM 1310 MUSI 1306 MUSI 1310

History (6 credit hours)

HIST 1301 HIST 1302

Government (6 credit hours)

GOVT 2305 GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

any ANTH GEOG 1303 any HIST any SOCI
 ECON 2301 ECON 2302 any GOVT any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC
 Take COSC 1301

Physics Major (18 credit hours)

Take these four courses that are not being used to fulfill other degree requirements.

MATH 2413 MATH 2414 PHYS XXXX PHYS XXXX

DEGREE TOTAL: 63-65 CREDIT HOURS

ASSOCIATE OF SCIENCE IN PHYSICS (5021)

Communications (6 credit hours)

___ ENGL 1301 ___ ENGL 1302

Additional Communications (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ SPCH 1311 ___ SPCH 1315 ___ SPCH 1318 ___ SPCH 1321

Mathematics (3-4 credit hours)

___ MATH 1314 ___ MATH xxxx (any higher math course)

Science (7-8 credit hours)

Take two courses. At least one course must be a lab course

___ CHEM 1411 ___ CHEM 1412 ___ PHYS 1401 ___ PHYS 1402

Humanities (3-4 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1303 ___ ARTS 1304 ___ COMM 1307 ___ any 2300-level ENGL
___ any Foreign Language ___ HUMA 1301 ___ HUMA 1302 ___ HUMA 2319
___ PHIL 1301 ___ PHIL 1304 ___ PHIL 2303 ___ PHIL 2306

Visual/Performing Arts (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ ARTS 1301 ___ DANC 2303 ___ DRAM 1310 ___ MUSI 1306 ___ MUSI 1310

History (6 credit hours)

___ HIST 1301 ___ HIST 1302

Government (6 credit hours)

___ GOVT 2305 ___ GOVT 2306

Social/Behavioral Science (3 credit hours)

Take one course not being used to fulfill other degree requirements.

___ any ANTH ___ GEOG 1303 ___ any HIST ___ any SOCI
___ ECON 2301 ___ ECON 2302 ___ any GOVT ___ any PSYC

Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

___ KINE / DANC
___ Take COSC 1301

Physics Major (18 credit hours)

Take these four courses that are not being used to fulfill other degree requirements.

___ MATH 2413 ___ MATH 2414 ___ PHYS 2425 ___ PHYS 2426

DEGREE TOTAL: 63-66 CREDIT HOURS







SECTION 12 - COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

The letters in the title of the course refer to the discipline as defined by the Texas Higher Education Coordinating Board's Texas Common Course Numbering System. The numbers in the course's title indicate the level of the course; courses beginning with **1** are generally freshman-level courses and those beginning with **2** are generally sophomore level courses.

The numbers listed on the right margin of the course descriptions (such as 3-3-0) are explained below:

- The first digit is the number of **semester credit hours** for the course.
- The second digit is the number of **lecture hours per week** in a regular 16 week semester.
- The third digit is the number of **laboratory/clinical/internship/practicum hours** per week in a regular 16 week semester.

Hours met per week are based on 16 week semester-length classes; courses of shorter duration such as flex classes and summer classes will meet for more hours per week for equivalency.

Course prerequisites must be satisfactorily completed prior to enrollment in the course as indicated. Co-requisites are courses which must be enrolled in concurrently. Courses that are cross-listed indicate another course title which is the course equivalent.

ACCT (Accounting)

ACCT 2301 Principles of Accounting I - Financial (3-3-0)

This course covers accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. It includes ethics, the accounting cycle, merchandising and service operations, accounting systems, internal controls & payroll.

ACCT 2302 Principles of Accounting II - Managerial (3-3-0)

Prerequisite: ACCT 2301

This course is a continuation of financial accounting. The major topics covered are: corporations, financial analysis, concepts of management accounting, product costing systems, and decision analysis for planning and controlling operations.

ANTH (Anthropology)

ANTH 2301 Physical Anthropology (3-3-0)

Studies theories concerning the development of human physical differences and biological adaptations. The course will examine the following applied study topics: the human skeleton, human genetics, race and physical characteristics unique to the primate order.

ANTH 2302 Introduction to Archeology (3-3-0)

Overview of human origins and biocultural adaptations. Also introduces methods and theory in the excavation and interpretation of material remains of past cultures.

ANTH 2346 General Anthropology (3-3-0)

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, and ethnology.

ANTH 2351 Cultural Anthropology (3-3-0)

Key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and culture change among world peoples.

ANTH2389 Academic Cooperative (3-1-6)

An instructional program designed to integrate on-campus study with practical hands-on experience in anthropology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

ARAB (Arabic Language)

ARAB 1411 Beginning Arabic I (4-4-1)

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

ARAB 1412 Beginning Arabic II (4-4-1)

Prerequisite: ARAB 1411

This course is a continuation of ARAB 1412. Students will expand on the fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

ARAB 2311 Intermediate Arabic I (3-3-0)

Prerequisite: ARAB 1412

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

ARAB 2312 Intermediate Arabic II (3-3-0)

Prerequisite: ARAB 2311.

Continuation and extension of ARAB 2311 review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes advanced skills in conversation, vocabulary acquisition, reading, composition, and culture.

ARTC (Graphic Arts)

ARTC 1317 Design Communication I (3-2-4)

Study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images and other design elements, and developing computer skills in industry standard computer programs.

ARTC 1321 Illustration Techniques I (3-2-4)

A study of illustration techniques in various media. Emphasis on creative interpretation and disciplined draftsmanship for visual communication of ideas.

ARTC 1325 Introduction to Computer Graphics (3-2-4)

A survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia.

ARTC 1327 Typography **(3-2-4)**

A study of letter forms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards.

ARTC 1349 Art Direction **(3-2-4)**

Creation of projects in art direction for advertising graphic campaigns encompassing products, services, or ideas. Topics include all campaign procedures from initial research and creative strategy to final execution of a comprehensive project.

ARTC 2305 Digital Imaging II **(3-2-4)**

Principles of digital image processing and electronic painting. Emphasis on bitmapped- or raster-based image marking and the creative aspects of electronic illustration for commercial and fine art applications.

ARTC 2311 History of Communication Graphics **(3-2-4)**

Survey of the evolution of graphic arts in relation to the history of art. Includes formal, stylistic, social, political, economic, and historical aspects. Emphasis on art movements, schools of thought, individuals, and technology as they interrelate with graphic arts.

ARTC 2317 Typographic Design **(3-2-4)**

Exploration of problems in typographic design including computer generated letter forms as elements of design. Includes theory and techniques of traditional, contemporary, and experimental typography.

ARTC 2341 3-D Animation II **(3-2-4)**

Skill development in three-dimensional modeling and rendering techniques using lighting, staging, and special effects for digital output. Emphasis on the production of three-dimensional (3-D) animation as final digital outputting using modeling, rendering and animation software.

ARTC 2347 Design Communication II **(3-2-4)**

An advanced study of design, development, and art direction. Emphasis on form and content through the selection, creation, and integration of typographic, photographic, illustrative, and design elements.

ARTS (Studio Art & Art History)

ARTS 1301 Art Appreciation (3-3-0)

This course explores the elements of visual language, their nature, functions and relationships in painting, sculpture, architecture, and industrial design. The focus is on the development and application of critical thinking skills.

ARTS 1303 Art History I (3-3-0)

This course is an examination of painting, sculpture, architecture, and other arts from prehistoric to the 14th century.

ARTS 1304 Art History II (3-3-0)

This is a continuation of the examination of painting, sculpture, architecture, and other arts from the 14th century to present time.

ARTS 1311 Design I (2-dimensional) (3-3-3)

Elements and principles of art using two-dimensional concepts. Includes the fundamentals of line, color, form, texture, shape and composition.

ARTS 1312 Design II (3-dimensional) (3-3-3)

Prerequisite: ARTS 1311

Elements and principles of art using three-dimensional concepts. Further study of the fundamentals of line, color, form, texture, shape and composition.

ARTS 1316 Drawing I (3-3-3)

Introduction to the basic principles and techniques of drawing.

ARTS 1317 Drawing II (3-3-3)

Prerequisite: ARTS 1316

Continuation of Drawing I stressing figure proportion and the expressive and conceptual aspects of the figure.

ARTS 1325 Drawing & Painting (3-3-3)

Drawing and painting for non-art majors.

ARTS 2311 Design III (3-3-3)

Prerequisite: ARTS 1311 and 1312

Elements and principles of art using two- and three-dimensional concepts with an emphasis on color theory and personal expression.

ARTS 2316 Painting I (3-3-3)

Prerequisite: ARTS 1311 and ARTS 1316

Art studio course which explores the potential of painting media with emphasis on color composition, and the dynamics of vision.

ARTS 2317 Painting II (3-3-3)

Prerequisite: ARTS 2316

Art studio course which continues the ideas of using painting media and techniques with an emphasis on individual expression.

ARTS 2323 Life Drawing I (3-3-3)

Prerequisite: ARTS 1317

Basic study of the human form and conceptual aspects of drawing.

ASTR (Astronomy)

ASTR 1403 Stars and Galaxies (4-3-3)

Prerequisite: Math 0302 or equivalent

Study of stars, galaxies, and the universe outside our solar system. Topics include celestial coordinates, light and telescopes, cosmology and dark matter.

ASTR 1404 Solar System (4-3-3)

Prerequisite: Math 0302 or equivalent

Study of the sun and its solar system, including its origin. Topics include planetary atmospheres, rings, moons, asteroids and comets.

BCIS (Business Computer Information Systems) (Refer to COSC for Computer Science programming courses)

BCIS 1305 Business Computer Applications (3-3-0)

Recommended: Basic Computer Skills

This course is the study of computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (This course is part of the Business Field of Study Curriculum.)

BIOL (Biology)

BIOL 1322 Nutrition & Diet Therapy I (3-3-0)

Recommendation: Completion of one semester of Biology.

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications.

BIOL 1406 Biology for Science Majors I (4-3-3)

An introductory course that includes the following topics: history and philosophy of the science of biology, basic chemistry, energy transformation, physical phenomena, genetics, evolution, and taxonomy. Laboratory exercises will complement lecture topics. This course is recommended only for science majors.

BIOL 1407 Biology for Science Majors II (4-3-3)

Prerequisite: Biology 1406.

A continuation of a two-semester course in biological concepts. This course will emphasize the structure and function of living organisms, comparative animal physiology, evolutionary adaptation, and ecology. Laboratory exercises will complement lecture topics. This course is recommended only for science majors.

BIOL 1408 Biology for Non-Science Majors I (4-3-3)

For non-science majors. Introductory course, history and philosophy of the science of biology, basic chemistry, energy transformation, physical phenomena, genetics, evolution, taxonomy and survey of the kingdoms. Laboratory exercises will complement lecture topics.

BIOL 1409 Biology for Non-Science Majors II (4-3-3)

Prerequisite: Biology 1408.

For non-science majors. This is a continuation of BIOL 1408. Emphasis is on the structure, function, and physiology of animals and flowering plants. Ecology is also discussed. Laboratory exercises will complement the lecture topics.

BIOL 2306 Environmental Biology (3-3-0)

Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems.

BIOL 2401 Anatomy & Physiology I (4-3-3)

Study of the structure and function of the cells, tissues, organs, special senses and the skeletal, muscular, and nervous systems.

BIOL 2402 Anatomy & Physiology II (4-3-3)

Prerequisite: Biology 2401.

Study of the structure and function of the endocrine, digestive, respiratory, cardiovascular, lymphatic, urinary, and reproductive systems. Human growth, development and genetics are also included.

BIOL 2404 Anatomy & Physiology (4-3-3)

Study of the structure and function of human body, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems.

BIOL 2406 Environmental Biology (4-3-3)

Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems.

BIOL 2416 Genetics (4-3-3)

Prerequisite: Biology 1406 or 2401 and Chemistry 1411 or 1405.

Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering.

BIOL 2420 Microbiology for Non-Science Majors (4-3-4)

This course includes a study of the microbiology and clinical pathology vital to the paramedical health profession, upon which infectious diseases and their prevention and nursing care depend. Special emphasis is placed on disease etiology, epidemiology, and host-parasite interactions.

BIOL 2421 Microbiology for Science Majors (4-3-4)

Prerequisite: Biology 1406 and Chemistry 1411.

This course includes a comprehensive microbiological survey of the Monerans, Protistans, Fungi, and viruses. Taxonomy, genetics, physiology, metabolism, and microbial ecology are considered, as well as environmental and industrial microbiology and immunology.

BMGT (Business Management)

**BMGT 1191 Special Topics in Business Admin Management,
General (1-1-0)**

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

BMGT 1292 Special Topics in Purchasing, Procurement, and Contracts (2-2-0)

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

BMGT 1301 Supervision (3-3-0)

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

BMGT 1303 Principles of Management (3-3-0)

Concepts, terminology, principles, theories, and issues in the field of management.

BMGT 1305 Communications in Management (3-3-0)

Basic theory and processes of communication skills necessary for the management of an organization's workforce.

BMGT 1307 High Performance Work Teams (3-3-0)

Basic principles of building and sustaining teams in organizations including team dynamics and process improvement.

BMGT 1309 Information and Project Management (3-3-0)

Critical path methods for planning and controlling projects. Includes time/cost trade-offs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

BMGT 1331 Production and Operations Management (3-3-0)

Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation.

BMGT 1341 Business Ethics (3-3-0)

Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public.

BMGT 1342 Project Scope and Risk Management (3-3-0)

Identification, analysis, and mitigation of threats to project management elements and the process of deciding what project to do, defining the plan for the desired outcomes, and developing a process for controlling changes to the project.

BMGT 1344 Negotiations and Conflict Management (3-3-0)

Recognize non-verbal aspects and overall communication skills in negotiations and conflict resolution; recognize power in negotiations; identify strategies in group negotiations; demonstrate strategy and tactics in personal preparation for negotiations; assess interpersonal styles and characteristics of negotiation and conflict resolution.

BMGT 1345 Communication Skills for Managers (3-3-0)

Comprehensive study of advanced communication skills for managers in business and industry, including advanced techniques in reading, writing, listening, and speaking. Emphasis on clear, concise written and spoken communication in terms of business letters, memos, and reports, as well as oral presentations; techniques for time management; prioritizing reading materials, and comprehending the main ideas and salient details of technical materials, including journals and reports, and other work-related materials.

BMGT 1382 Cooperative Education-Business Administration and Management, General (3-0-20)

Prerequisite: BMGT 1303

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

BMGT 1391 Special Topics in Business Administration and Management General (3-3-0)

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

BMGT 2303 Problem Solving and Decision Making (3-3-0)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids.

BMGT 2305 Advanced Communications in Management (3-3-0)

Explain procedures for writing organizational manuals, reports, proposals, and research; identify the process of oral presentations for managers; describe the basic principles of the technical writing style for managers in organizations; and compose formal and informal reports for organizational purposes.

BMGT 2309 Leadership (3-3-0)

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify.

BMGT 2310 Financial Management (3-3-0)

Prerequisite: ACCT 2301 Financial Accounting recommended and MATH 0301 with a grade of "C" or better or equivalent

Emphasis on the development and use of accounting information to support managerial decision-making processes in manufacturing, service, and for-profit settings. Topics include managerial concepts and systems, various analysis for decision making, and planning and control.

BMGT 2311 Management of Change (3-3-0)

Knowledge, skills, and tools that enable a leader/organization to facilitate change in a pro-active participative style.

BMGT 2331 Principles of Quality Management (3-3-0)

Prerequisite: BMGT 1331

Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment.

BMGT 2341 Strategic Management (3-3-0)

Prerequisite: BMGT 1303, MRKG 1311, HRPO 2307, and BUSG 1345, or department approval

A study of the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

BMGT 2383 Coop Education - Business Admin and Management

Prerequisite: BMGT 1382 and MRKG 1381

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

BNKG (Banking)

BNKG 1191 Special Topics in Banking and Financial Support Services (1-1-0)

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

BNKG 1291 Special Topics in Banking and Financial Support Services (2-2-0)

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

BNKG 1303 Principles of Bank Operation (3-3-0)

Overview of the fundamental banking functions and the role of regulation in the banking industry. Explanation of financial products and services to various markets.

BNKG 1340 Money and Banking (3-3-0)

Monetary policy and its related effects on financial intermediaries. Includes financial markets, regulatory functions, and structures. Addresses investment and funds management.

BNKG 1343 Law and Banking (3-3-0)

Prerequisite: BNKG 1303

An introduction to basic sources of law and banking regulation. Emphasis on the laws relating to contracts, negotiable instruments, secured transactions, and consumer credit.

BNKG 1345 Consumer Lending (3-3-0)

Prerequisite: BNKG 1303

A study of the different types of consumer loans. Identify the federal regulations and state laws pertaining to collection and serving of a consumer loan and relate consumer credit to the lending process.

BNKG 1349 Commercial Lending (3-3-0)

Prerequisite: BNKG 1303

Overview of the commercial lending market and process. Emphasis on credit analysis, evaluation, federal regulation, and state laws related to business and industrial lending.

BNKG 1351 Selling Bank Products and Services (3-3-0)

Characteristics and benefits of bank products and services. Emphasis on the personal selling process and quality customer service. Application of personal selling, cross-selling, and related product benefits to individual customer needs.

