WALLACE COMMUNITY COLLEGE SELMA

GENERAL CATALOG

and

STUDENT HANDBOOK

2016 - 2018

P. O. Box 2530
3000 Earl Goodwin Parkway
Selma, Alabama 36702-2530
Tel. 334.876.9227

www.wccs.edu

Wallace Community College Selma is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4501 for questions about the accreditation of Wallace Community College Selma.

ADDITIONAL ACCREDITATION/REGULATORY BODIES

Accreditation Commission for Education in Nursing (ACEN)
Accreditation Council for Business Schools and Programs (ACBSP)
Alabama State Board of Nursing
Alabama Department of Public Health
Alabama State Board of Cosmetology

This catalog is for informational purposes only. This catalog does not constitute an agreement between Wallace Community College Selma and the student. The college reserves the right to change the cost, curriculum, or any other items contained herein as changing circumstances may dictate.

Welcome!

I am very pleased to welcome you to the Wallace Community College Selma (WCCS). As president, I am proud of the contributions the College makes to the quality of life in the City of Selma and the surrounding counties. The College's faculty, staff, and administration are dedicated to the values that distinguish WCCS' unique role in higher education and make the College a critical community resource-access to educational opportunities, affordability, quality, diversity, and strong student success services. I am proud that WCCS continues to have a far-reaching positive impact upon students of all ages.

WCCS is fully accredited and widely regarded as one of the finest community colleges in the state and nation. WCCS is known for its academic rigor, outstanding technical training programs, superb faculty, comprehensive student services, community outreach, and excellent facilities.

If your educational goal is to attain a degree, prepare for transfer, get a new job or advance in your chosen career, WCCS is your college. WCCS is "Building Bridges to the Future" through innovative, flexible, and high-quality programs. As we continue to expand our mission and goals by meeting the needs of our students and the community, I am certain that the variety of academic programs and career-training we offer at WCCS will suit your goals and your passion.

The WCCS Catalog is a tool that can open up a world of learning opportunity. With descriptions of the College's programs, certificates and courses, *I encourage you to consider this catalog a map to discover those opportunities and* chart a course of study that will help you achieve your academic and personal goals.

Through the years, over 13,317 graduates have gained the knowledge and skills they need to earn their associate degrees, transfer to a four-year institution of higher education or enter the work force. Much like your predecessors, I know that you will contribute to WCCS's ongoing success story.

Welcome to the WCCS family, and I look forward to celebrating your success!

Sincerely,

Dr. James M. Mitchell
President

This Catalog is the official announcement of the programs, requirements, and regulations of the College. Students enrolling in classes at Wallace Community College Selma are subject to the provisions as stated. Fees and other charges, courses, requirements, and conditions are subject to change without prior notice. For availability of courses and programs of study, consult the College's semester course schedule. Class offerings and program availability are subject to change from catalog and semester schedule listings without prior notice.

TABLE OF CONTENTS

Full Session: May 31 – August 09, 2016

(50 Instructional Days)

May 9	All students should have their Student Aid Report and related paperwork in the Office of Financial Aid by this date to avoid delay in clearing of fees on Pell Grant for the 2016 Summer Semester.
May 23-25	New & returning student REGISTRATION
May 26-27	LATE REGISTRATION (Requires $25.00 penalty) and Faculty Duty
May 30	HOLIDAY - Memorial Day (College Closed)
May 31	First day of Classes, 2016 Summer Semester
Jun 1	Last Day to Add/Drop Full Semester or First Mini-Session Classes
Jun 27-29	Registration for Second Mini-Session classes
Jul 4	HOLIDAY - Independence Day (College Closed)
Jul 5	The 50% point (mid-point) of the Full Semester. Grades of 'I' from the 2016 Spring term change to grades of 'F.'
Jul 5	**Final grades for all First Mini-Session prerequisite courses (e.g., ENG 101, ENG 102) are due in the Dean of Students' Office not later than 10:00a.m.**
Jul 13	The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
Jul 26	The 80% point of the Full Semester. The Last day to withdraw from any course for any reason without penalty and receive a grade of 'W.'
Aug 8-9	Final Exams for Full Session courses
Aug 9	End of 2016 Summer Semester
Aug 10	**Final grades for all Full Session and all Mini-Session courses are due in the Dean of Students' Office not later than 10:00a.m.**

First Mini- Session: May 31– July 1, 2016

(24 Instructional Days)

First Instructional Day 05/31/16

61% point. See full term statement..............06/20/16

80% point. See full term statement..............06/24/16

Last Exam Day 07/01/16

Second Mini-Session: July 5 – Aug. 9, 2016

(26 Instructional Days)

First Instructional Day................................ 07/05/16

61% point. See full term statement 07/26/16

80% point. See full term statement 08/02/16

Last Exam Day... 08/09/16

Full Session: August 17 – December 13, 2016

(78 Instructional Days)