BNKG 1353 Mortgage Lending (3-3-0)

Prerequisite: BNKG 1303

Overview of the mortgage lending market and process. Emphasis on documentation, credit evaluation, federal regulation, and state laws related to mortgage loans.

BNKG 1356 Analyzing Financial Statements (3-3-0)

A study of the process of evaluating financial statements, cash flow, and ratio analysis of individuals and businesses. Emphasis on the relationship of comparative analysis and industry standards.

BNKG 1359 Loan Servicing (3-3-0)

Examination of how mortgage lenders handle loans from the time a loan is closed until the final payment is made. Focus on the legal aspects and actual procedures used in the daily operations of the loan servicing function. Topics include escrow accounting, contract servicing, governmental regulations, taxing authorities and establishing tax rates and economic impacts of delinquency.

BNKG 1391 Special Topics in Banking and Financial Support Services (3-3-0)

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

BNKG 1491 Special Topics in Banking and Financial Support Services (4-4-0)

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

BNKG 2380 Cooperative Education - Banking and Financial Support Services (3-0-20)

Prerequisite: Department approval

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

BUSA (Business Administration)

BUSA 1313 Investments (3-3-0)

An overview of the theory and mechanics of business investment decisions and management of business financial assets using quantitative management techniques. Topics include time value of money, cash flow, capital budgeting, sources of funds, break-even analysis, and investment decisions.

BUSG (General Business)

BUSG 1303 Principles of Finance (3-3-0)

Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money.

BUSG 1304 Personal Finance (3-3-0)

A study of the financial problems encountered in managing family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and savings and investment planning.

BUSG 2307 Legal and Social Environment of Business (3-3-0)

The role of law in business and society including government regulations of business, legal reasoning, sources of law, social policy, legal institutions, antitrust, security regulations, consumer protection, environmental laws, worker health and safety, employment discrimination, and other laws affecting business.

BUSG 2309 Small Business Management (3-3-0)

Starting and operating a small business. Includes facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

BUSI (Business)

BUSI 1301 Business Principles (3-3-0)

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

BUSI 1307 Personal Finance (3-3-0)

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.

BUSI 2301 Business Law (1st semester Business Law) (3-3-0)

Principles of law which form the legal framework for business activity. Major areas of content include the origins of law, government, regulation of business, personal property law, contract law, and domestic and international sales law.

**BUSI 2302 Legal Environment of Business
(2nd semester Business Law) (3-3-0)**

Prerequisite: BUSI 2301

Role of law and government regulations in business and society. Includes legal reasoning, sources of law, social policy and legal institutions, and laws relating to antitrust protection, security regulations, consumer protection, environmental protection, worker health and safety, and employment discrimination.

CDEC (Child Development)

CDEC 1164 Practicum (or Field Experience) - Child Development (1-0-6)

Prerequisite: Completion of or concurrent enrollment in CDEC 1321.

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

CDEC 1165 Practicum (or Field Experience) - Child Development (1-0-6)

Prerequisite: Completion of or concurrent enrollment in CDEC 1321.

This course is a continuation of practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

CDEC 1303 Families, School & Community (3-3-0)

Study of the child, family, community, and schools. Includes parent education and involvement, family and community life-styles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1311 Educating Young Children (3-3-0)

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1313 Curriculum Resources for Early Childhood Programs (3-3-0)

Prerequisite: TECA 1311

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

CDEC 1318 Wellness of the Young Child (3-3-0)

Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1319 Child Guidance (3-3-0)

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Practical application through direct participation with children.

CDEC 1321 The Infant and Toddler (3-3-0)

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, appropriate environments, materials and activities, and teaching/guidance techniques.

CDEC 1339 Early Childhood Development: 0-3 Years (3-3-0)

Principles of normal growth and development from conception through three years of age. Emphasizes physical, intellectual, and social/emotional development.

CDEC 1341 CDA Preparation for Assessment (3-3-0)

Preparation for the CDA credential assessment. Includes writing CDA competency statements and completing a CDA professional file.

CDEC 1354 Child Growth and Development (3-3-0)

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

CDEC 1356 Emergent Literacy for Early Childhood (3-3-0)

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum.

CDEC 1358 Creative Arts for Early Childhood (3-3-0)

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

CDEC 1359 Children with Special Needs (3-3-0)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

**CDEC 1380 Cooperative Education - Child Care Provider/
Assistant (3-0-20)**

Prerequisite: Concurrent enrollment in CDEC 2322 and a minimum of 20 hours per week employment in an approved child care program

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**CDEC 1381 Cooperative Education - Child Care Provider/
Assistant (3-0-20)**

Prerequisite: Concurrent enrollment in CDEC 2324 and a minimum of 20 hours per week employment in an approved child care program

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

CDEC 1392 Special Topics in Child Development (3-3-0)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**CDEC 1480 Cooperative Education - Child Care Provider/
Assistant (4-0-20)**

Prerequisite: A minimum of 29 hours per week employment in an approved child care program

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**CDEC 1481 Cooperative Education - Child Care Provider/
Assistant (4-0-20)**

Prerequisite: Concurrent enrollment in CDEC 2322 and a minimum of 20 hours per week employment in an approved child care program

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**CDEC 2280 Cooperative Education - Child Care Provider/
Assistant (3-3-0)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

CDEC 2307 Math and Science for Early Childhood (3-3-0)

An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

CDEC 2322 Child Development Associate Training II (3-3-0)

Prerequisite: Concurrent enrollment in CDEC 1380 and employment in an approved child care program

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safety, health, learning environment, self awareness, social relationships, and guidance.

CDEC 2324 Child Development Associate Training III (3-3-0)

Prerequisite: Concurrent enrollment in CDEC 1381 and employment in an approved child care program

Continuation of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management and professionalism.

CDEC 2326 Administration of Programs for Children I (3-3-0)

Prerequisites: CDEC 1311 and CDEC 1318

Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

CDEC 2341 The School Age Child (3-3-0)

A study of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials, and activities and teaching/guidance techniques.

CDEC 2428 Administration of Programs for Children II (4-3-3)

Prerequisite: CDEC 2326

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs.

CHEM (Chemistry)

CHEM 1104 Chemical Calculations (1-0-3)

This course is a study of the mathematical applications used in chemistry. Designed for science and engineering students, it includes the development of problem-solving skills for general chemistry.

CHEM 1105 Introductory Chemistry Laboratory I (1-0-3)

Prerequisite: Credit or concurrent enrollment in CHEM 1305

This course, designed to complement CHEM 1305, provides an introduction to methods and techniques of chemical experimentation and emphasizes the study of the principles of inorganic chemistry.

CHEM 1107 Introductory Chemistry Laboratory II (1-0-3)

Prerequisite: Credit for CHEM 1105 with a grade of "C" or better, and credit or concurrent enrollment in CHEM 1307.

This laboratory course is designed to accompany CHEM 1307 with an emphasis on organic chemistry and biochemistry.

CHEM 1305 Introductory Chemistry I (3-3-0)

Prerequisite: Eligibility to take MATH 0303

This course provides an introduction to elementary inorganic chemistry and is suitable for non-science majors and students pursuing degrees in nursing. If a laboratory course is needed, the student should also take CHEM 1105.

CHEM 1307 Introductory Chemistry II (3-3-0)

Prerequisite: CHEM 1305 or equivalent with a grade of "C" or better.

This course provides an introduction to elementary organic chemistry and biochemistry and is suitable for non-science majors and students pursuing degrees in nursing. If a laboratory course is needed, the student should also take CHEM 1107.

CHEM 1405 Introductory Chemistry I (4-3-3)

Prerequisite: Eligibility to take MATH 0303.

This course provides an introduction to elementary inorganic chemistry and is suitable for non-science majors and some students pursuing degrees in nursing. A laboratory is included that emphasizes inorganic chemistry.

CHEM 1407 Introductory Chemistry II (4-3-3)

Prerequisite: CHEM 1405 with a grade of "C" or better or equivalent

This course provides an introduction to elementary organic chemistry and biochemistry and is suitable for non-science majors and some students pursuing degrees in nursing. A laboratory is included that emphasizes organic chemistry and biochemistry.

CHEM 1111 General Chemistry I (1-0-3)

Prerequisite: Credit or concurrent enrollment in CHEM 1311.

This course provides a quantitative study of the properties of chemical substances

CHEM 1112 General Chemistry II (1-0-3)

Prerequisites: Credit for CHEM 1111 with a grade of "C" or better, and credit or concurrent enrollment in CHEM 1312

This laboratory course involves selected laboratory experiments related to topics in CHEM 1312 and the principles and practice of separation and identification of ions.

CHEM 1311 General Chemistry I (3-3-0)

Prerequisite: MATH 1314 or higher

This course covers the fundamental principles of inorganic chemistry: modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry, and other topics. This course is suitable for science majors. If a laboratory is also needed, the student should also take CHEM 1111. This course is equivalent to the lecture portion of CHEM 1411.

CHEM 1312 General Chemistry II (3-3-0)

Prerequisite: CHEM 1311 or its equivalent with the grade of "C" or better

This course is a continuation of CHEM 1311 including molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and other topics. Students needing a laboratory should also enroll in CHEM 1112. This course is equivalent to the lecture portion of CHEM 1412.

CHEM 1411 General Chemistry I (4-3-3)

Prerequisite: MATH 1314 or higher

This is a lecture and laboratory course which covers the fundamental principles of inorganic chemistry: modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry, and other topics. CHEM 1411 is a combination of CHEM 1311 and CHEM 1111. This course is suitable for science majors.

CHEM 1412 General Chemistry II (4-3-3)

Prerequisite: Credit for CHEM 1411 or its equivalent with a grade of "C" or better. This course is a continuation of CHEM 1411 including molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and other topics. CHEM 1412 is equivalent to a combination of CHEM 1312 and CHEM 1112.

CHEM 2223 Organic Chemistry Laboratory I (2-0-4)

Corequisite: CHEM 2323 or permission of the instructor

This course is an introduction to organic laboratory techniques such as distillation, crystallization, chromatography, and basic organic reactions.

Prerequisite: CHEM 1312 and 1112 or permission of the instructor.

CHEM 2225 Organic Chemistry Laboratory II (2-0-4)

Corequisite: CHEM 2325 or permission of the instructor

This course is a continuation of Chemistry 2223 with emphasis on spectroscopy, organic analysis, and major organic reactions. Prerequisite: CHEM 2223.

CHEM 2323 Organic Chemistry I (3-3-0)

Prerequisite: CHEM 1312 and 1112 or permission of the instructor

An introductory course in organic chemistry. This course includes a study of the structure and properties of carbon compounds. The semester covers primarily stereochemistry and the structure and properties of aliphatic and aromatic hydrocarbons.

CHEM 2325 Organic Chemistry II (3-3-0)

Prerequisite: CHEM 2323

A continuation of Chemistry 2323. This course studies the chemistry of carboxylic acids, carbonyl compounds, and amines. Also included is a study of the physical means, spectroscopy, used to determine the structure of organic molecules.

CHIN (Chinese Language)

CHIN 1411 Beginning Chinese I (4-4-1)

This course is for students with little or no knowledge of Chinese. Students will study the sound system (Pinyin), simple sentences and grammar of the language. Practice in listening, speaking, reading and writing is included.

CHIN 1412 Beginning Chinese II (4-4-1)

Prerequisite: CHIN 1411 or equivalent

This second semester course continues the study of the fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

CHIN 2311 Intermediate Chinese I (3-3-0)

Prerequisite: CHIN 1412 or equivalent

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

CHIN 2312 Intermediate Chinese II (3-3-0)

Prerequisite: CHIN 2311 or equivalent

This course is a continuation, review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

COMM (Communication)

COMM 1307 Introduction to Mass Communication (3-3-0)

The course includes the study of the media by which entertainment and information messages are delivered and includes an overview of the traditional mass media: their functions, structures, supports, and influences. Students will develop an understanding of the interrelationship of mass media in society and examine the influences governing the development of mass communication processes.

COMM 1318 Photography I (3-3-1)

This course is an introduction to the basics of photography including camera operation, techniques, knowledge of chemistry, and presentation skills. The emphasis is on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. This course is for those interested in photography as either a career or serious hobby. Design and creativity are addressed through analysis of the work of master photographers, contemporary photographs, and the evaluation of student assignments. Selected shooting assignments with different subjects, lighting conditions and environments are required.

COMM 1319 Photography II (3-3-1)

Prerequisite: COMM 1318 or equivalent

This course is designed to extend the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. The emphasis is on the aesthetics through advanced lighting and composition.

COMM 1335 Survey of Radio/Television (3-3-0)

Study of the development, regulation, economics, social impact, and industry practices in broadcasting and cable communication. Includes non-broadcast television, new technologies, and other communication systems.

COMM 2300 Media Literacy (3-3-0)

Criticism and analysis of the function, role, and responsibility of the mass media in modern society from the consumer perspective. Includes the ethical problems and issues facing each media format, with the effect of political, economic, and cultural factors on the operation of the media.

COMM 2301 Intro to Technology and Human Communication

(3-3-0)

A survey of emerging interactive communication technologies and how they influence human communication, including interpersonal, group decision-making, and public and private communication contexts.

(Cross-listed as SPCH 2301)

COMM 2302 Principles of Journalism

(3-3-0)

Exploration of ethical and legal boundaries as well as issues and problems facing today's journalist. Students will explore various forms of media and the impact of journalistic decisions on culture.

COMM 2305 Editing & Layout

(3-3-0)

Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

COMM 2309 News Editing & Copy Reading I

(3-3-0)

Prerequisite: COMM 2311

This course focuses on copy editing for print media; selecting, processing, and displaying news; and other information. Reader interest, readability, clarity, verification and style are emphasized. Newspaper style, headline writing, proofreading, and page makeup are presented.

COMM 2310 News Editing & Copy Reading II

(3-3-0)

Prerequisite: COMM 2309

This course is a continuation of COMM 2309 and will emphasize copy editing for errors of fact and interpretation of English. Includes newspaper style, headline writing, proofreading, and page makeup.

COMM 2311 News Gathering & Writing I

(3-3-0)

Prerequisite: COMM 1307 and ENGL 1301

Course focuses on the fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner.

COMM 2315 News Gathering & Writing II

(3-3-0)

Continuation of the aims and objectives of news gathering and writing with emphasis on advanced reporting techniques. This course includes lectures in specialized areas by professional reporters.

COMM 2316 Interviewing

(3-3-0)

Application of communication concepts in selected interview settings with emphasis on dyadic communication, questioning techniques, interview structure, and persuasion.

(Cross-listed as SPCH 2316)

COMM 2324 Practicum in Electronic Media (Digital) (3-2-2)

This course focuses on development of Photoshop skills to be used in newspapers, magazines or the Web. It enables students interested in photography or photojournalism to build their skills.

COMM 2325 Practicum in Electronic Media (Digital) (3-2-2)

This course focuses on the development of Web sites, including HTML, site design and Internet research. The course has a production component in which students work on the department's Web sites. Lecture and laboratory instruction and participation.

COMM 2327 Introduction to Advertising (3-3-0)

This course explores the fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media.

COMM 2330 Introduction to Public Relations (3-3-0)

This course explores the history and development of public relations. It includes the presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns.

COMM 2332 Radio/Television News (3-3-0)

Preparation and analysis of news styles for the electronic media. Students will analyze and develop news for various forms of electronic media.

COMM 2339 Writing for Radio, Television, & Film (3-3-0)

Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

COSC (Computer Science)

(Refer to BCIS for business-oriented programming courses.)

COSC 1301 Microcomputer Applications (3-3-0)

Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied. (Cross-listed as BCIS 1305)

COSC 1315 Fundamentals of Programming (3-3-0)

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

COSC 2415 Data Structures (4-4-0)

Prerequisite: COSC 2430 with a grade of “C” or better or equivalent
Further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course.

COSC 2430 Advanced Structured Languages (4-4-0)

Prerequisites: COSC 1315 with a grade of “C” or better or equivalent and concurrent enrollment in MATH 1314 or higher or department approval
Further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course.

CRIJ (Criminal Justice)

CRIJ 1301 Introduction to Criminal Justice (3-3-0)

History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.

CRIJ 1306 Court Systems & Practices (3-3-0)

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

CRIJ 1307 Crime in America (3-3-0)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

CRIJ 1310 Fundamentals of Criminal Law (3-3-0)

Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.

CRIJ 1313 Juvenile Justice System (3-3-0)

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.



CRIJ 2301 Community Resources in Corrections (3-3-0)

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

CRIJ 2313 Correctional Systems & Practices (3-3-0)

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

CRIJ 2314 Criminal Investigation (3-3-0)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CRIJ 2323 Legal Aspects of Law Enforcement (3-3-0)

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

CRIJ 2328 Police Systems & Practices (3-3-0)

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

DANC (Dance)

DANC 1110 Tap I (1-1-2)

An introduction to tap dance techniques emphasizing fundamentals of body placement, vocabulary, and styles in tap. Students will develop tap combinations to enhance technical skills, memory, and performance qualities.

DANC 1128 Ballroom I (1-1-2)

This course is an introduction to American social ballroom dancing. Basics in Waltz, Foxtrot, Rumba, Cha Cha, Tango, and Swing will be presented. The emphasis is placed on footwork, lead/follow, timing/rhythm, styling, and the blending of movements.

DANC 1129 Ballroom II (1-1-2)

Prerequisite: DANC 1128 or permission of instructor

This course is a continuation of DANC 1128. Emphasis is placed on alignment, partnering skills, rhythmical analysis, and increased knowledge of patterns and variations.

DANC 1141 Ballet I (1-1-2)

This is a course in classical ballet technique which includes: barre work, center floor, allegro, adagio, and turning. Correct body alignment and use of ballet terminology is included. Students will work on dance combinations to improve technical skills, memory, and performance qualities.

DANC 1142 Ballet II (1-1-2)

Prerequisite: DANC 1141 or permission of instructor

The course provides expanded studies of beginning ballet. The classical ballet techniques of barre work, center floor, allegro, adagio, turning, correct body alignment, and use of ballet terminology is included. Students will work on dance combinations to improve technical skills, memory, and performance abilities.

DANC 1145 Modern Dance I (1-1-2)

The techniques and theory of fundamental body movements used in dance are the focus of this course. Dance composition, self-confidence, poise, grace, ease of movement, and a broad cultural background of dance as an art form are included.

DANC 1146 Modern Dance II (1-1-2)

Prerequisite: DANC 1145 or permission of instructor

This course is a continuation of DANC 1145. Intermediate levels of dance technique, composition, and repertoire are included.

DANC 1147 Jazz Dance I (1-1-2)

This course incorporates jazz dance styles and techniques which will improve strength, flexibility, and coordination using current music and movement trends. Students will work on dance combinations to improve technical skills, memory, and performance qualities.

DANC 1151 Dance Performance I (1-1-2)

Prerequisite: DANC 1145 or DANC 1147 or permission of instructor

The purpose of this course is to expose dancers to the process involved in becoming an educated performer. Students will experience the mechanics of auditions, rehearsal, backstage production, and presentation as a performance group. New choreography will be covered each time the course is taught.

DANC 1152 Dance Performance II (1-1-2)

Prerequisite: DANC 1151

This is a continuation of DANC 1151. The purpose of this course is to expose dancers to the process involved in becoming an educated performer. Students will further expand their experience the mechanics of auditions, rehearsal, backstage production, and presentation as a performance group. New choreography will be covered each time the course is taught.

DANC 1153 Spanish Ballet I (1-1-2)

This course provides instruction and participation in Spanish Ballet dance technique. It introduces students to footwork techniques emphasizing fundamentals of body placement and vocabulary of this form of dance. Students will develop dance combination to enhance technical skills, memory, and performance qualities.

DANC 1212 Dance Practicum I (2-1-2)

This course will enable students to gain experience in creative movement, improvisation and choreography as well as facilitating groups. This dance practicum focuses on improvisation, choreography, rehearsal, performance and group facilitation.

DANC 1213 Dance Practicum II (2-1-2)

Prerequisite: DANC 1212 or permission of instructor

This course will enable dance majors/minors, and/or serious dance students to experience dance performance in order to develop technical, cognitive and aesthetic learning in the field of dance. It focuses on the elements of live dance performance including technical theatre, staging, rehearsal and performance.

DANC 1305 World Dance I (3-3-0)

Instruction in dance forms from at least three major cultures from three continents, with an emphasis on rhythmic awareness and movement development. The cultural origins, significance, and motivation, as well as the use of costumes and music will be explored in lecture and research. Instruction will include experiential and written assignments, live performances, guest artists, and multimedia resources.

DANC 2151 Dance Performance III (1-1-2)

Prerequisite: DANC 1151 and DANC 1152

This is a continuation of DANC 1152. The purpose of this course is to expose dancers to the process involved in becoming an educated performer. Students will further expand their experience the mechanics of auditions, rehearsal, backstage production, and presentation as a performance group. New choreography will be covered each time the course is taught.

DANC 2210 Dance Repertory I (2-1-2)

A practicum in dance as a performing art.

DANC 2212 Dance Practicum III (2-1-2)

Prerequisite: DANC 1212 and DANC 1213 or permission of instructor

This course will enable dance majors/minors, and/or serious dance students to experience dance performance in order to further develop technical, cogni-

tive and aesthetic learning in the field of dance. It focuses on the elements of live dance performance including technical theatre, staging, rehearsal and performance. It also emphasizes choreography, rehearsal, performance and group facilitation.

DANC 2303 Dance Appreciation I (3-3-0)

This course introduces the student to dance as a universal form of human expression and surveys dance forms as they have developed throughout history and around the world. Comparisons are made between dance and other art forms in cultural context.

DRAM (Drama)

DRAM 1120 Theater Practicum I (1-0-3)

This course is a practicum in scene construction, lighting, sound, costuming, publicity, stage properties, acting, and general theatre practices.

DRAM 1310 Introduction to Theater (3-3-0)

This course is a survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Students will be expected to participate in management, acting and technical activities.

DRAM 1330 Stagecraft I (3-3-2)

This is a course in basic technical theatre practice, using materials and principles of stagecraft, scene painting, and properties. Participation in technical crews of college theatre productions may be required.

DRAM 1341 Makeup (3-3-0)

Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

DRAM 1351 Acting I (3-3-2)

This course focuses on the development of basic skills and techniques of acting including increased sensory awareness, greater self-confidence, stage movement, characterization, and improvisation. Students will be expected to participate in management, acting and technical activities.

DRAM 1352 Acting II (3-3-2)

Prerequisite: DRAM 1351 or permission of instructor

This course is a continuation of DRAM 1351. It includes development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. There is an

emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

DRAM 2331 Stagecraft II (3-3-2)

Prerequisite: DRAM 1330

Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization.

DRAM 2336 Voice for the Theater (3-3-0)

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

ECON (Economics)

ECON 1301 Introduction to Economics (3-3-0)

A brief survey of the major topics in macroeconomics and microeconomics. The focus is on introducing the science of economics and preparing a foundations for those wishing to take further economics courses.

ECON 1303 Consumer Economics (3-3-0)

A study of consumer problems of the individual and of the family in the American economy. Areas of study may include: money and credit management, saving and personal investment, estate planning, wills, buying food and clothing, home ownership or rental, transportation, insurance, taxes, and consumer protection.

ECON 2301 Principles of Macroeconomics (3-3-0)

History, development, and application of macroeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems, international economics, and economics systems. Attention given to the application of economic principles to economic problems.

ECON 2302 Principles of Microeconomics (3-3-0)

History, development, and application of microeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribu-

tion of income, labor problems, international economics, and economics systems. Attention given to the application of economic principles to economic problems.

ECON 2311 Economic Geography (3-3-0)

Analytical study of the historical development of particular economic distributions as they relate to social, cultural, political, and physical factors. Includes critical inquiry into the reasons for location of various types of economic activity, production, and marketing. (Cross-listed as GEOG 2312)

ECON 2389 Academic Cooperative (3-1-6)

An instructional program designed to integrate on-campus study with practical hands-on experience in economics. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

EDTC (Teacher Education)

EDTC 1264 Practicum (or Field Experience) - Teacher Assistant/Aide (2-0-16)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

EDTC 1301 Educational Systems (3-3-0)

A study of the role and responsibilities of educational personnel with emphasis on development of professionalism and effective communication strategies with adults. Topics include the various codes of ethics governing the educational field, the issue of confidentiality, learners' rights and responsibilities, and challenges facing schools.

EDTC 1311 Instructional Practices and Effective Learning Environments (3-3-0)

General principles for selecting developmentally appropriate strategies in core curriculum areas and planning the classroom environment. Topics address methods for supporting instructional planning and implementation of educational goals. Exploration of teamwork skills and methods for providing instructional accommodations and modifications.

EDTC 1364 Practicum (or Field Experience) - Teacher Assistant/Aide (3-0-20)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

EDTC 1394 Special Topics in Teacher Assistant/Aide (3-3-0)

Topics address recently identified current events, skills, knowledge, and /or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

EDTC 2317 Guiding Student Behavior (3-3-0)

A study of developmentally appropriate direct and indirect guidance techniques for use in various school environments. Topics include identification of causes of inappropriate behavior, establishing and managing routines, the environment's role in promoting positive behavior, promoting self-esteem negotiation/conflict resolution strategies, and enhancing positive self-direction. Emphasis in implementation of a behavior management plan.

EDUC (Education)

EDUC 1301 Introduction to the Teaching Profession (3-3-1)

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

EDUC 1325 Principles and Practices of Multicultural Education (3-3-0)

An examination of cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups.

EDUC 2301 Introduction to Special Populations (3-3-1)

Prerequisite: EDUC 1301

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12

special populations; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; course must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

EMAP (Emergency Management)

EMAP 1305 Texas Disaster Recovery and Emergency Planning

(3-3-0)

Basic policies, concepts, and procedures of recovery. Addresses the various federal and state assistance programs. Emphasizes coordination of damage assessment, preparing documentation, and recovery procedures. Introduces the emergency management planning process, planning standards, planning techniques, and the steps in the development of a basic emergency management plan and its functional annexes. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G620 and G235.

EMAP 1345 Texas Hazard Mitigation and Debris Management

(3-3-0)

Hazard mitigation process and available methodologies which, when applied, will contribute to reducing the vulnerability of a jurisdiction. Includes an in-depth study of potential funding mechanisms including the Hazard Mitigation Grant Program.

EMAP 1400 Principles of Basic Emergency Management (4-4-0)

Overview of the Texas Emergency Management System and the concepts of emergency management and its integration of systems, basic definitions, identification of hazards and their analyses. Includes the role of the local emergency manager, coordination of systems and agreements among various governments, requests for state assistance during an emergency, hazardous materials planning, emergency management-related grants, and availability of surplus property. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G230 and G610.

EMAP 1440 Texas Exercise Design and Incident Command

(4-4-0)

Twelve-step process in the development of emergency management exercises, beginning with assessing a jurisdiction's exercise needs and continuing through criteria-based evaluation and after-action reporting. Provides students with detailed information concerning the system for command, control, and coordination of emergency response. This course is equivalent

to the Texas Department of Emergency Management and the Federal Management Agency courses G920 and G193.

EMAP 2300 Developing Volunteer Resources and Decision Making (3-3-0)

Management of volunteer services. Includes system/needs analysis, program definition, volunteer role/task definition, job descriptions, publicity and recruitment, training, interviewing techniques, maintenance, and liability issues. Emphasizes decision-making, problem solving, and effective donation management planning and implementation. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G241 and G288.

EMAP 2301 Leadership and Effective Communication (3-3-0)

Analysis of personal and group dynamics in an emergency management setting. Supports all facets of interaction in the emergency management arena through an in-depth study of how people communicate. Examines the interpretation of the spoken and unspoken word and the effective utilization of public information processes of print, radio, and television media. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G240 and G242.

EMAP 2302 Mass Casualty and Critical Incident Stress Debriefing (3-3-0)

Disaster scene control involving large numbers of casualties and coordination of the responding agencies. Includes observation and critique of mass casualty disaster drills. Also covers an in-depth study of the effects of post-traumatic stress on emergency workers and examination of the advantages of critical incident stress debriefing.

**EMAP 2386 Internship - Fire Protection and Safety Technology/
Technician (3-0-16)**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

ENGL (English)

ENGL 0300 Basic English I (3-3-0)

Placement: Scores based on entrance exam

Emphasizes effective sentences. For students who need to improve their basic skills in grammatical usage, functions of words and sentence structure. This course cannot be substituted for any part of the regular courses. A student in English 0300 must receive a grade of "C" or better before being permitted to take English 0301.

ENGL 0301 Basic English II (3-3-0)

Prerequisite: Appropriate placement score or ENGL 0301 with a grade of "C" or better

Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision.

ENGL 1301 Composition I (3-3-0)

Prerequisite: Appropriate placement score or ENGL 0301 with a grade of "C" or better.

English 1301 emphasizes training in reading and writing skills. Course requires expository essays. Based on provocative and critical readings.

ENGL 1302 Composition II (3-3-0)

Prerequisite: Passing grade in ENGL 1301

Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking.

ENGL 2307 Creative Writing I (3-3-0)

Prerequisite: ENGL 1302

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama.

ENGL 2322 British Literature I (3-3-0)

Prerequisite: ENGL 1302

A survey of British Literature from the Old English Period through the Eighteenth Century. A research paper or term project is required.

ENGL 2323 British Literature II (3-3-0)

Prerequisite: ENGL 1302

Selected significant works of British literature. May include study of movements, schools, or periods.

ENGL 2327 American Literature I (3-3-0)

Prerequisite: ENGL 1302

A survey of American literature from the early Colonial Period to the beginnings of Realism.

ENGL 2328 American Literature II (3-3-0)

Prerequisite: ENGL 1302

Selected significant works of American literature. May include study of movements, schools, or periods.

ENGL 2332 World Literature I (3-3-0)

Prerequisite: ENGL 1302

Survey of representative masterpieces of world literature of the Western World beginning with ancient writings and ending with the Renaissance.

ENGL 2333 World Literature II (3-3-0)

Prerequisite: ENGL 1302

Selected significant works of world literature. May include study of movements, schools, or periods.

ENGL 2375 Children and Adolescent Literature (3-3-0)

Prerequisite: ENGL 1302

A survey of the history, development, and educational usage of literature for children and adolescents. Practical application of literature in the classroom setting for teacher preparation.

ENGL 2376 Literature of American Minorities (3-3-0)

Prerequisite: ENGL 1302

An exploratory study of the literature of America's ethnic minorities. Critical examination of sociocultural elements in representative works by the American Indian, African American, the Latin American, and the Asian American.

ENGR (Engineering)

ENGR 1201 Introduction to Engineering (2-2-0)

Introduction to engineering as a discipline and a profession. Includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society.

ENGR 1204 Engineering Graphics I (2-2-2)

This is an introductory course designed to provide students with an understanding of the basic principles of mechanical and freehand technical

drawing. Students will learn how to produce drawings mechanically (with instruments) and with freehand techniques. Visual perception and problem solving skills are utilized to graphically communicate concepts clearly and precisely.

ENGR 1205 Engineering Graphics II (2-2-2)

Prerequisite: ENGR 1204 or equivalent with departmental approval

This course is designed to follow ENGR 1204 with an introduction to computer-aided drafting (CAD) and design and 3-D solid modeling. The visualization skills and problem solving techniques developed in the preceding course to create drawings by hand are extended and refined through the use of AutoCAD® and Autodesk Inventor software. The course will conclude with a comprehensive engineering design project.

ENGR 1407 Plane Surveying (4-3-3)

Prerequisite: MATH 2412 or equivalent

This course is an introduction to the principles of plane surveying. Topics of study include the use and care of surveying instruments, field notes, measurements, and area calculations. Problems involving the acquisition of data related to highway and building construction will be examined. The course will also introduce elements of topographic map production such as geodesy, coordinate systems, and projections.

ENGR 2301 Mechanics I: Statics (3-3-0)

Prerequisites: PHYS 1570 or equivalent and credit or concurrent enrollment in MATH 2414

This course presents the basic theory and applications of engineering mechanics, with an emphasis on analysis of structures in static equilibrium. Topics include vector algebra, force systems, free body diagrams, concentrated and distributed loads, centroids, and moments of inertia. Engineering applications such as trusses, frames, and friction are also covered.

ENGR 2302 Mechanics II: Dynamics (3-3-0)

Prerequisites: ENGR 2301 and MATH 2414

This course presents the basic theory and applications of engineering mechanics, with an emphasis on the relative motions of particles and rigid bodies. Newton's Laws, work energy relations, and impulse-momentum principles are used along with vector algebra and calculus to analyze and solve problems.

ENGR 2304 Computer Programming For Engineering Applications (3-2-2)

Prerequisites: MATH 2412 or equivalent with departmental approval
 Computer solutions to basic engineering problems are presented in contemporary computer languages. Algorithms, data presentation, and program structures are developed and practiced on computer (mainframe and/or PC).

ENGR 2305 Circuit Analysis and Network Theory (3-3-0)

Prerequisite: MATH 2413 with a grade of “C” or better or equivalent, or PHYS 2570 or equivalent

This course is for students who intend to major in electrical engineering. It provides engineering students with basic concepts of electrical engineering and a solid foundation in the fundamentals of electric and electronic circuits, circuit analysis, network principles, steady-state and transient responses, Laplace transforms, and use of SPICE to solve network problems. The approach used is to solve real problems and show connections between basic principles of advanced applications.

ENGR 2332 Mechanics of Solids (3-3-0)

Prerequisite: ENGR 2301

In this course, internal forces and deformations in solids are analyzed through the application of fundamental principles of mechanics. Topics include stress and strain in elastic and plastic solids and the related properties of materials.

ENGR 2403 Statics and Dynamics (4-4-0)

Prerequisite: PHYS 1570 or equivalent and credit or concurrent enrollment in MATH 2414

This course presents the basic theory and applications of engineering mechanics, with an emphasis on analysis of structures in static equilibrium and also the relative motions of particles and rigid bodies. Topics include vector algebra, systems of forces, free body diagrams, concentrated and distributed loads, centroids, moments of inertia, and laws of dry friction. Various engineering applications such as trusses, frames, and machines are also treated as well as Newton’s Laws, work-energy relations, and impulse-momentum principles.