July 1	Priority date for Work-Study Application Award Year 2016-2017.
Aug 1	All students should have their Student Aid Report and related paperwork in the Office of Financial Aid by this date to avoid delay in clearing fees on Pell Grant.
Aug 15-16	New & returning student REGISTRATION
Aug 17-19	LATE REGISTRATION (Requires $25.00 penalty) and Faculty Days
Aug 17	First Day of Classes, 2016 Fall Semester and Add/Drop
Aug 19	Last Day to Add/Drop Full Semester or First Mini-Session Classes
Sep 5	LABOR DAY HOLIDAY (College Closed)
Oct 3-7	Registration for Second Mini-Session classes
Oct 11	The 50% point (mid-point) of the Full Semester. Grades of 'I' from the Summer term change to grades of 'F'.
Oct 12-13	LATE REGISTRATION for Second Mini-Session Classes (Requires $25.00 penalty)
Oct 12	**Final grades for all First Mini-Session prerequisite courses (e.g., ENG 101, ENG 102) are due in the Dean of Students' Office not later than 10:00a.m.**
Oct 24	The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
Nov 11	HOLIDAY - Veteran's Day
Nov 14	The 80% point of the Full Semester. The last day to withdraw from any course for any reason without penalty and receive a grade of "W."
Nov 21-23	Faculty Professional Development Days (Faculty present; no classes)
Nov 24-25	THANKSGIVING HOLIDAY (College Closed)
Dec 8-13	Final Exams for Full Semester and Second Mini-Session Courses
Dec 13	Last Instructional Day of the 2016 Fall Semester
Dec 14	**Final Grades for all Full-Session and Mini-Session courses are due in the Dean of Students' Office not later than 10:00 am.**
Dec 23 to	
Jan 2	CHRISTMAS HOLIDAYS (College Closed)

First Mini- Session: Aug. 17 – Oct. 11, 2016

(39 Instructional Days)

First Instructional Day 08/17/2016

61% point. See full term statement 09/20/2016

80% point. See full term statement 09/29/2016

Last Exam Day 10/11/2016

Second Mini-Session: Oct. 12 – Dec. 13, 2016

(39 Instructional Days)

First Instructional Day 10/12/2016

61% point. See full term statement 11/15/2016

80% point. See full term statement 12/01/2016

Last Exam Day 12/13/2016

IMPORTANT INSTRUCTIONAL CALENDAR DATES
2017 SPRING SEMESTER

Full Session: January 09 – May 04, 2017

(78 Instructional Days)

Dec 01	All students should have their Student Aid Report and related paperwork in the Office of Financial Aid by this date to avoid delay in clearing fees on Pell Grant for the 2017 Spring Semester.
Dec 8-10	New & returning student REGISTRATION
Jan 3-6	Faculty Duty Days
Jan 5-6	LATE REGISTRATION (Requires $25.00 penalty) and Faculty Duty
Jan 09	First Day of Classes, 2017 Spring Semester and Late Registration/Add/Drop
Jan 11	Last Day to Register/Add/Drop Full Semester or First Mini-Session Classes
Jan 16	HOLIDAY: Martin Luther King's (College Closed)
Feb 27 – Mar 3	Registration for Second Mini-Session classes
Mar 03	The 50% point (mid-point) of the Full Semester. Grades of 'I' from the Fall term change to grades of 'F.'
Mar 06	**Final grades for all First Mini-Session prerequisite courses** (e.g., ENG 101, ENG 102) are **due in the Dean of Students' Office not later than 10:00a.m.**
Mar 06	LATE REGISTRATION for Second Mini-Session Classes (Requires $25.00 penalty)
Mar 16	The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
Mar 20-24	Spring Break for Students
Mar 20-24	Faculty Professional Development (Non-Instructional Duty Days)
Apr 12	The 80% point of the Full Semester. The last day to withdraw from any course for any reason without penalty and receive a grade of 'W.'
Apr 13	Honors Ceremony
May 1-4	Final Exams for Full Semester and Second Mini-Session Courses
May 04	Last Instructional Day of the 2017 Spring Semester
May 05	**Final Grades for all Full-Session and all Mini-Session courses** are due in the Dean of **Students' Office not later than 10:00 am.**
May 12	Graduation

First Mini- Session: Jan 09 – Mar 03, 2017

(39 Instructional Days)

First Instructional Day 01/09/2017

61% point. See full term statement 02/10/2017

80% point. See full term statement 02/21/2017

Last Exam Day 03/03/2017

Second Mini-Session: Mar 06 – May 14, 2017

(39 Instructional Days)

First Instructional Day............................. 03/06/2017

61% point. See full term statement 04/13/2017

80% point. See full term statement 04/24/2017

Last Exam Day 05/04/2017

IMPORTANT INSTRUCTIONAL CALENDAR DATES
2017 SUMMER SEMESTER

Full Session: May 30 – August 08, 2017
(50 Instructional Days)