FLMC (Film Criticism)

FLMC 1311 Survey of the Motion Picture (3-3-0)

Overview of film history and techniques including introduction to cinematic elements and approaches to analysis and criticism.

FREN (French Language)

FREN 1300 Conversational French I (3-3-0)

This course is for beginners and those who have learned some French, but would like to review. Emphasis will be on speaking and listening comprehension with some reading of the language. Listening skills will be developed to enable the students to understand French spoken at a natural speed. Students will also be able to identify key words and phrases in spoken or written French. The student will learn basic French to use in a variety of conversational situations.

FREN 1310 Conversational French II (3-3-0)

Prerequisite: FREN 1300 or departmental approval

Continuation of FREN 1300 in which emphasis is on speaking and listening skills with reading of the language as well. Students will build on basic practice in comprehension and production of the spoken language and extend on their knowledge of the culture while practicing in a conversational environment.

FREN 1411 Beginning French I (4-4-1)

Beginning French is for students with little or no knowledge of French. This introductory course introduces students to the French language and Francophone culture while preparing them to communicate in relevant everyday contexts. The fundamentals of the language are introduced to develop listening, speaking, reading, and writing skills.

FREN 1412 Beginning French II (4-4-1)

Prerequisite: FREN 1411 or departmental approval

This course is a continuation of FREN 1411 and will focus on the fundamental skills of listening comprehension, speaking, reading, and writing. After a short review of the grammar and topics from FREN 1411, students will extend their knowledge regarding basic vocabulary, grammatical structures, and culture.

FREN 2311 Intermediate French I (3-3-0)

Prerequisite: FREN 1412 or equivalent or departmental approval

This third semester course finishes the basic French language structure

survey begun in FREN 1411. The emphasis on listening, reading, writing, speaking and culture continues. Grammar focuses on the future tense, indirect and direct object pronouns, relative pronouns, the subjunctive mood and other groups of regular verbs. An overall review of French grammar is then focused upon to complete the course.

FREN 2312 Intermediate French II (3-3-0)

Prerequisite: FREN 2311 or equivalent or departmental approval

This fourth semester course assumes knowledge of the basic structures of the French language. The focus is on expanding students' conversational ability and vocabulary. The emphasis is also on helping students gain a deeper understanding and appreciation of French history, literature, the arts and daily life, as well as the study of other Francophone cultures. Review and application of skills in listening comprehension, speaking, reading, writing and culture will be emphasized.

GEOG (Geography)

GEOG 1300 Principles of Geography (3-3-0)

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. A single-semester course combining physical geography and cultural geography.

GEOG 1301 Physical Geography (3-3-0)

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts, with an emphasis on physical geography.

GEOG 1302 Cultural Geography (3-3-0)

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts, with an emphasis on cultural geography.

GEOG 1303 World Regional Geography (3-3-0)

Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions.

GEOG 1304 Geography of Middle America (3-3-0)

Study of the Middle America region with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in that region.

GEOG 1305 Geography of North America (3-3-0)

Study of the North America region with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in that region.

GEOG 1375 Geography of the Middle East (3-3-0)

Study of the Middle Eastern region with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in that region.

GEOG 2312 Economic Geography (3-3-0)

Analytical study of the historical development of particular economic distributions as they relate to social, cultural, political, and physical factors. Includes critical inquiry into the reasons for location of various types of economic activity, production, and marketing. (Cross-listed as ECON 2311)

GEOG 2389 Academic Cooperative (3-1-6)

An instructional program designed to integrate on-campus study with practical hands-on experience in geography. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

GEOL (Geology)

GEOL 1301 Earth Sciences I (3-3-0)

This course is a survey of the earth sciences. Topics include the nature of the earth as revealed by geology, astronomy, meteorology, oceanography, and other related physical sciences. Some laboratory experiences are included.

GEOL 1305 Environmental Geology (3-3-0)

The earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban and regional land use planning.

GEOL 1345 Oceanography (3-3-0)

This course is an introduction to the basic biological, chemical, geological, hydrological, and physical features and processes of the oceans, including origin, evolution, uses, and resources. Some laboratory experiences are included.

GEOL 1403 Physical Geology (4-3-3)

The nature and properties of rocks and minerals; processes by which they are formed, altered and transported. Nature and development of the landscape. Laboratory work includes the study of minerals, rocks and topographic maps. Occasional field trips may be arranged.

GEOL 1404 Historical Geology (4-3-3)

Prerequisite: GEOL 1403 or permission of instructor

History of earth and development of life relative to geological time. Laboratory exercises will complement the lecture topics. Occasional field trips may be arranged.

GERM (German Language)

GERM 1300 Conversational German I (3-3-0)

This course is designed for students with little or no knowledge of German. Students will participate in the development of the ability to communicate in German with emphasis on the comprehension and production of the spoken language and culture in a conversational setting.

GERM 1310 Conversational German II (3-3-0)

Prerequisite: GERM 1300

This is an extension of GERM 1300 which emphasizes the basic practice in comprehension and production of the spoken language. Students will build on basic German to learn uses of the language in a conversational environment while learning about the culture.

GERM 1411 Beginning German I (4-4-1)

Beginning German is for students with little or no knowledge of German. Students develop listening, speaking, reading, and writing skills as the German language is presented within the context of everyday life and culture. Students study the German sound system, the present and present perfect tenses, the nominative and accusative cases and the accusative prepositions. Students study vocabulary about daily conversational issues including family, travel, etc.

GERM 1412 Beginning German II (4-4-1)

Prerequisite: GERM 1411 or equivalent or departmental approval

This second semester course continues to emphasize listening, speaking, reading and writing skills within culturally significant contexts. Students extend on their knowledge of grammatical rules learned in GERM 1411 while dealing with mass media, movies and cultural performances.

GERM 2311 Intermediate German I (3-3-0)

Prerequisite: GERM 1412 or equivalent or departmental approval

This third semester course continues to focus on the listening, speaking, reading, writing and culture. It completes the introduction of basic grammatical structures. Students study ordinal numbers, separable and inseparable prefix verbs, the past perfect tense, comparison of adjectives and adverbs, reflexive verbs, the subjunctive and the passive. Students study vocabulary dealing with cultural behavior and extended cultures including Austria and Switzerland.

GERM 2312 Intermediate German II (3-3-0)

Prerequisite: GERM 2311 or equivalent or departmental approval

This fourth semester course completes intermediate-level German. The emphasis is placed on a review and application of skills in listening comprehension, speaking, reading, and writing with emphasis on conversation, vocabulary acquisition, reading, composition, and culture. Students will gain expansion of language skills and a deeper understanding and appreciation of German culture through reading contemporary authors.

GOVT (Government)

GOVT 2107 Federal and Texas Constitutions (1-1-0)

Includes consideration of the Constitution of the United State and the constitutions of the states, with special emphasis on that of Texas. Prerequisite: By permission only. Enrollment limited to students who have already completed a minimum of 6 semester credit hours of government courses but have not satisfied the statutory requirement for study of the federal and state constitutions. Ensures compliance with Texas Education Code §51.301.

GOVT 2301 American Government I (Federal & Texas Constitutions) (3-3-0)

Introduction to the theory and practice of politics and government in America at the national, state, and local levels, with special attention to Texas. Topics include political theory, the American and Texas constitutions, federalism, political participation and elections.

GOVT 2302 American Government II (Federal & Texas Topics) (3-3-0)

Introduction to the theory and practice of politics and government in America at the national, state, and local levels, with special attention to Texas. Topics include political theory, the institutions of government, and domestic and foreign policies.

GOVT 2304 Introduction to Political Science (3-3-0)

Introductory survey of the discipline of political science focusing on the history, scope, and methods of the field, and the substantive topics in the discipline.

GOVT 2305 Federal Government (Federal Constitution & Topics) (3-3-0)

Introduction to the theory and practice of politics and government in America at the national level. Topics include political theory, the American constitution, federalism, political participation and elections, the institutions of government, and domestic and foreign policies.

GOVT 2306 Texas Government (Texas Constitution & Topics) (3-3-0)

Introduction to the theory and practice of politics and government in America at the state and local levels, with special attention to Texas. Topics include political theory, the Texas constitution, federalism, political participation and elections, the institutions of government and state policies.

(NOTE: Because Texas Education Code; Subchapter F, Section 51.301 does not specify how the required course content should be distributed over the required six SCH, two instructional patterns, represented by the TCCN course sequences GOVT 2301 & 2302 or GOVT 2305 & 2306, have evolved among institutions. Because the combination of a course from one sequence with a course from the other sequence may not successfully fulfill the content requirement of Section 51.301, students are urged to complete all six SCH within a single institution. Inevitably, however, students will seek to combine courses from the two sequences. The following alternative combinations will fulfill the content requirement of Section 51.301: GOVT 2301 and 2305; GOVT 2301 and 2306. The following combinations will not satisfy the content requirement of §51.301: GOVT 2302 & 2305 (omits study of the Texas constitution; GOVT 2302 & 2306 (omits study of the U.S. Constitution). Students with credit for GOVT 2302 & 2305, GOVT 2302 & 2306, or equivalent combinations may satisfy the legislative requirement by earning credit for GOVT 2107, a 1 SCH course providing the required constitutional content missing from these two course combinations.)

GOVT 2311 Mexican-American Politics (3-3-0)

The study of Mexican-American/Chicano/a politics within the American political experience.

GOVT 2370 The U.S. Congress (3-3-0)

An introduction to the U.S. Congress, including legislative structure, organization, political control and procedures of Congress by internal analysis and comparison with other legislative bodies.

GOVT 2372 The U.S. Presidency (3-3-0)

An introduction to the U.S. Presidency, including the constitutional, traditional and popular determinations of presidential roles and powers, focusing on the organizational style and influence of various presidents.

GOVT 2374 Introduction to Public Policy and Public Administration (3-3-0)

An introduction to the relationship between the American political process, public administration and public policy process. Emphasis is on public administration, including policy analysis, budgeting, personnel, organization, leadership, decision making and ethics in a political environment.

GOVT 2376 Introduction to Comparative Politics (3-3-0)

An introduction to the study of political development, political processes, and political institutions in several European and non-European settings. Emphasis is on the similarities and differences between and among industrial and less industrial countries, including the roots of dictatorship and democracy and sources of political stability or instability in different parts of the world. Includes study of the social and economic forces that shape the political process.

GOVT 2378 Introduction to International Relations (3-3-0)

An introduction to the study of politics between and among the nation states and non-state actors. Emphasis is on the issues, processes, institutional arrangements and role of the major and minor international and domestic actors, including both historical and analytical approaches in analyzing the issues and theories of international politics. Includes study of the process of globalization and emerging issues.

GOVT 2389 Academic Cooperative (3-1-6)

An instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

HIST (History)

HIST 1301 United States History I (3-3-0)

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the discovery of America to 1877.

HIST 1302 United States History II (3-3-0)

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from 1877 to the present.

- HIST 2301 Texas History (3-3-0)**
Survey of Texas from the Spanish exploration to the present.
- HIST 2311 Western Civilization I (3-3-0)**
Survey of the political, social, economic, military, cultural, and intellectual development of Europe from prehistory to the 17th century.
- HIST 2312 Western Civilization II (3-3-0)**
Survey of the political, social, economic, military, cultural, and intellectual development of Europe from the 17th century to the present.
- HIST 2313 History of England I (3-3-0)**
Survey of the political, social, economic, military, cultural, and intellectual development of England from prehistory to the 17th century.
- HIST 2314 History of England II (3-3-0)**
Survey of the political, social, economic, military, cultural, and intellectual development of England from the 17th century to the present.
- HIST 2321 World Civilizations I (3-3-0)**
Survey of ancient and medieval history and culture with emphasis on Asian, African, and European cultures.
- HIST 2322 World Civilizations II (3-3-0)**
Survey of modern history and culture with emphasis on Asia, Africa, Europe, and the Americas.
- HIST 2323 Eastern Civilizations (3-3-0)**
Survey of ancient, medieval and modern history and culture with emphasis on Eastern civilizations.
- HIST 2327 Mexican-American History I (3-3-0)**
Historical, economic, social and cultural development of Mexican-Americans up to the 20th century.
- HIST 2328 Mexican-American History II (3-3-0)**
Historical, economic, social and cultural development of Mexican-Americans from the beginning of the 20th century to the present.
- HIST 2381 Selected Topics-Minority History (3-3-0)**
Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues.

HIST 2389 Academic Cooperative (3-1-6)

An instructional program designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

HUMA (Humanities)

HUMA 1301 Introduction to the Humanities I (3-3-0)

This course is an interdisciplinary survey of the humanistic tradition from early times to the Byzantine period (A.D. 500) from a global and multicultural perspective. The student will gain perspectives of the humanistic tradition by focusing on the creative legacy of early civilizations in Europe, the Americas, Africa, and Asia: literature, philosophy, history, architecture, visual arts, music, and dance.

HUMA 1302 Introduction to the Humanities II (3-3-0)

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society will be examined from the Byzantine period through the 17th century. A global and multicultural perspective will be used to gain a humanistic perspective of the world.

HUMA 1305 Introduction to Mexican-American Studies (3-3-0)

Introduction to the field of Mexican-American/Chicano/a Studies from its inception to the present. Interdisciplinary survey designed to introduce students to the salient cultural, economic, educational, historical, political, and social aspects of the Mexican-American/Chicano/a experience.

HUMA 1311 Mexican-American Fine Arts Appreciation (3-3-0)

This course will focus on an examination of Mexican-American/Chicano/a artistic expressions in the visual and performing arts.

HUMA 1315 Fine Arts Appreciation (3-3-0)

Understanding purposes and processes in the visual and musical arts including evaluation of selected works will be the focus of this humanities course. An interdisciplinary and multicultural study of arts in modern culture will introduce the student to the philosophical, aesthetic, and social and technical revolutions of the recent past which shape our contemporary world. Global cultural expressions of Europe, the Americas, Africa, and Asia since the 18th century in art, music, literature, drama, and the media will be analyzed in their historical context. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

HUMA 2319 American Minority Studies (3-3-0)

This course explores historical, economic, social, and cultural development of minority groups in America. May include African-American, Mexican American, Asian American, and Native American issues. Students will examine the role of minority cultures in American society from historical, literary, and sociological perspectives, thus learning to engage in interdisciplinary inquiry.

ITAL (Italian Language)

ITAL 1411 Beginning Italian I (4-4-1)

Beginning Italian is an introductory course that presents the fundamentals of the Italian language in order to develop listening, speaking, reading and writing skills. It introduces basic vocabulary and grammatical structures in a context that allows students to learn about Italian culture and civilization.

ITAL 1412 Beginning Italian II (4-4-1)

Prerequisite: ITAL 1411 or equivalent or department approval

This course is a continuation of ITAL 1411 and will focus on providing the fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

ITAL 2311 Intermediate Italian I (3-3-0)

Prerequisite: ITAL 1412 or equivalent or department approval

This course is a continuation of ITAL 1412 and provides additional development at an intermediate level of language skills in listening, speaking, reading and writing. Vocabulary and grammatical constructions are introduced in a context of various aspects of Italian culture and literature.

ITAL 2312 Intermediate Italian II (3-3-0)

Prerequisite: ITAL 2311 or equivalent or department approval

The course focus on expanding the students' ability to speak, read, and write. In addition it familiarizes students with different aspects of Italian culture through reading of literary selections that serve as a basis for discussions and composition while providing a more advanced practice in language skills gained in previous semesters of Italian. Review and application of skills in listening comprehension, speaking, reading, and writing.

COMPUTER INFORMATION SYSTEMS (ITNW, ITSC, ITSE)

ITNW 1325 Fundamentals of Networking Technologies (3-3-1)

This course provides instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

ITSC 1301 Introduction to Computers (3-3-1)

This course is an overview of computer information systems. Computer hardware, software, procedures, and human resources will be included.

ITSC 1305 Introduction of PC Operating Systems (3-3-1)

This course is a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

ITSC 1309 Integrated Software Applications I (3-3-1)

This course presents an integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software is also included.

ITSE 1302 Computer Programming (3-3-1)

This course presents an introduction to computer programming with emphasis on the fundamentals of design, development, testing, implementation, and documentation. Language syntax, data and file structure, input/output devices, and files are also included.

ITSE 1329 Programming Logic and Design (3-3-1)

This course provides a disciplined approach to problem-solving with structured techniques and representation of algorithms using appropriate design tools. Discussion of methods for testing, evaluation, and documentation are also included.

KINE (Kinesiology)

KINE 1100 Adaptive Physical Conditioning I (1-1-2)

Prerequisite: Permission of instructor or Disability Support Services

This course is concerned with the capacities and limitations of those with special needs, disabilities, or those who have suffered impairments. It emphasizes the development of cardiorespiratory fitness, muscular strength and endurance, flexibility, and control of body fat. Appropriate individualized exercise prescriptions will be designed for each student.

KINE 1102 Adaptive Physical Conditioning II (1-1-2)

Prerequisite: KINE 1100 or permission of instructor or Disability Support Services

This course is a continuation of KINE 1100. Emphasis is placed on the individual student's ability to participate in physical activities to develop cardiorespiratory fitness, muscular strength and endurance, flexibility, and control of body fat.

KINE 1101 Indoor Cycling (1-1-2)

This course is designed to facilitate development of cardiovascular endurance training through participation on specially built stationary cycles. Topics to be introduced and discussed include riding technique, cycling skills, safety, and fitness concepts.

KINE 1103 Beginning Fitness Yoga (1-1-2)

This course is designed to facilitate development of the components of fitness through participation in yoga techniques. Topics to be covered include flexibility, body alignment, breathing, and safety.

KINE 1104 Physical Conditioning (1-1-2)

This course emphasizes the development of cardiovascular fitness, muscular strength and endurance, flexibility, and control of body fat through the use of aerobic activities and weight training. Typical activities include circuit training, the use of aerobic machines and weight machines, outdoor activities, and stretching exercises.

KINE 1105 Beginning Golf (1-1-2)

The basic fundamentals of golf are emphasized including grip, stance, putting, chipping, pitching, and a full swing. The rules of golf are also emphasized. This course is offered off campus and requires an additional fee.

KINE 1106 Beginning Weight Training (1-1-2)

This course emphasizes the development of muscular strength and endurance through the use of free weights and weight machines. Typical activity

information related to community “fun” runs, and information related to the prevention and care of common jogging injuries.

KINE 1115 Beginning Tennis (1-1-2)

This course is an introduction to the skills of tennis including forehand, backhand, serving, and net volley. It introduces the basic rules as well as singles and doubles strategies. Court etiquette is also taught.

KINE 1116 Intermediate Tennis (1-1-2)

Prerequisite: KINE 1115 or permission of instructor

This course provides for further development of beginning tennis skills and introduces more advanced game strategies.

KINE 1117 Beginning Volleyball (1-1-2)

This course is designed to allow students to develop the basic skills, learn the rules, and utilize basic offensive and defensive systems of volleyball play.

KINE 1118 Intermediate Volleyball (1-1-2)

Prerequisite: KINE 1117 or permission of instructor

This course provides intermediate-level volleyball skills with an emphasis on offensive and defensive systems of play. The emphasis is on team play and applying the rules of the game.

KINE 1125 Camping and Backpacking (1-1-2)

This course offers instruction and participation in basic camping and backpacking. Safety and proper equipment selection are emphasized.

KINE 1130 Beginning Swimming (1-1-2)

This course is designed for the non-swimmer or novice. Topics include the front crawl, elementary backstroke, sidestroke, and breaststroke.

KINE 1131 Intermediate Swimming (1-1-2)

This course includes instruction beyond the beginning swimming level. Topics include the front and back crawl, sidestroke, breaststroke, elementary backstroke, and butterfly, which will further develop students' deep water safety and basic lifesaving skills. This course will prepare students for aquatic conditioning.

KINE 1133 Aquatic Conditioning (1-1-2)

Prerequisite: KINE 1131 or KINE 1130 and/or the ability to swim the crawl stroke efficiently.

This course offers different training systems that may improve technique and physical fitness through lap swimming. It is designed for the post-beginning swimmer.

KINE 1144 Tai Chi I (1-1-2)

This course will teach Tai Chi Chuan according to the principles of the traditional Yang family style. Students will also learn its history and philosophy as well as how to practice. Tai Chi Chuan is a centuries-old Chinese discipline for health, relaxation, mediation, self-defense, and self-cultivation.

KINE 1149 Tai Chi II (1-1-2)

Prerequisite: KINE 1144 or permission of instructor

This course is for students who want to further their progress in the postures form of Tai Chi Chuan. Students will gain a better understanding of the mind/body connection, body alignment, and relaxation. Students will improve their flexibility and muscular strength and endurance.

KINE 1150 Fitness Walking (1-1-2)

This course is designed to teach the novice exerciser the necessary skills and concepts for a lifetime of walking enjoyment. Emphasis is placed on the proper techniques and mechanics of efficient walking patterns and the components of health-related fitness and wellness. Students will monitor and record their efforts and progress and learn to build a personal fitness plan.

KINE 1153 Lifeguard Training (1-1-2)

Prerequisites: KINE 1131 or equivalent swimming skills

This course provides training in the lifeguarding and rescue skills of the American Red Cross Lifeguarding course. Certification available upon successful completion of the course requirements.

KINE 1238 Physical Fitness and Wellness (2-2-1)

This course is an introduction to core fitness concepts through identifying individual current health and fitness levels, providing information to improve and maintain optimal health and fitness, and cultivating participation in an exercise and nutritional program. It is designed to facilitate the development of skills and acquisition of knowledge necessary to engage in healthy behaviors leading to lifelong fitness and wellness. Topics include components of health-related and skill-related fitness, body composition, designing personalized fitness programs, nutrition, weight management, stress, and cardiopulmonary health.

KINE 1301 Introduction to Physical Fitness & Sport (3-3-0)

This course introduces the student to the discipline of kinesiology and physical education. An introduction to the current concepts, scientific foundation, philosophy, ethics, sociology, and history of kinesiology will be explored.

KINE 1304 Personal/Community Health I (3-3-0)

This course is designed to teach the importance of healthy lifestyle choices in determining one's current and future levels of wellness. Emphasis is

on prevention of disease via proactive behaviors. Topics include physical fitness, cardiovascular disease risk reduction, proper nutrition, weight management, diabetes, cancer, substance abuse, and stress management.

KINE 1306 First Aid (3-3-0)

This course teaches laypersons to recognize and respond appropriately to emergencies. American Red Cross and American Heart Association certificates in First Aid and CPR may be earned.

KINE 1308 Sports Officiating I (3-3-0)

Prerequisite: KINE 1113 and KINE 1117 or permission of instructor
Instruction in rules, interpretation, and mechanics of officiating selected sports.

KINE 1321 Coaching/Sports/Athletics I (3-3-0)

This course emphasizes the skills necessary to be a good athletic coach. These skills include injury prevention, care, and management; risk management; growth, development and learning; and professional preparation and development. The class explores the global role of sports and the Olympic movement, and students will develop their philosophy of coaching.

KINE 1322 Coaching/Sports/Athletics II (3-3-0)

This course emphasizes the skills necessary to be a good athletic coach. These skills include training, conditioning and nutrition; social/psychological aspects of coaching; skills, tactics and strategies; and teaching and administration. Students will become familiar with UIL and NCAA eligibility rules.

KINE 1338 Concepts of Physical Fitness (3-3-0)

Prerequisites: KINE 1238, KINE 1306

This course introduces the concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. This course is designed to prepare and qualify students to work as personal trainers. The course bridges the gap between exercise science related course work and the practical application skills of personal training.

KINE 1346 Drug Use & Abuse (3-3-0)

This course is about the use of various drugs and their impact on society. Students will examine the social, psychological, and biochemical ramifications of drug use/abuse as it relates to a growing and complex society.

KINE 2356 Care and Prevention of Athletic Injuries (3-3-0)

Prerequisite: KINE 1306 or permission of instructor

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

MATH (Mathematics)**MATH 0300 Basic Mathematics (3-3-0)**

This course includes a description of the real numbers and their properties; operations on integers, fractions, and decimals; exponents and the order of operations; rates and percents; charts and graphs; measurement; and related applications.

MATH 0301 Introduction to Algebra (3-3-0)

Prerequisite: MATH 0300 with a grade of “C” or better or equivalent

This course includes the order of operations, properties of the real numbers, the evaluation of algebraic expressions, operations on polynomial expressions, integer exponents, linear and absolute value equations and inequalities, and extensive problem solving using linear equations and inequalities, proportions, and percents.

MATH 0302 Elementary Algebra (3-3-0)

Prerequisite: MATH 0301 with a grade of “C” or better or equivalent

Content includes factoring techniques, radical expressions and equations, rational exponents, complex numbers, solving quadratic equations by various methods, rational expressions and equations, and related applications.

MATH 0303 Intermediate Algebra (3-3-0)

Prerequisite: MATH 0302 with a grade of “C” or better or equivalent

This course includes solving quadratic equations by various methods, quadratic and rational inequalities, the Cartesian plane, graphs and equations of linear and conical relations, systems of linear equations in two and three variables, systems of nonlinear equations in two variables, introduction to relations and functions, and related applications.

MATH 1314 College Algebra (Non-Science, Technology, & Math Majors) (3-3-0)

Prerequisite: MATH 0303 with a grade of “C” or better or equivalent

This course is designed for students in programs which do not require Pre-calculus (MATH 2412). Topics include quadratic, polynomial, rational, logarithmic and exponential functions; systems of equations; sequences and series; and matrices and determinants with emphasis on problem solving.

MATH 1314 College Algebra (Science, Technology and Math Majors) (3-3-0)

Prerequisite: MATH 0303 with a grade of “C” or better, or equivalent.

Graphing calculator required.

Topics include functions, to include the algebra of functions, composites and inverses of functions, graphs of functions and their translations; polynomial functions, to include the Remainder Theorem, Factor Theorem and the Rational Root Theorem; logarithmic and exponential functions and equations; systems of equations, to include Cramer’s Rule and matrices; the Binomial Theorem, arithmetic and geometric sequences and series.

MATH 1324 Finite Mathematics (3-3-0)

Prerequisite: MATH 1314 with a grade of “C” or better or equivalent

This course is for business administration and economics students. Topics include combinatorial analysis, probability, matrix algebra, problems involving Baye’s theorem, mathematical expectation, binomial probability distributions, linear programming by both graphical and simplex methods, normal distribution, Markov chains, and input-output theory.

MATH 1325 Calculus for Business (3-3-0)

Prerequisite: MATH 1314 with a grade of “C” or better or equivalent

Topics in this course include limits, continuity, derivatives of polynomial and other algebraic functions, implicit differentiation, higher order derivatives, extrema, logarithmic and exponential functions, definite and indefinite integrals, and applications to business and business-related topics.

MATH 1332 Liberal Arts Mathematics (3-3-0)

Prerequisite: MATH 0303 with a grade of “C” or better or equivalent

This course is designed for non-mathematics and non-science majors who need three hours of mathematics for degree requirements. This course includes topics from logic, set theory, college-level algebra, trigonometry, and probability.

MATH 1350 Fundamentals of Mathematics I for Teachers (3-3-0)

Prerequisite: Math 1314 with a grade of “C” or better or equivalent

Topics include sets, functions, numeration systems, number theory, and the properties of the natural, integer, and rational and real numbers. The emphasis is on conceptual understanding, problem solving, and critical thinking. This course is designed specifically for students seeking teacher certification through grade eight.

MATH 1351 Fundamentals of Mathematics II for Teachers (3-3-0)

Prerequisite: Math 1350 with a grade of “C” or better or equivalent

Topics include geometry, measurement, proportional reasoning, data representation, probability, and statistics. The emphasis is on conceptual understanding, problem solving, and critical thinking. This course is designed specifically for students seeking teacher certification through grade eight.

MATH 1442 Elements of Statistics (4-4-0)

Prerequisite: MATH 1314 with a grade of “C” or better or equivalent

This course is a non-calculus introduction to statistics. Topics include distributions, histograms, exploratory data analysis, measures of location and dispersion, elementary probability, probability functions (binomial, normal, t-distribution, chi-square distribution), analysis of measurements (confidence intervals and hypothesis testing), analysis of paired data (linear regression and correlation), and the use of statistical software for the analysis of data.

MATH 2318 Linear Algebra (3-3-0)

Prerequisite: MATH 2413 with a grade of “C” or better or equivalent

Topics in this course include systems of linear equations, matrices and matrix operations, determinants, vectors and vector spaces, inner products, change of bases, linear transformations, and eigenvalues and eigenvectors.

MATH 2320 Differential Equations (3-3-0)

Prerequisite: MATH 2414 with a grade of “C” or better or equivalent

Topics in this course include differential equations of first order, linear equations of higher order, applications, introduction to power series methods, elements of the Laplace transform, and other topics that include systems of equations and numerical methods.

MATH 2412 Precalculus (4-4-0)

Prerequisite: MATH 1314 with a grade of “C” or better or equivalent

Topics include composites, inverses, and graphs of functions including trigonometric functions; identities; solving trigonometric equations; solutions of triangles; polar coordinates; complex numbers; vectors; conic sections; and mathematical induction.

MATH 2413 Calculus I (4-4-0)

Prerequisite: MATH 2412 with a grade of “C” or better or equivalent

Topics in this course include limits, continuity, derivatives and integrals of algebraic, transcendental, and inverse trigonometric functions, implicit differentiation and higher order derivatives, related rates, Rolle’s theorem, mean value theorem, velocity, acceleration, curve sketching and other applications of the derivative, indeterminate forms and L’Hospital’s rule, area, Riemann sums, and the fundamental theorem of calculus.

MATH 2414 Calculus II (4-4-0)

Prerequisite: MATH 2413 with a grade of “C” or better or equivalent

Topics in this course include areas between curves, volumes, arc length, surface area of a solid of revolution and other applications of integration, techniques of integration, numerical integration, improper integrals, parametric equations, derivatives, areas, and lengths in polar coordinates, sequences, and series.

MATH 2415 Calculus III (4-4-0)

Prerequisite: MATH 2414 with a grade of “C” or better or equivalent

Topics in this course include vector calculus, vector-valued functions, tangents to curves, velocity vector, curl, partial derivatives, chain rule, gradients, implicit functions, extrema of functions of several variables, multiple integrals, including change of order and applications, surface integrals, and path independent line integrals.

MRKG (Marketing)

MRKG 1311 Principles of Marketing (3-3-0)

Prerequisite: BMGT 1303

This is an introductory course that addresses basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MUSI (Music)

MUSI 1181 Piano Class I (1-1-1)

This course is designed for students with no previous experience in music. Topics include an introduction to musical notation and basic music theory, an orientation to the keyboard and hand position, and simple pieces to learn.

MUSI 1182 Piano Class II (1-1-1)

Prerequisite: MUSI 1181 or permission of instructor

Students with previous musical experience (i.e. band, choir, lessons on another instrument, or self-taught music notation) should register for MUSI 1182. Topics include an introduction to the keyboard, hand position, and music theory. Solo literature appropriate to the level will be studied.

MUSI 1183 Class Voice I (1-1-1)

This beginning voice class requires no musical background. Topics include proper management of breath, diction in English and foreign languages, exercises for vocal development, and anatomy and care of the voice.

MUSI 1184 Class Voice II (1-1-1)

Prerequisite: MUSI 1183 or permission of instructor

Skills and techniques learned in MUSI 1183 will be further developed. Selected works from song literature representing contrasting styles will be studied.

MUSI 1192 Guitar Class I (1-1-1)

Group instruction in guitar skills and techniques designed for the student with no previous experience playing guitar.

MUSI 1193 Guitar Class II (1-1-1)

Prerequisite: MUSI 1192 or permission of instructor

This is a continuation of MUSI 1192. This course provides the opportunity to improve skills learned in Guitar Class I.

MUSI 1211 Music Theory I (2-2-1)

Prerequisite: MUSI 1301 or permission of instructor

This is the first level theory course for music majors and others desiring to learn the fundamentals of music composition. The course is a study of rudiments; melody; chord progressions; two-, three-, and four-part writing; and keyboard harmony.

MUSI 1212 Music Theory II (2-2-1)

Prerequisite: MUSI 1211

This is a continuation of MUSI 1211. Topics include musical analysis, triads in inversion, small forms, and the dominant seventh chord.

MUSI 1306 Music Appreciation (3-3-0)

This course is an introduction to music for the college student. Information and techniques for intelligent appreciation of music are emphasized including: basic elements, major forms, genres and style periods. Aural awareness, developed through active listening techniques, focuses on the development of critical thinking skills.

MUSI 1308 Music Literature I (3-3-0)

This course is designed for music majors. It presents a survey of vocal and instrumental literature, including musical forms and representative styles of the Middle Ages through Classical periods.

MUSI 1309 Music Literature II (3-3-0)

This course is designed for music majors. It presents a survey of vocal and instrumental literature, including musical forms and representative styles of the Romantic period through the 21st century.

MUSI 1310 American Music (3-3-0)

This course provides a general survey of various styles of music in America. Topics include jazz, ragtime, folk, rock, and contemporary art music. The emphasis is placed on critical listening.

MUSI 2183 Class Voice III (1-1-1)

Prerequisite: MUSI 1184 or permission of instructor

Skills and techniques learned in MUSI 1184 will be further developed. Selected works from song literature representing contrasting styles will be studied.

MUSI 2184 Voice Class IV (1-1-1)

Prerequisite: MUSI 2183 or permission of instructor

Skills and techniques learned in MUSI 2183 will be further developed. Selected works from song literature representing contrasting styles will be studied.

MUSI 2192 Guitar Class III (1-1-1)

Prerequisite: MUSI 1193 or permission of instructor

This is the third level of classical guitar and skills studied in MUSI 1193 will be further developed.

MUSI 2211 Music Theory III (2-2-1)

Prerequisite: MUSI 1212

This course is designed for music majors and includes analytical and compositional techniques for the 18th through the 21st century. Topics include modulation, chromaticism, modes, and modern structures.