May 9	All students should have their Student Aid Report and related paperwork in the Office of Financial Aid by this date to avoid delay in clearing of fees on Pell Grant for the 2017 Summer Semester.
May 22-26	New & returning student REGISTRATION
May 25-26	Faculty Duty Days
May 29	HOLIDAY - Memorial Day (College Closed)
May 30	First day of Classes, 2017 Summer Semester
May 30-31	LATE REGISTRATION (Requires $25.00 penalty) and Faculty Duty
May 31	Last Day to Add/Drop Full Semester or First Mini-Session Classes
Jun 26 - Jul 3	Registration for Second Mini-Session Classes
July 3	The 50% point (mid-point) of the Full Semester. Grades of 'I' from the 2017 Spring term change to grades of 'F.'
July 4	HOLIDAY - Independence Day (College Closed)
July 5	**Final grades for all First Mini-Session prerequisite courses (e.g., ENG 101, ENG 102) are due in the Dean of Students' Office not later than 10:00a.m.**
July 12	The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
July 25	The 80% point of the Full Semester. The Last day to withdraw from any course for any reason without penalty and receive a grade of 'W.'
Aug 7-8	Final Exams for Full Semester and Second Mini-Session Courses
Aug 8	End of 2017 Summer Semester
Aug 9	**Final grades for all Full Session and all Mini-Session courses are due in the Dean of Students' Office not later than 10:00a.m.**

First Mini- Session: May 30 – July 03, 2017
(25 Instructional Days)

First Instructional Day 05/30/2017
61% point. See full term statement 06/19/2017
80% point. See full term statement 06/26/2017
Last Exam Day 07/03/2017

Second Mini-Session: July 05 – Aug. 08, 2017
(25 Instructional Days)

First Instructional Day 07/05/2017
61% point. See full term statement 07/25/2017
80% point. See full term statement 08/01/2017
Last Exam Day 08/08/2017

IMPORTANT INSTRUCTIONAL CALENDAR DATES
2017 FALL SEMESTER

Full Session: **August 16 – December 12, 2017**

(78 Instructional Days)

July 1	Priority date for Work-Study Application Award Year 2017-2018.
Aug 1	All students should have their Student Aid Report and related paperwork in the Office of Financial Aid by this date to avoid delay in clearing fees on Pell Grant.
Aug 15	New & returning student REGISTRATION
Aug 16	First Day of Classes, 2017 Fall Semester and Add/Drop
Aug 17	Last Day to Add/Drop Full Semester or First Mini-Session Classes
Aug 16-17	LATE REGISTRATION (Requires $25.00 penalty) and Faculty Days
Sep 4	LABOR DAY HOLIDAY (College Closed)
Oct 9-10	Registration for Second Mini-Session classes
Oct 10	The 50% point (mid-point) of the Full Semester. Grades of 'I' from the Summer term change to grades of 'F'.
Oct 11	**Final grades for all First Mini-Session prerequisite courses** (e.g., ENG 101, ENG 102) are **due in the Dean of Students' Office not later than 10:00a.m.**
Oct 11-12	LATE REGISTRATION for Second Mini-Session Classes (Requires $25.00 penalty)
Oct 23	The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
Nov 10	HOLIDAY - Veteran's Day
Nov 13	The 80% point of the Full Semester. The last day to withdraw from any course for any reason without penalty and receive a grade of "W."
Nov 20-22	Faculty Professional Development Days (Faculty present; no classes)
Nov 23-24	THANKSGIVING HOLIDAY (College Closed)
Dec 7-12	Final Exams for Full Semester and Second Mini-Session Courses
Dec 12	Last Instructional Day of the 2017 Fall Semester
Dec 13	**Final Grades for all Full-Session and Mini-Session courses** are due in the Dean of Students' **Office not later than 10:00 am.**
Dec 22 to	
Jan 2	CHRISTMAS HOLIDAYS (College Closed)

First Mini- Session: **Aug. 16 – Oct. 10, 2017**	**Second Mini-Session:** **Oct. 11 – Dec. 12, 2017**
(39 Instructional Days)	**(39 Instructional Days)**
First Instructional Day 08/16/2017	First Instructional Day............................ 10/11/2017
61% point. See full term statement 09/19/2017	61% point. See full term statement 11/14/2017
80% point. See full term statement 09/28/2017	80% point. See full term statement 11/30/2017
Last Exam Day 10/10/2017	Last Exam Day 12/12/2017

2018 SPRING SEMESTER

Full Session: January 08 – May 03, 2018

(78 Instructional Days)

Dec 01	All students should have their Student Aid Report and related paperwork in the Office of Financial Aid by this date to avoid delay in clearing fees on Pell Grant for the 2018 Spring Semester.
Dec 11-15	New & returning student REGISTRATION
Jan 3-5	Faculty Duty Days
Jan 8	First Day of Classes, 2018 Spring Semester and Late Registration/Add/Drop
Jan 8-9	LATE REGISTRATION (Requires $25.00 penalty) and Faculty Duty
Jan 9	Last Day to Register/Add/Drop Full Semester or First Mini-Session Classes
Jan 15	HOLIDAY: Martin Luther King's (College Closed)
Mar 1-2	Registration for Second Mini-Session classes
Mar 2	The 50% point (mid-point) of the Full Semester. Grades of 'I' from the Fall term change to grades of 'F.'
Mar 5	**Final grades for all First Mini-Session prerequisite courses** (e.g., ENG 101, ENG 102) are **due in the Dean of Students' Office not later than 10:00a.m.**
Mar 5	LATE REGISTRATION for Second Mini-Session Classes (Requires $25.00 penalty)
Mar 15	The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
Mar 19-23	Spring Break for Students
Mar 19-23	Faculty Professional Development (Non-Instructional Duty Days)
Apr 12	The 80% point of the Full Semester. The last day to withdraw from any course for any reason without penalty and receive a grade of 'W.'
Apr 12	Honors Ceremony
May 1-3	Final Exams for Full Semester and Second Mini-Session Courses
May 3	Last Instructional Day of the 2018 Spring Semester
May 4	**Final Grades for all Full-Session and all Mini-Session courses** are due in the Dean of Students' Office not later than 10:00 am.
May 11	Graduation

First Mini- Session: Jan 08 – Mar 02, 2018

(39 Instructional Days)

First Instructional Day 01/08/2018

61% point. See full term statement..........02/09/2018

80% point. See full term statement..........02/20/2018

Last Exam Day 03/02/2018

Second Mini-Session: Mar 05 – May 03, 2018

(39 Instructional Days)

First Instructional Day............................. 03/05/2018

61% point. See full term statement 04/12/2018

80% point. See full term statement 04/23/2018

Last Exam Day 05/03/2018

IMPORTANT INSTRUCTIONAL CALENDAR DATES
2018 SUMMER SEMESTER

Full Session: May 29 – August 07, 2018

(50 Instructional Days)

May 9	All students should have their Student Aid Report and related paperwork in the Office of Financial Aid by this date to avoid delay in clearing of fees on Pell Grant for the 2018 Summer Semester.
May 21-25	New & returning student REGISTRATION
May 24-25	Faculty Duty Days
May 28	HOLIDAY - Memorial Day (College Closed)
May 29	First day of Classes, 2018 Summer Semester
May 29-30	LATE REGISTRATION (Requires $25.00 penalty) and Faculty Duty
May 30	Last Day to Add/Drop Full Semester or First Mini-Session Classes
Jun 25 - Jul 2	Registration for Second Mini-Session Classes
July 2	The 50% point (mid-point) of the Full Semester. Grades of 'I' from the 2018 Spring term change to grades of 'F.'
July 3	**Final grades for all First Mini-Session prerequisite courses (e.g., ENG 101, ENG 102) are due in the Dean of Students' Office not later than 10:00a.m.**
July 4	HOLIDAY - Independence Day (College Closed)
July 11	The 61% point of the Full Semester. There is no Title IV (Pell Grant) penalty for withdrawal after this date.
July 24	The 80% point of the Full Semester. The Last day to withdraw from any course for any reason without penalty and receive a grade of 'W.'
Aug 6-7	Final Exams for Full Semester and Second Mini-Session Courses
Aug 7	End of 2018 Summer Semester
Aug 8	**Final grades for all Full Session and all Mini-Session courses are due in the Dean of Students' Office not later than 10:00a.m.**

First Mini- Session: May 29 – July 02, 2018

(25 Instructional Days)

First Instructional Day 05/29/2018

61% point. See full term statement 06/21/2018

80% point. See full term statement 06/28/2018

Last Exam Day 07/02/2018

Second Mini-Session: July 03 – Aug. 07, 2018

(25 Instructional Days)

First Instructional Day............................ 07/03/2018

61% point. See full term statement 07/24/2018

80% point. See full term statement 07/31/2018

Last Exam Day 08/07/2018

IMPORTANT TELEPHONE NUMBERS

Admissions 876.9295

Adult Education 876.9369

Advanced Visualization Center Director...876.9233

Advanced Visualization Center Secretary...876.9412

Americans with Disabilities Act (ADA) Coordinator..876.9294

AMSTI 876.9420

Assistant Dean of Instruction 876.9292

Associate Degree Nursing Program..876.9275

       FAX 876.9332

Athletic Director 876.9360

ATN/Engineer 876.9413

Baseball Coach..876.9340

Basketball Coach 876.9358

Bookstore 876.9284

Business Administration..876.9252

Business Education 876.9252

Business Office 876.9246

       FAX 876.9250

Campus Police..876.9248

Career Counseling 876.9410

College Relations..876.9233

Computer Services 876.9243

Continuing Education 876.9412

Cosmetology 876.9253/9265/9408

Dean of Business & Finance...876.9242

Dean of Instruction..876.9257

       FAX 876.9392

Dean of Students..876.9305

       FAX 876.9300

Drafting Design Technology 876.9347

Educational Talent Search...876.9297

       FAX 876.9365

E-Learning Coordinator...876.9352

Electrical Technology 876.9348/9409

Financial Aid...876.9296

Humanities..876.9313

Industrial Maintenance 876.9386/9407

Institutional Effectiveness & Planning...876.9394

Library...876.9345

LPN/PCT Program...876.9339

College Evening Coordinator

The College Evening Coordinator is responsible for College operations during the evening hours and reports directly to the Chief of Campus Police. The office hours of the Coordinator are Monday through Thursday from 4:00 pm to 8:00 pm. The Coordinator is located at the main switchboard in the Administration Building and may be reached by calling 876-9227 from off-campus or by calling "0" from on-campus.