PHIL (Philosophy)

PHIL 1301 Introduction to Philosophy (3-3-0)

Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Topics covered may include the nature of reality, knowledge, truth, morality, and the self.

PHIL 1304 Introduction to World Religions (3-3-0)

A comparative study of various world religions, their doctrines, practices, and historical development.

PHIL 2303 Introduction to Logic (3-3-0)

Nature and methods of clear and critical thinking and methods of reasoning such as deduction, induction, scientific reasoning, and fallacies.

PHIL 2306 Introduction to Ethics (3-3-0)

Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards.

PHIL 2307 Introduction to Social & Political Philosophy (3-3-0)

Critical examination of the major theories concerning the organization of societies and government.

PHIL 2316 History of Classical & Modern Philosophy I (3-3-0)

This course is a survey of the major philosophies of the ancient and medieval Western world and may include Presocratic, Socrates, Plato, Aristotle, Augustine, Anselm, Aquinas, and Ockham.

PHIL 2317 History of Classical & Modern Philosophy II (3-3-0)

This course is a survey of the major philosophies of the sixteenth century to the present in the Western world and may include Bacon, Hobbes, Descartes, Spinoza, Locke, Leibniz, Berkeley, Hume, Kant and others.

PHIL 2321 Philosophy of Religion (3-3-0)

A critical investigation of major religious ideas and experiences that include the proofs of God's existence, the problem of evil, the nature of religious experience, and religious language.

PHIL 2371 Business Ethics (3-3-0)

This course is an examination of principles of moral conduct from theoretically diverse perspectives, with an emphasis on issues that guide behavior in the world of business. Specific problems to be considered may include topics such as corporate responsibility, employee rights, the nature of the free enterprise system, environmental concern, and ethical business practices.

PHYS (Physics)

PHYS 1305 Introductory Physics I (3-3-0)

This is a non-technical course that explores some of the fundamental rules of nature. The topics of motion, mechanics, heat, and sound are presented in a conceptual context. This course is recommended for students with no previous physics experience and for those who do not need a math-intensive course as a prerequisite for further work in science, engineering, mathematics, or medicine. Normally, only one of the following physics courses would be accepted for physics credit in most degree programs: PHYS 1305 or 1401.

PHYS 1307 Introductory Physics II **(3-3-0)**

Prerequisite: PHYS 1305 or equivalent

This course is designed to follow 1305 with an exploration of the basic principles of electricity and magnetism, light and optics, and atomic and nuclear physics. Only one of the following may be counted for physics credit: PHYS 1307 or 1402.

PHYS 1401 General Physics I **(4-3-3)**

Prerequisite: MATH 1316 (Plane Trigonometry) or MATH 1314 and permission of the department

For those preparing to enter medicine, dentistry, nursing, pharmacy, architecture, and for those who require a two-semester technical course in physics. Mechanics, sound, heat, and their applications.

PHYS 1402 General Physics II **(4-3-3)**

Prerequisite: PHYS 1401

Topics to be included: electricity, magnetism, light, and atomic nuclear physics.

PHYS 1405 Introductory Physics I **(4-3-3)**

Prerequisite: MATH 0303 or equivalent

This course stresses the importance of science in the modern world, while not requiring a mathematical background beyond algebra. Topics include mechanics, heat, and sound.

PHYS 1407 Introductory Physics II **(4-3-3)**

Prerequisite: PHYS 1405

Topics to be covered include electricity and magnetism, light, and atomic nuclear physics. Laboratory experience is part of the course.

PSYC (Psychology)

PSYC 1301 Human Relations **(3-3-0)**

Study of the processes involved in adjustment of individuals to their personal and social environments.

PSYC 2301 General Psychology **(3-3-0)**

Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior.

PSYC 2302 Applied Psychology **(3-3-0)**

Survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work, and government work.

PSYC 2303 Business Psychology (3-3-0)

Survey of the applications of psychological knowledge and methods specific to business.

PSYC 2306 Human Sexuality (3-3-0)

Study of the psychological, sociological, and physiological aspects of human sexuality.

PSYC 2307 Adolescent Psychology I (3-3-0)

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis to early adolescent.

PSYC 2308 Child Psychology (3-3-0)

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis on the child.

PSYC 2309 Child Guidance & Self (3-3-0)

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis on children's concept of self.

PSYC 2310 Early Childhood (3-3-0)

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis on early childhood.

PSYC 2311 Adult Development (3-3-0)

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis on the adult.

PSYC 2312 Human Development (3-3-0)

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis on the range of human experience.

PSYC 2313 Adolescent Psychology II (3-3-0)

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis on late adolescence.

PSYC 2314 Lifespan Growth & Development (3-3-0)

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children, and adults throughout the lifespan.

PSYC 2315 Psychology of Adjustment (3-3-0)

Study of various approaches to determinants, development, and assessment of individual adjustment.

PSYC 2316 Psychology of Personality (3-3-0)

Study of various approaches to determinants, development, and assessment of personality.

PSYC 2317 Statistical Methods in Psychology (3-3-0)

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology.

PSYC 2318 Juvenile Delinquency (3-3-0)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

PSYC 2319 Social Psychology (3-3-0)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

PSYC 2371 Abnormal Psychology (3-3-0)

Prerequisite: PSYC 2301

Study of the symptoms, etiology and treatment procedures of common functional and organic mental disorders and the psychological process involved.

PSYC 2372 Theories of Learning (3-3-0)

Study of the major theories of learning, including the various ways in which behavior is modified in both humans and animals.

PSYC 2389 Academic Cooperative (3-1-6)

Prerequisite: PSYC 2301

An instructional program designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

READ (Reading)

READ 0300 Basic Reading and Study Skills I (3-3-1)

Placement: Scores based on entrance exam

This course is designed for students with special reading needs (reading below 6th grade level). Skills emphasizing word attack, vocabulary development, comprehension of printed material, interpretation and evaluation of basic paragraph and story patterns, and study skills are stressed.

READ 0301 Basic Reading Skills II (3-3-1)

Prerequisite: Placement score or a "C" or better in READ 0300

This course is designed for students who need further development in reading and study skills in preparation for college work. (6th - 8th grade level) Skills emphasizing review, refinement, and reinforcement of basic reading skills such as vocabulary development, comprehension, fluency, critical readings, and study skills are stressed.

READ 0302 Introduction to College Reading (3-3-1)

Prerequisite: Placement score or a "C" or better in READ 0301

This course is designed for students who need to improve reading and study skill techniques appropriate for academic demands. (8th - 10th grade level). Skills emphasizing the theory and mechanics of efficient reading, vocabulary, specific textbook comprehension, study skills in context, critical reading skills, and flexibility of reading rates are emphasized.

READ 0303 College Reading Skills (3-3-0)

Prerequisite: Placement score or a "C" or better in READ 0302

This course is designed for students who need to improve reading effectiveness with college-level textbooks. (10th - 12th grade level). Skills emphasizing terminology, structure, and content general academic and technical subject matter are covered with a strong emphasis on critical reading and thinking skills.



SDEV (Student Development)

SDEV 0170 College Success (1-1-0)

This course is for the new student transitioning to college. Course topics include, but are not limited to: college resources, time management, note-taking, degree plans and transfer strategies, campus culture, career exploration, and college policies and procedures. Familiarization with these topics contributes to students' personal and academic success.

SDEV 0171 Strategies for Success (1-1-0)

This course is designed for the academically at risk student needing to improve skills for academic success. Topics covered in this course include, but are not limited to: time/priority management, study techniques, motivation, goal setting and decision making, critical thinking skills, learning styles, stress management, career planning, and interpersonal skills. Required of students placed on Academic Dismissal, Permanent Academic Dismissal and/or Financial Aid Suspension; Recommended for students on Continued Academic Probation.

SDEV 0370 Foundations for College Learning (3-3-0)

This is a first-year seminar course designed to support the transition of students into their college experience. Students acquire a clearer understanding of college requirements, campus culture and resources. The student will explore career paths, examine personal motivation and develop study skills common to successful college students. SDEV 0370 will meet the requirement for SDEV 0170.

SOCI (Sociology)

SOCI 1301 Introductory Sociology (3-3-0)

Introduction to the concepts and principles used in the study of group life, social institutions, and social processes.

SOCI 1306 Social Problems (3-3-0)

Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems.

SOCI 2301 Marriage & the Family (3-3-0)

Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society.

SOCI 2306 Human Sexuality (3-3-0)

Study of the psychological, sociological, and physiological aspects of human sexuality.

SOCI 2319 Minority Studies I (3-3-0)

Survey of the historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues.

SOCI 2320 Minority Studies II (3-3-0)

In depth study of the historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues.

SOCI 2326 Social Psychology (3-3-0)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

SOCI 2336 Criminology (3-3-0)

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation.

SOCI 2339 Juvenile Delinquency (3-3-0)

Nature, extent, and causes of juvenile delinquency; youthful offenders and their career patterns; institutional controls and correctional programs.

SOCI 2340 Drug Use & Abuse (3-3-0)

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors.

SOCI 2371 Sociology of Aging (3-3-0)

Study of the dynamic interaction between the aging process and the social environment, including sociological perspectives on aging and changing relationships and issues pertaining to the elderly. May include topics such as the consequences of ageism, variation of experience according to social class, ethnicity, gender and other age-related policies and alternatives.

SOCI 2389 Academic Cooperative (3-1-6)

An instructional program designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

SOCW (Social Work)

SOCW 2361 Introduction to Social Work (3-3-0)

Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

SOCW 2362 Social Welfare as a Social Institution (3-3-0)

Introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives.

SPAN (Spanish Language)

SPAN 1300 Beginning Spanish Conversation I (3-3-0)

This course is for the beginning students whose main goal is to learn to communicate orally in Spanish. Although there is some reading and writing, the emphasis is on developing speaking and listening comprehension skills.

SPAN 1310 Beginning Spanish Conversation II (3-3-0)

Prerequisite: SPAN 1300 or departmental approval

This is a continuation of SPAN 1300. It continues to develop the ability to communicate orally in Spanish. Emphasis will be on basic practice in comprehension and production of the spoken language.

SPAN 1411 Beginning Spanish I (4-4-1)

An introductory course that presents the fundamentals of the Spanish language in order to develop listening, speaking, reading, and writing skills. It introduces basic vocabulary and grammatical constructions in a context that allows students to learn about Hispanic culture and civilization.

SPAN 1412 Beginning Spanish II (4-4-1)

Prerequisite: SPAN 1411 or departmental approval

This course is a continuation of SPAN 1411. It provides further development of fundamental skills in listening comprehension, speaking, reading, and writing skills. Includes basic vocabulary, and grammatical structures in a context that allows students to learn about Hispanic culture and civilization.

SPAN 2311 Intermediate Spanish I (3-3-0)

Prerequisite: SPAN 1412 or equivalent or departmental approval

Additional development is provided at the intermediate level of language skills in listening, speaking, reading, and writing. Vocabulary and gram-

matical constructions are introduced in a context that allows students to extend their knowledge of Hispanic culture and civilization.

SPAN 2312 Intermediate Spanish II (3-3-0)

Prerequisite: SPAN 2311 or equivalent or departmental approval

This course familiarizes the student with different aspects of Hispanic culture and civilization through the reading of short literary selections that serve as a basis for discussion and short compositions. It gives the student more advanced practice in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

SPAN 2316 Career Spanish I (3-3-0)

Prerequisite: SPAN 1412 or equivalent or departmental approval

Continuation to develop the ability to communicate orally and in writing at the intermediate level is emphasized in this course. It provides language constructions and vocabulary tailored to meet the special needs of students working in or planning careers in a variety of professions. Specific sections will be identified in the class schedule for workforce specialties.

SPAN 2317 Career Spanish II (3-3-0)

Prerequisite: SPAN 1412 or equivalent or departmental approval

This course is a continuation of SPAN 2316. It provides additional vocabulary and language constructions tailored to meet the special needs of students working in or planning careers in a variety of professions. Specific sections will be identified in the class schedule for workforce specialties.

SPAN 2321 Introduction to Spanish Literature I (3-3-0)

Prerequisite: SPAN 2312 or equivalent or departmental approval

Selected short works in prose and poetry from Hispanic writers serve as topics for discussion and composition. Students refine language skills learned in previous levels using authentic Hispanic literary and historical selections as the basis.

SPCH (Speech)

SPCH 1144 Forensic Activities I (1-1-0)

Laboratory experience for students who participate in forensic activities, enhance performance skills in public speaking, and / or acting. The students are offered an opportunity of activities including attendance and / or participation in tournament competition and community activities.

SPCH 1311 Introduction to Speech Communication (3-3-0)

This course focuses on the theories and practice of communication in interpersonal, small group, and public speech. The focus in this course is on critical thinking skills and application of oral communication skills in dyadic, interview and small group environments.

SPCH 1315 Public Speaking (3-3-0)

Public speaking focuses on research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. Students practice various methods of delivery including impromptu and extemporaneous speaking as well as explore fallacies in logic and critical thinking by analyzing and participating in debate.

SPCH 1318 Interpersonal Communication (3-3-0)

This course focuses on the theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. Students improve their interpersonal skills by examining issues involving: language, nonverbal communication, culture, listening, conflict resolution, and self concept. Excellent for students entering the fields of health care, education or any occupation with a high level of interpersonal exchange.

SPCH 1321 Business & Professional Communication (3-3-0)

The application of theories and practice of speech communication as applied to business and professional situations is examined throughout this course. Students learn to apply business models to working in groups, simulated employment interviews and presentational speaking.

SPCH 1342 Voice & Diction (3-3-0)

Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.

SPCH 2301 Introduction to Technology and Human Communication (3-3-0)

A survey of emerging interactive communication technologies and how they influence human communication, including interpersonal, group decision-making, and public and private communication contexts. (Cross-listed as COMM 2301)

SPCH 2316 Interviewing (3-3-0)

This course focuses on the application of communication concepts in selected interview settings with emphasis on dyadic communication, questioning techniques, interview structure, and persuasion. Particular emphasis will be given to the employment interview process including creation of resumes and employment search techniques. (Cross-listed as COMM 2316)

SPCH 2333 Discussion & Small Group Communication (3-3-0)

Discussion and small group theories and techniques as they relate to group process and interaction are the focus of this course. Students will examine and participate in the group process to achieve a better understanding of group dynamics in different environments.

SPCH 2335 Argumentation & Debate (3-3-0)

Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence, and refutation will be examined in various debate formats. Students will participate in class in Lincoln / Douglas and Cross-Examination debates as well as evaluating various public debates.

SPCH 2341 Oral Interpretation (3-3-0)

Students will examine the theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms will be the focus of this course.

TECA (Early Childhood Education)

TECA 1303 Families, School, & Community (3-3-1)

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues; course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; course includes a minimum of 16 hours of field experiences. Students may be required to pay for a background check prior to field experience placement.

TECA 1311 Educating Young Children (3-3-1)

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues; course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; course includes a minimum of 16 hours of field experiences. Students may be required to pay for a background check prior to field experience placement.

TECA 1318 Wellness of the Young Child (3-3-1)

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations; course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; course includes a minimum of 16 hours of field experiences. Students may be required to pay for a background check prior to field experience placement.

TECA 1354 Child Growth & Development (3-3-0)

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.





SECTION 13 - ADMINISTRATION, FACULTY & STAFF

Alamo Community College District Board of Trustees

The date following Board Member's name indicates expiration of term.

District 1.....	Dr. Bernard K. Weiner, 2010
District 2.....	Denver McClendon, 2010
District 3.....	Anna Uriegas Bustamante, 2014
District 4.....	Marcelo Casillas, 2014
District 5.....	Roberto Zarate, 2012
District 6.....	Dr. Eugene Sprague, 2012
District 7.....	Charles J. Connor, 2012
District 8.....	Gary Beitzel, 2014
District 9.....	James A. Rindfuss, 2014
Board Liaison.....	Phyllis Rodriguez

Alamo Community College District Administrative Staff

Chancellor.....	Bruce H. Leslie, Ph.D.
Vice Chancellor for Academic Success.....	Kristine L. Clark, Ed.D.
Vice Chancellor for Administration.....	James McLaughlin, M.A.
Vice Chancellor for Planning, Performance & Information Systems.....	Thomas Cleary, Ed.D.
Vice Chancellor of Student Success.....	Adelina Silva, Ed.D.
Vice Chancellor of Economic and Workforce Development.....	Federico Zaragoza, Ph.D.
Associate Vice Chancellor of Academic Support.....	Jo Carol Fabianke, Ed.D.
Associate Vice Chancellor of Communications.....	Leo Zuniga, B.A.
Associate Vice Chancellor of Employees Services.....	David L. Winney, M.B.A., M.A.
Associate Vice Chancellor of Facilities.....	John Strybos, M.S., P.E.
Chief of Department of Public Safety.....	Don Adams
Director of Acquisitions & Administrative Services.....	Linda O'Nave, B.A.
Director of Institutional Research, Effectiveness, & Planning.....	Velda Villarreal, M.A.
Director of Finance & Accounting.....	Carlos Ramirez, B.B.A., C.P.A.
Director of Internal Audit.....	Patricia Major, M.B.A.
Director of Student Financial Services.....	Richard G. Hernandez, M.A.
Ethics and Compliance Officer.....	Carol Riley, B.B.A., C.P.A.
Executive Director of Institutional Advancement.....	Roland Dubay, M.A.