"WCCS: BUILDING BRIDGES TO THE FUTURE"

George Corley Wallace State Community College (Wallace Community College Selma) had its origin on May 3, 1963, as William Rufus King State Vocational Technical School in honor of a famous Alabamian that served 29 years as a United States Senator and Vice President of the United States in 1852 under President Franklin Pierce. He was also responsible for giving Selma its name. Located on twenty acres inside the city limits of Selma, the home of historic events from the Civil War to Civil Rights, the College has also become a landmark in Selma's history.

On October 1, 1973, the Alabama Board of Trustees authorized the second change of the institution's name to George Corley Wallace State Community College. Mr. Charles L. Byrd, who had been the Director of the Technical Institute, was appointed President. In 1990, under the administration of the first African American President Dr. Julius Brown, the marketing name of the College became Wallace Community College Selma (WCCS). Mr. Effell Williams, Sr. served as the Interim President from May 2000 until July 31, 2000. On August 1, 2000, Dr. James M. Mitchell became the third and most visionary president who led the College to its present role as a powerful influence on the upward mobility of citizens in Selma and surrounding areas. Responsive to the needs of the service area, Wallace Community College Selma expanded its educational thrust in the following areas: transfer programs, student services, community involvement, workforce development, and technology. Quality instruction, strong student support services, and access to opportunity became the clarion call of the Institution.

Because of its sound fiscal management , the College continued its pace forward by improving the infrastructure and expanding the facilities to create a learning environment to prepare for the demands of the 21st century; thus, transforming the College into a progressive and innovative institution of higher learning.

WCCS has enhanced the aesthetics value of each building by elevating with cooper roof designs. All existing structures have been renovated and several new state-of-the art buildings opened, including the Hank Sanders Technology Center, the Health Sciences Building and a One Stop Student Center which houses the division of Student Services (Offices of Financial Aid, Admission and Records, Student Support Services, Talent Search and Student Organizations). The building also includes a Barnes and Nobles Bookstore, a game room and TV room for entertainment, and quiet areas designed for study and relaxation. Plans are being developed for a new technical center which would provide training for all technical programs under one roof. The college has been able to accomplish these goals with no long-term indebtedness.

 The College serves a seven-county region representing the western part of the state; it encompasses many of the most economically challenged counties in Alabama known as the "Black Belt Area". Through various partnerships and externally funded grants, the College is impacting west Alabama through work force development, community service, and educational opportunities. In order to meet the demands of the College's service areas, the College sought to establish new initiatives that would increase the number of high school graduates, increase post-secondary success among students from underserved backgrounds and prepare students for the demands of the workforce.

- In 2007, the College partnered with SECME, the Bill and Melinda Gates Foundation, and the Selma City School System to house the first and only Early College Program in the State of Alabama. Over the past seven years the Early College program has produced impressive results. Many of the graduates have received full scholarships to four-year universities and colleges. Today, the College continues to house the Early College Program in partnership with Dallas County School System.

- In 2005, the college partnered with the Alabama State Department of Education to improve math and science knowledge and skills necessary for success in postsecondary studies and in the workforce. WCCS became the only community college to be named as an AMSTI site. WCCS, in conjunction with ASU, and JSU, received the honor of piloting a new AMSTI Lead Teacher program in schools hoping to become AMSTI schools during the summer of 2007, and conducting a Grades K-12 Leadership Academy for Math, Science, and Technology (LAMST) during the summer of 2006. Since that time, WCCS has provided professional development and training to thousands of teachers statewide.

- The implementation of the Advanced Visualization Center continues to have tremendous impact on the organizational structure of the College because of its far reaching effects on the instructional programs of the College as well as local public school systems and business and industry within the serviced area of the Institution. The Center is instrumental in developing and implementing innovative, engaging curricula for education and workforce development. The technologically-advanced center provides

teaching and training opportunities and allows for educators and entrepreneurs to virtually transform the learning experience. The Center provides the following laboratories: Immersive floating model, Development, Broadcast and Studio, Telepresence, Visual Learning, Rapid Prototype, Experience and Discovery, and Interactive Use of Force.

Through the Advanced Visualization Center, the College is also able to develop critical thinking skills in its students; create a learning institute, bridge the gap between education and the workforce, project based learning/collaborative, develop learning communities, improve quality workforce development and develop interactive learning experiences that are beneficial to students, the community and future growth.

In collaboration with community organizations the college has hosted national and international speakers such as: Senator Barak Obama, Eric Holder, Secretary of Education, Vice-President Joseph Biden, Winnie Mandela, South African activists/politician, and many others.

Wallace Community College Selma continues to expand its mission and goals to focus on meeting the needs of its students and the community. While celebrating its rich history, the College is constantly making strides toward excellence and building bridges to the future.

ACCREDITATION OF THE COLLEGE

Wallace Community College Selma is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679.4501 for questions about the accreditation of Wallace Community College Selma. Initial accreditation was granted in December, 1974, and accreditation was reaffirmed in December, 1980, 1990, 2000, and 2010. The most recent institutional Self-Study report is available for review in the College Library.

Substantive Change Policy

Wallace Community College Selma established and implemented the following procedures to ensure that the College remains in compliance with the Commission on College's Substantive Change Policy. The procedures outline the approval process for substantive changes for the College. The College will meet in April of each year to review substantive change requests and policies.

1. The WCCS Substantive Change Review Committee consists of the following administrative staff: Accreditation Liaison (Chairperson), College President, Dean of Business and Finance, Dean of Students, Dean of Instruction, Director of Institutional Management, Instructional Division Administrator, Arts & Sciences Department Chairperson, Technical Division Department Chair, Director of Distance Education & Dual Enrollment, Director of ADN Program, Director of LPN Program, BUS/CIS/OAD Program Department Chair, Director of Institutional Effectiveness, Library Director, and Financial Aid Director.
2. Substantive changes are submitted to the Chairperson of the Substantive Change Review Committee one month prior to the April meeting. The Substantive Change Review Committee convenes in April of each year, or as needed, to review the Commission's Substantive Change policy; to discuss any possible changes planned for the College that might be substantive in nature based on a review of the College's mission statement; and to examine the College's current offerings and operations to make certain that the College is in compliance with the Commission's policy on Substantive Change.
3. Proposed changes are reviewed by the Committee to determine if the changes are substantive by reviewing each type of change described by the Commission. The Committee will determine the specific Commission procedure to follow (1, 2, or 3) for reporting the change to the Commission.
4. The President of the College is responsible for notifying the Commission of any substantive changes.
5. The Commission may require the College to write a prospectus or prepare additional documentation with the notification letter. The department of the College initiating change must work with the SACS Liaison and the Substantive Change Committee to draft the notification letter with the required documentation. Additional committees may be organized to assist with the Substantive Change preparation. The final Substantive Change documents will be submitted to the President at least one month before the final deadline date for approval.
6. Wallace Community College Selma's Substantive Change policy is published on the College's website, and College Catalog and Student Handbook. Minutes of the Substantive Change Review Committee meetings will be sent to the College's Library for review and placed in the Documents section of the College's Intranet.

CAMPUS AND BUILDINGS

The College's Technical Programs are housed in classroom/shop areas located within eight different buildings. Each building is of masonry construction containing classrooms and laboratories designed to provide an excellent learning atmosphere for students.

The general Classroom Building contains a variety of classrooms and learning areas. It was renovated in the fall of 2010. Included in this building are the offices of the Dean of Instruction and the Technical Training Programs Department Chair; eight conventional classrooms; the Drafting and Design Technology Program: an open PC Lab, and the offices and laboratories of *Write Now!*, the College's Quality Enhancement Plan (QEP).

A Library-Gym Complex contains a library-learning resources center, a gymnasium, and twelve classrooms. This building is of the same type construction as the other buildings.

In spring, 1990 the College opened a new Fine Arts Center (Earl Goodwin Theatre). In 2010, the Goodwin Theatre was renovated to house the major components of the College's Advanced Visualization Center (AVC). This center includes a Development Lab, a Broadcast & Studio/Visual Learning/Telepresence Lab, an Experience & Discovery Lab, a Visual Learning Classroom, an Immersive Floating Model Lecturing Lab and AVC Offices.

In fall, 2008 the College opened the Hank Sanders Technology Center which houses the offices of the President and Dean of Business and Finance. The center also contains facilities for the Computer Information Systems, Business Administration and Office Administration Programs.

In Summer, 2010 the College opened the Health Sciences Building which houses the offices, classrooms, and pre-clinical laboratories of the Associate Degree Nursing (ADN) and the Licensed Practical Nursing (LPN) programs. The Charles Byrd Arts and Science Building is home to the faculty and staff of the Arts and Science department. Complete renovations of that building were completed in 2012.

In spring, 2013 the offices of the Dean of Students, Director of Financial Aid, Student Support Services, Campus Police, and Bookstore moved to a newly-constructed, One-Stop New Student Center.

VISION STATEMENT

The College shares a vision of a learning-centered education that is responsive to the needs of our service area and is manifested by quality teaching, opportunities for learning, effective educational support services, and access to a quality education. Challenged by change and innovation, the College will move forward to create a future responsive to the diverse needs of students, community and state.

PHILOSOPHY

The philosophy of Wallace Community College Selma is expressed in the following beliefs:

- Education is essential to the economic, social, environmental, and political well-being of the citizens of West Central Alabama.
- Education should be made academically, geographically, physically, and financially accessible to all students.
- Wallace Community College Selma is uniquely qualified to deliver excellent and equitable educational opportunities and services.
- Quality education requires unity and cooperation of all stakeholders who work together toward a common goal.

MISSION STATEMENT

The mission of Wallace Community College Selma is to provide high-quality learning-centered educational opportunities and services through varied instructional-delivery modes that are responsive to individual, community and state needs.