General Counsel.....Martha McCabe, J.D., M.F.A., A.M.

Northeast Lakeview College Administration

PresidentDr. Eric Reno

Ed.D., Florida Atlantic University
M.A., San Francisco State University
B.A., Florida Atlantic University

Vice President of Academic
Affairs.....Dr. Beth Lewis

Ed.D., Sam Houston State University
M.A., Sam Houston State University
B.A., University of Texas at Austin

Vice President of College ServicesDr. Tangila Dove

Ph.D., Capella University
M.B.A., Webster University
B.A., Jackson State University

Vice President of Student Services.....Debbie Hamilton

M.S.W., M.B.A., Our Lady of the Lake University
B.S., Austin Peay State University

Dean of Workforce Development & Continuing EducationVACANT

Dean of the Library/Learning Resource CenterTracey Mendoza

M.L.S., University of North Texas
B.A., Stephen F. Austin University
A.A., Lee College



Division Chairpersons

Communications.....	Elizabeth “Dollie” Hudspeth, Ph.D. Our Lady of the Lake University
Fine Arts & Kinesiology.....	Susan Kazen, M.S. Colorado State University at Fort Collins M.P.H., The University of Texas Health Science Center at Houston
Humanities & Business.....	Barbara Mayo, M.A. The University of Texas Pan American
Mathematics & Science.....	Diane Beechinor, M.S. Southwest Texas State University
Social and Behavioral Science (Interim).....	Stefanie Greiner, Ph.D. University of California at Davis

Faculty

Alderte, Cynthia	Adjunct, Art M.F.A., The University of Texas at San Antonio
Alford Allison	Adjunct, Speech M.A., Univeristy of Texas at Austin
Arispe, Joe, B.....	Adjunct, Mathematics B.A., Saint Leo College
Arnette, Billy.....	Adjunct, Business B.A., St. Mary’s University
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Baumann, Larry.....	Adjunct, Mathematics M.Ed., Texas State University
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Bernard, Carol	Instructor, English Ph.D., The University of Houston
Bluntzer, Emma Dois.....	Adjunct, Art M.S., Texas A&M University at Kingsville
Brown, Thomas.....	Assistant Professor, Sociology Ph.D., Johns Hopkins University
Cabell, John	Adjunct, Economics M.A., University of Alabama
Caldwell, Brenda Sue.....	Adjunct, Kinesiology Ph.D., University of Oklahoma

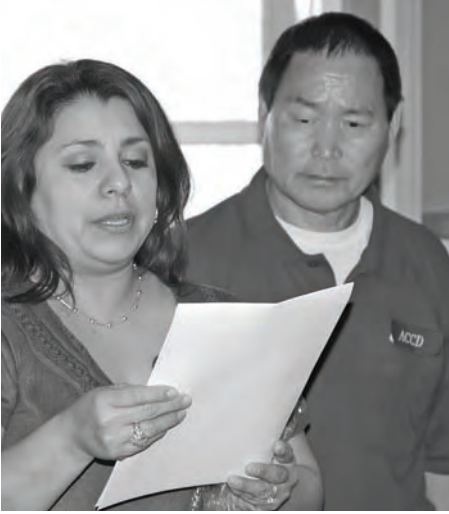
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Camero, Monica.....	Adjunct, Art M.F.A., California College of the Arts
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Crosbie, Kelly	Adjunct, Social Work M.S.W., Temple University
Davidson, Lura Helling.....	Adjunct, Music Ph.D., University of Missouri
Davis, Caroline.....	Instructor, English M.A., Stephen F. Austin State University
Davis, Paul E.....	Adjunct, Psychology Ed.D., University of Southern California
Duesing, Allison.....	Instructor, Accounting & Business M.B.A., Trinity University
Durham, Monique C.....	Adjunct, Student Development M.S., Texas A&M University at Kingsville
Duka, Marichu F.....	Adjunct, Mathematics M.A., University of the Philippines
Eldridge, Jack.....	Adjunct, Mathematics M.A., Lamar University
Esparza, Henry.....	Adjunct, Political Science M.A., The University of Texas at San Antonio
Eureste, Cecilia.....	Adjunct, Criminal Justice M.A., St. Mary's University
Franklin, Pamela Gill.....	Adjunct, Art Ph.D., Ohio State University
Garrett, Sarah.....	Adjunct, Library/Learning Resource Center M.A., University of Arizona
Garza, Alejandro.....	Adjunct, Spanish M.A., Texas State University

Gillum, Dale	Adjunct, Business M.A., Texas A&M University at Corpus Christi
Gladders, Roxanne	Adjunct, Speech M.A., Oklahoma State Univeristy
Glenn, Amy	Assistant Professor, Social and Behavioral Sciences Ed.D. Texas A&M University at Commerce
Glover, Katherine Denise.....	Adjunct, Music M.M., Midwestern State University
Godin, Alan.....	Adjunct, Library/Learning Resource Center M.S., Simmons College Graduate School
Gray, Melissa	Adjunct, Geography M.A., Texas State University
Hale, LeAnna	Assistant Professor, Education Ed.D., Baylor Univeristy
Hassmann, Jeffrey.....	Assistant Professor, History Ph.D., George Washington University
Heller, Noel E.....	Adjunct, Art M.A., University of Iowa
Helinski, Matthew P.....	Adjunct, Business M.B.A., Virginia Commonwealth University
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Johnson, David I.....	Adjunct, Kinesiology M.A., University of Michigan
Kampman, Anne	Adjunct, Sociology M.A., Univeristy of Colorado
Keene, William T.....	Adjunct, Music M.A., Texas State University
Kelley, Edmond Ron.....	Adjunct, Communications Ph.D., Texas A&M University at College Station
Kelley, Stephen.....	Adjunct, History M.A., University of Central Arkansas

King, Kathryn.....	Adjunct, Biology M.A., Tarleton State University
Knox, Francine.....	Adjunct, Communications M.Ed., Sam Houston State University
Le Gras, Cheryl.....	Adjunct, Student Development M.A., Southwestern Theological Seminary M.S., California State University Northridge
Lewis, Nick.....	Adjunct, Student Development M.A., Sam Houston State University
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Long, Melissa.....	Adjunct, Biology M.A., Stephen F. Austin State
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Main, Amy.....	Adjunct, Mathematics M.S., Texas A&M University at College Station
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Maldonado, Wanda.....	Adjunct, Education M.A., The University of Texas at San Antonio
Mangum, Matthew.....	Adjunct, Philosophy M.A., Texas Tech University
Marks, Jennifer Davis.....	Instructor, Speech M.A., Oklahoma State University
Martin, Lisa M.....	Adjunct, English M.A., Cornell University
Mayer, Katherine Michelle.....	Adjunct, Music M.S., The University of Texas at San Antonio
McCain, Blanca.....	Adjunct, Communications M.A., Southwest Texas State University
McCrary, Thomas Neil.....	Assistant Professor, Biology M.A., Southern Illinois University
McGinnis, Troy.....	Adjunct, Sociology M.A., University of Nevada at Las Vegas
McIrvin, Anne.....	Adjunct, Mathematics M.A., Embry Riddle Aeronautical
McKinney, Richard B.....	Adjunct, Kinesiology M.A., Troy State University
Mendez, Lisa Ann.....	Adjunct, Business Computer Information Systems M.A., University of Phoenix
Meyers, Debbie.....	Adjunct, Kinesiology M.Ed., The University of Texas at Tyler
Miller, James	Instructor, Art M.F.A., University of Texas at San Antonio

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Overstreet, James	Adjunct, English M.A., Pan American University
Peed, Shelly.....	Adjunct, Speech M.A., Abilene Christian University
Peppers, Jeffrey D.....	Adjunct, History J.D., University of Houston
Perez, Frank.....	Adjunct, Mathematics M.S., Texas State University
Prado, Venus.....	Adjunct, Student Development M.A., St. Mary’s University
Ports, Anetia.....	Instructor, English M.A., Valdosta State University
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Stevens, Charles.....	Adjunct, Mathematics M.A., Loyola University
Steves, Dondee.....	Adjunct, English M.A., The University of Texas at San Antonio
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Stuhl, Brian.....	Adjunct, Criminal Justice M.S.C.J., Texas State University
Thomas, Laura.....	Adjunct, Mathematics M.A., Southern Methodist University
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Tull, Laura.....	Librarian M.L.S., The University of Texas at Austin
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Vargas, Martha.....	Instructor, Mathematics M.A.,The University of Texas at San Antonio
Viera, Valerie.....	Adjunct, Psychology M.A., Midwestern State University
Villarreal, Patricia.....	Instructor, English M.A., Our Lady of the Lake University
Watson, Susan	Adjunct, Economics Ph.D., Texas Tech University
Weidler, James	Adjunct, History M.A., Old Dominion Universtiy
West, Phillippe.....	Adjunct, Communications M.F.A., The University of Texas at Austin
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Williams, Patricia.....	Adjunct, Student Development B.A., Wayland Baptist University
Wortham, Argentina.....	Assistant Professor, Speech Ph.D., The University of Texas at Austin
Yowell, Robert.....	Assistant Professor, Political Science Ph.D., University of Kansas
Zecca, Silvia.....	Instructor, Spanish M.A., University of Texas Pan American
Zhang, Cuihua.....	Assistant Professor, Computer Science Ph.D., University of Mississippi
Zimmerman, Donald Devin.....	Librarian M.L.I.S., The University of Texas at Austin



**Northeast Lakeview College
Staff**

Accounting Clerk IV	Pearl Antu, Certificate
Administrative Assistant to the President.....	Sarah Dycus, A.A.
Assessment Technician	Dloris Barnes
Associate Director of Admissions.....	Elsa L. Cantu, B.B.A.
Associate Director of Residency and Reports.....	Cindy Wilson, B.S.O.E.
Bursar.....	Carmen Rodriguez, B.B.A.
Circulation Supervisor	Stella Morado-Cahue
College Director of Community & Public Relations	Kathleen Johnson-Hodge, M.A.
College Faciliator.....	Vanessa Mayfield
Computer Laboratory Technician.....	Bulmaro Barajas
Coordinator of Academic Support Center.....	Patrick Murray, M.A.
Coordinator of Student Leadership/Activities	Cheryl Le Gras, M.S.
Director of College Grants Development.....	Martha Trevino, Ph.D.
Director of Distance Education.....	Laura Reza-Hernandez, Ph.D.
Director Student Financial Services.....	William S. Delgado, M.P.A.
Education Skills Specialist II.....	Phillip Hicks, M.B.A.
Education Skills Specialist II.....	Belinda F. Rivera, B.A.
Education Skills Specialist II.....	Michael Ximenez, M.A.
Education Skills Specialist II, Team Leader.....	Marie Valdez, B.S.O.E.
Executive Assistant to the President.....	Pat Terrell, M.A.
Executive Secretary to the Vice President of Academic Affairs.....	Mary Ann Caldwell, A.A.S.
Executive Secretary to the Vice President of Student Services.....	Sylvia Rayko
Facilities Superintendent.....	David Wissmann, B.S.O.E.
Financial Aid Advisor.....	D’Nitris Phillips, B.S.
General Maintenance.....	Timothy Hobbs
Housekeeping Attendant I.....	Jose S. Gonzalez
Housekeeping Attendant I.....	Trina Frank
Housekeeping Attendant I.....	Hyong Nae Kim
Housekeeping Attendant I.....	Linda Samaniego
Housekeeping Attendant II	Patricia Ambriz
HVAC Shop Foreman.....	William Scott Mixell
Maintenance Foreman.....	Gary Sanders, A.A.S.
Master Electrician	James H. Dinscore
Network Engineer.....	Rudy Fuentes, A.A.S.
Science Lab Technician.....	Crystal Mendez, B.S.
Senior Multimedia Specialist.....	Thomas Raymond, B.A.
Senior Secretary.....	Ana D. Merritt
Senior Secretary.....	Irma Perez
Staff Counselor.....	Stacie Williams, M.S., LPC, LMFT
Student Success Specialist II.....	Jesus (JD) Villanueva, A.A.S.
Student Success Specialist III.....	Jessica Gomez, A.A.



SECTION 14 - LOCATIONS AND MAPS

The new Northeast Lakeview College campus is located at Loop 1604 and Kitty Hawk Rd. Once complete, the College will house over 365,000 square feet of academic space. Construction on the new campus is divided into two phases:

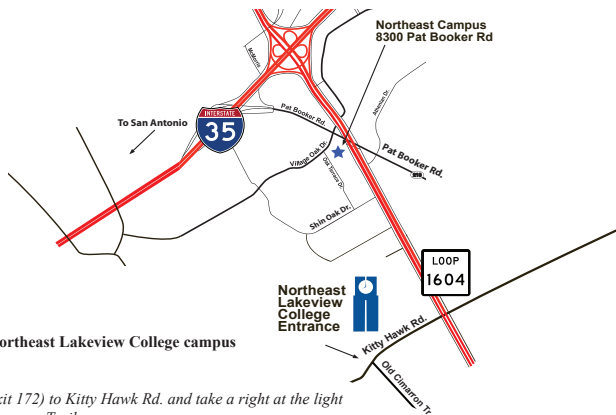
Phase I July 2008

- Academic I
- Library - Learning Resource Center
- Science
- Physical Plant - Infrastructure - Parking
- Career Tech

Phase II July 2009

- Commons-Student Services
- Fine Arts
- Performing Arts Center
- Wellness

Northeast Lakeview College will eventually accommodate over 15,000 community college students from northeast San Antonio and Bexar, Comal and Guadalupe Counties



Driving Directions to the new Northeast Lakeview College campus

FROM IH 35N

Take the Loop 1604 South exit (Exit 172) to Kitty Hawk Rd. and take a right at the light
Follow Kitty Hawk Rd. to Old Cimarron Trail
Turn Right on Old Cimarron Trail

FROM IH 35S

Take the Pat Booker Rd. exit (Exit 172); Follow the Pat Booker Rd. sign (looparound) and merge onto Loop 1604 South.
Exit Kitty Hawk Rd. and take a right at the light onto Kitty Hawk
Follow Kitty Hawk Rd. to Old Cimarron Trail.
Turn Right on Old Cimarron Trail

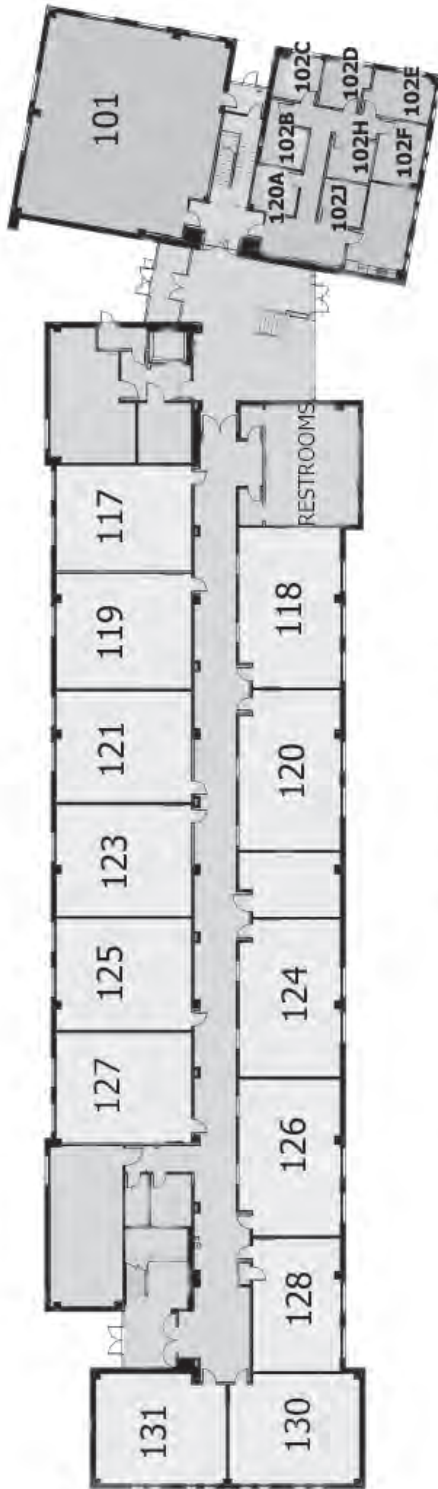
FROM 1604 W (North)

Exit Kitty Hawk Rd. and take a left at the light onto Kitty Hawk Rd.
Follow Kitty Hawk Rd. to Old Cimarron Trail
Turn Right onto Old Cimarron Trail