CORE VALUES

With the completion agenda and emphases on the learning-centered college as our ultimate priorities, Wallace Community College Selma is guided by the following core values:

- Affordable and accessible educational opportunities to meet the needs of our diverse service area;
- Instructional excellence, faculty and staff competency, and continuous training in all academic and technical programs;
- Dedication to increasing skills and competencies that allow for upward mobility and increased opportunities in the employment market;
- Partnership with other organizations and institutions that promote community outreach and respond to needs of the service area;
- Principles of personal ethics, integrity, academic honesty and civic responsibility;
- Economic and workforce development that supports growth in the communities that the college serves;
- Technology as a critical element in achieving the strategic and annual goals of the College;
- Accountability and assessment that result in continuous program improvement; and
- Equal opportunity for employees, students, and representatives of the community at large regardless of age, color, sex, disability, national origin, race, religion or veteran status.

COLLEGE GOALS & STRATEGIES

1. Promote and provide teaching and learning environments and experiences that encourage the development of knowledge, skills, behaviors, and values for students in order for them to be successful in the workforce or subsequent education. *(Quality teaching/Learning)*
   Key Strategies

   1.1 Provide associate in arts and associate in science degree programs that prepare students to transfer to baccalaureate institutions.

   1.2 Provide associate in applied science degree and certificate programs that prepare students for immediate placement into the job market.

   1.3 Identify college-level general education competencies and measure the extent to which students have attained them.

   1.4 Increase student success through a comprehensive developmental education program.

   1.5 Document Student Learning Outcomes in all degree and certificate programs and ensure that results are used for program improvement.

   1.6 Develop a Quality Enhancement Plan based on institutional assessment, focuses on learning outcomes and supports the mission of the College.

   1.7 Conduct a process of program reviews in order to ensure the College is offering up-to-date and relevant programs.

   1.8 Support quality teaching and learning through comprehensive learning resources that are easily accessible to students (includes library, writing laboratories and computer laboratories)

1.9 Develop and implement new instructional programs based on the needs of the service area of the College.

1.10 Enhance student learning, expand instructional programs and deliver instructional services in keeping with the concept of the Learning Centered College.

2. Provide and promote accessible, affordable quality education and training. *(Access)*
   Key Strategies
   2.1 Provide access through various modes of instructional delivery including an E-Learning program to meet the needs of diverse learners.
   2.2 Promote early college entrance or enrollment
   2.3 Cultivate college attendance through ongoing programs with feeder schools of the College.
   2.4 Develop and sustain mutually beneficial partnerships.
   2.5 Expand relationship with p-12 to inspire/promote postsecondary education.
   2.6 Provide appropriate educational supportive services to students with disabilities.

3. Expand the development of educational and administrative technology that enhance student learning and improve college management processes and functions. *(Technology)*
   Key Strategies
   3.1 Improve and enhance technological access to online courses and degree programs.
   3.2 Maintain, upgrade and expand technological resources to support instructional administrative systems in classrooms, laboratories and services.
   3.3 Promote and expand the services and activities of the Advanced Visualization Center.
   3.4 Utilize online survey instruments to assess consumer satisfaction with services offered by the College.
   3.5 Enhance the efficiency of the College's assessment process through utilization of Strategic Planning Online.
   3.6 Improve instructional processes through college-wide utilization of an online course management system.
   3.7 Provide appropriate technology training and resource availability for faculty, staff, and students.
   3.8 Upgrade the technological skills of all employees of the College through an ongoing professional development program.

4. Provide high quality workforce development programs that meet the demands of local employers and enhance the economic development efforts of the state and the region. *(Workforce and economic development)*
   Key Strategies
   4.1 Deliver customized training programs in response to workforce development opportunities.
   4.2 Establish agreements with corporations and businesses in the service area of the College to deliver online professional development training courses and programs.
   4.3 Develop and expand opportunities for displaced workers through credit and non-credit programs.
   4.4 Enhance services to existing business and industry.
   4.5 Expand co-op educational opportunities.
   4.6 Expand and enhance partnerships and planning with educational institutions, businesses, government agencies, and community organizations to further the mission of the college.

5. Provide development and training opportunities that encourage faculty and staff to become more proficient in the delivery of student services, instructional services, and operational services. *(Professional Development)*
   Key Strategies
   5.1 Improve employee productivity, increase faculty and staff utilization and satisfaction with professional development and training.
   5.2 Enhance the teaching skills of the full-time and adjunct faculty by providing information and training in the best practices in teaching.

6. Promote student success and development through services consistent with student needs, interests and abilities. *(Student Focus/Services Success)*
   Key Strategies
   6.1 Develop and maintain a comprehensive and coordinated process for data collection, reporting and evaluation of student satisfaction.

      6.2 Improve student utilization of and satisfaction with academic support and student services.

      6.3 Improve the retention of students through an ongoing counseling and advisement program that will make high quality advising available to all students.