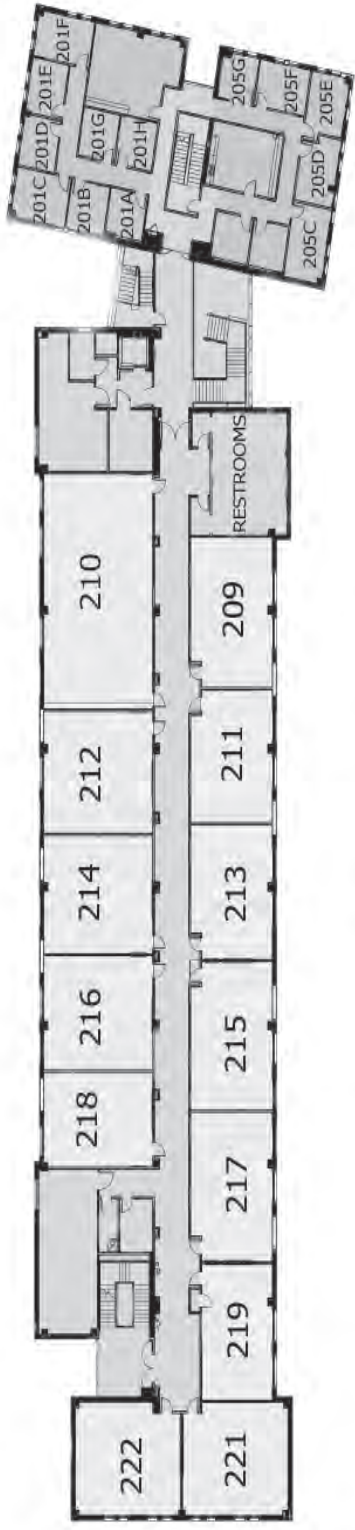
FROM 1604 E (South)

Exit Kitty Hawk Rd. and take a right at the light onto Kitty Hawk Rd.
Follow Kitty Hawk Rd. to Old Cimarron Trail
Turn Right onto Old Cimarron Trail

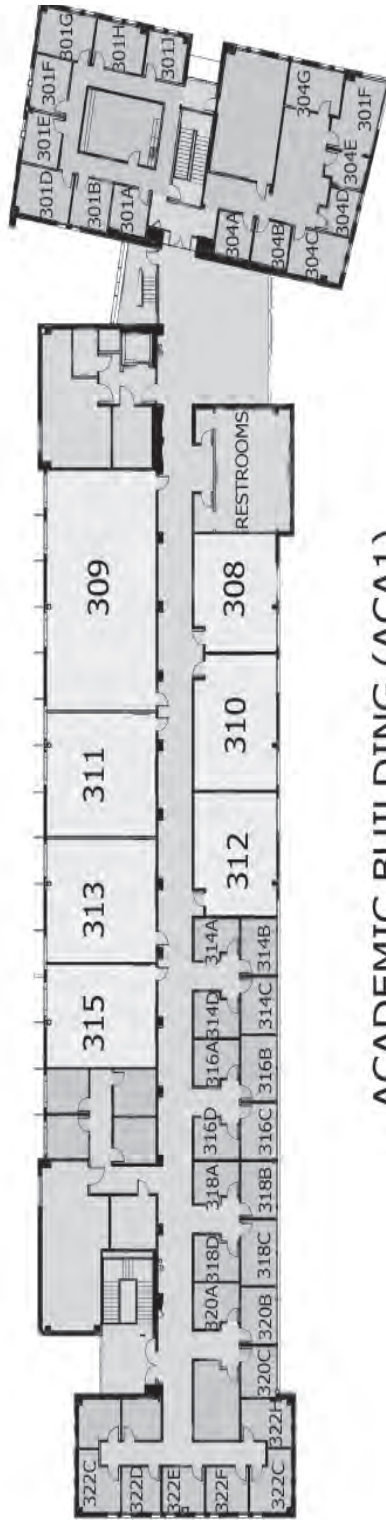
For more information on Northeast Lakeview College or to view recent aerial photographs, building floor plans and construction photos, visit our website at http://www.accd.edu/nlc/t_preview_construction.htm



ACADEMIC BUILDING (ACA1)
FIRST FLOOR



ACADEMIC BUILDING (ACA1)
SECOND FLOOR



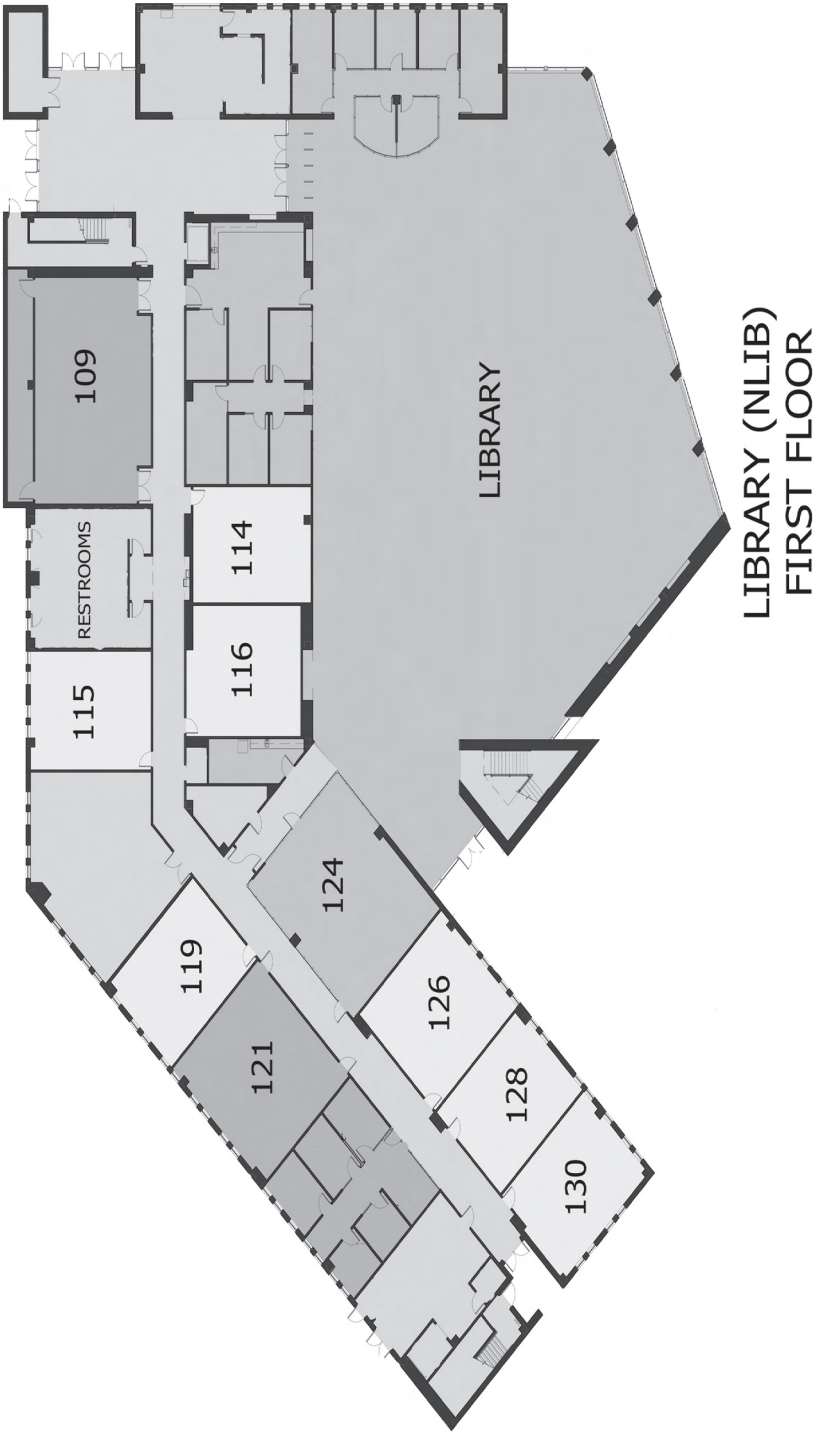
ACADEMIC BUILDING (ACA1)
THIRD FLOOR



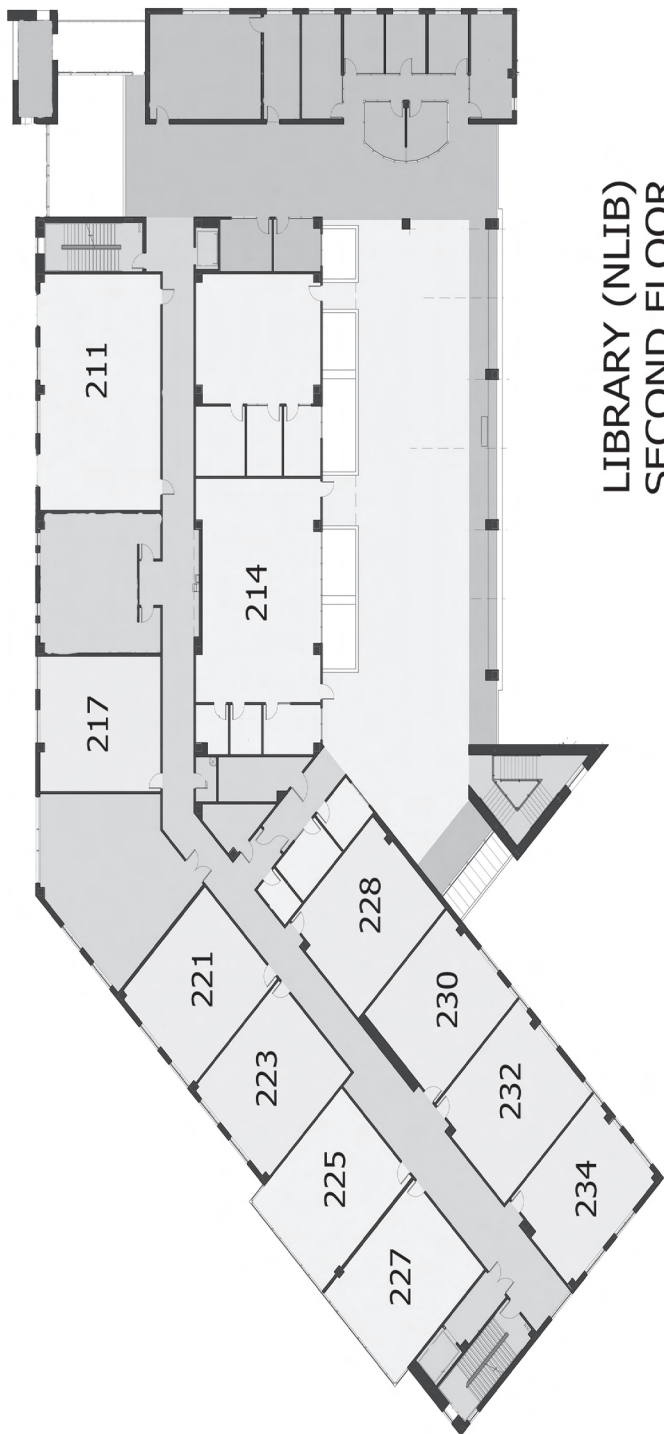
CAREER TECHNOLOGY BUILDING (CATE)
FIRST FLOOR



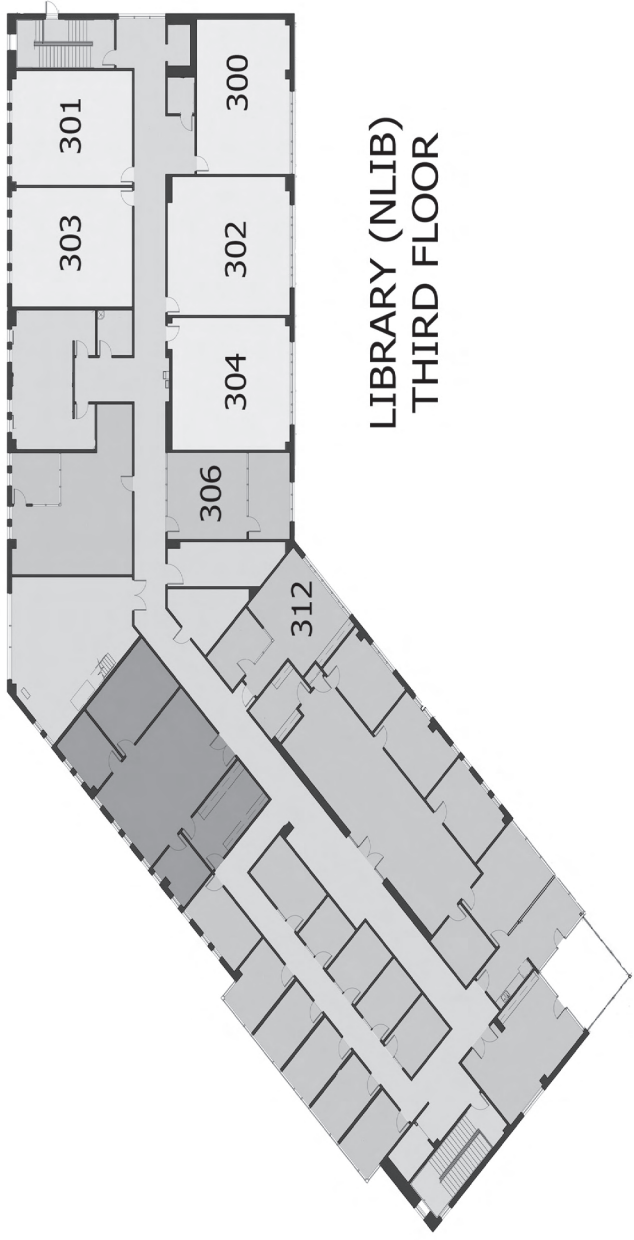
CAREER TECHNOLOGY BUILDING (CATE)
SECOND FLOOR



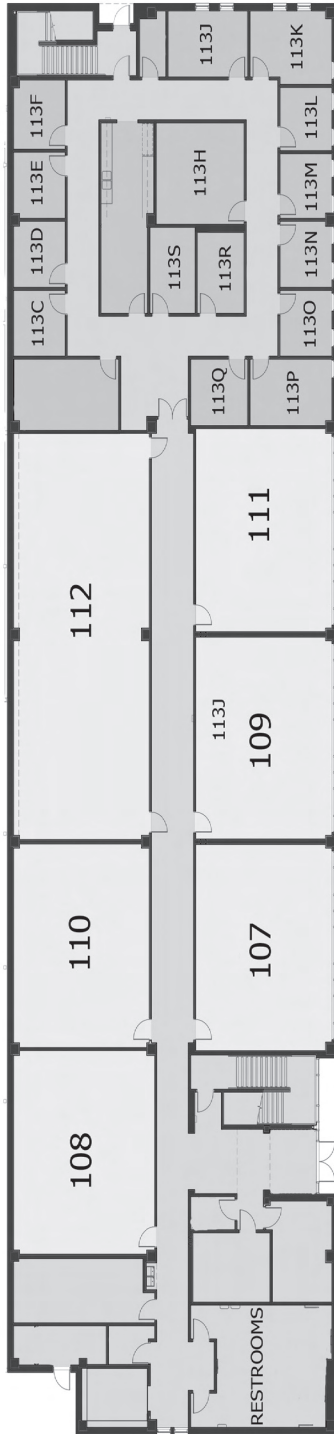
LIBRARY (NLIB)
FIRST FLOOR



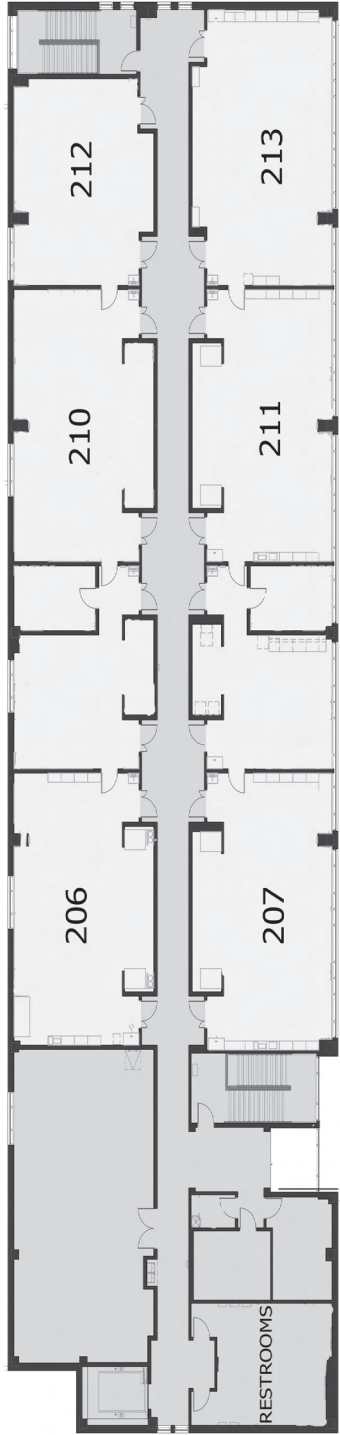
LIBRARY (NLIB)
SECOND FLOOR



LIBRARY (NLIB)
THIRD FLOOR



SCIENCE BUILDING (SCIN)
FIRST FLOOR



SCIENCE BUILDING (SCIN)
SECOND FLOOR



Open for classes in Fall 2008, the new Northeast Lakeview College campus is located at Loop 1604 & Kitty Hawk Rd. and will provide a variety of degree plans and include a Performing Arts Center and Wellness Building.



The Northeast Lakeview College – Northeast Campus – served over 3,400 students in its 75,000 square foot facility from Fall 2006 through Summer 2008 and continues to provide limited classroom instruction while the permanent campus completes its construction.



SECTION 15 - INDEX

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