      6.4 Increase student transfer to four-year colleges and universities.

      6.5 Provide academic support services to students with academic challenges.

7.   Provide access to programs and services that strengthen the educational, social and economic life of the diverse community served by the College. *(Diversity)*

   <u>Key Strategies</u>

      7.1 Meet the needs of diverse learners through innovative programs and delivery methods.

      7.2 Assure that educational opportunities are available without regard to race, gender, sexual orientation, ethnicity, socio-economic status, disability or age.

      7.3 Assess special needs of diverse student populations and provide support and educational services to meet those needs.

8.   Provide educational opportunities that support a culture of lifelong learning. *(Community Development and Lifelong Learning)*

   <u>Key Strategies</u>

      8.1 Provide cultural enrichment and educational opportunities to the students as well as the community through a variety of arts and humanities.

      8.2 Provide accessibility to lifelong learning opportunities to the service area of the College.

      8.3 Partner with the Alabama Community College System and local agencies in the service area of the College in offering adult education classes.

      8.4 Provide service-learning opportunities that expose students to a lifestyle of community involvement and the community to lifelong learning.

9.   Expand and enhance the image and reputation of the College through ongoing public and communication effort. *(Public Relations)*

   <u>Key Strategies</u>

      9.1 Promote a strong college identity that reflects WCCS as a success driven institution that demonstrates a leadership role in its service area.

      9.2 Design, produce and deliver professional communications about programs, instructional support and services to a diverse student population, the general public, and the media.

      9.3 Strengthen internal channels for internal communications and efficient flow of information throughout the institution.

10. Improve efficient operations of the College. *(Efficiency of Operations)*

   <u>Key Strategies</u>

      10.1 Ensure a stable financial program that enhances resource allocation and promotes accountability of institutional resources.

      10.2 Continue to align the annual budget of the College to the institutional effectiveness plans of each office, program and department of the College.

      10.3 Administer policies and procedures that promote fairness, consistency and excellence in the management and administration of programs and services.

      10.4 Improve the financial position of the College through new funding efforts by aggressively pursuing new funding resources.

      10.5 Provide safe, clean and comfortable facilities, accessible to all students and the community.

      10.6 Develop and maintain a Facilities Master Plan that ensures that the College is fulfilling its mission to its students and the area it serves.

      10.7 Recruit and retain talented full-time and part-time faculty, administrators and staff.

      10.8 Maximize the use of personnel, physical and financial resources of the College.

      10.9 Develop and maintain an ongoing program of Institutional Effectiveness and research that promotes ongoing, integrated, institution-wide, research-based evaluation processes.

      10.10 Assure that the Institution maintains accreditation by the Commission on Colleges of the Southern Association and Schools and that individual programs acquire and maintain appropriate accreditation and certification.

      10.11 Provide opportunities for faculty, staff, and students to become involved in institutional governance.

11. Maintain an ongoing program for the recruitment, retention and graduation of students. *(Enrollment Management)*
    Key Strategies
    - 11.1 Improve student retention, graduation and transfer rates through the implementation of a completion agenda.
    - 11.2 Explore innovative recruitment and marketing strategies to manage enrollment efforts.
    - 11.3 Enhance the enrollment in online courses by developing enhancements that will attract broader credit and non-credit populations.
    - 11.4 Analyze and cultivate prospective students markets.

ACADEMIC YEAR

The College academic year begins Fall Semester and terminates at the end of summer semester (fall, spring summer semesters).

DIVERSITY STATEMENT

Wallace Community College Selma is committed to creating and maintaining a quality educational environment that promotes and supports a student body, faculty, staff, and administration that is multicultural and diverse and reflective of our student body and community population.

UNIVERSAL HUMAN RIGHTS PLEDGE

I believe that every individual has infinite and eternal worth.

I believe that recognition of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice, and peace in the world.

I believe that every individual is entitled to dignity and respect, without prejudice toward race, color, gender, disability, language, religion, creed, national origin, property, age or other status.

I believe that every thought and every act of such prejudice is harmful. If it is my thought or act, then it is harmful to me as well as others.

Therefore, from this day forward, I will strive daily to eliminate such prejudice from my thoughts and actions. I will discourage such prejudice by others at every opportunity.

I will treat all people with dignity and respect.

I will strive to honor this pledge, knowing that the world will be a better place because of my efforts.

-- Adapted from the Birmingham Pledge and the Universal Declaration of Human Rights

COLLEGE NETWORK AND INTERNET USAGE
POLICIES AND GUIDELINES

Section A: Usage Policies
1. Any use of College telecommunication or networking services for illegal, unethical, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited.
2. Through electronic means or otherwise, network users shall not violate the conditions of the Education Code dealing with a student's right to privacy.
3. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of fair use. The Digital Millennium Copyright Act (DMCA) and Peer-To-Peer File Sharing Policy expressly prohibits the copying and distribution of copyrighted electronic materials (including music, games, electronic mail, text, images, software or data) without the explicit permission of the copyright holder, except as permitted by the principle of fair use. Any responsibility for the consequences of copyright infringement lies with the user. The College expressly disclaims any liability or responsibility resulting from such use.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Additional examples of unacceptable use of the Wallace Community College Selma network and Internet connection include, but are not limited to, the following:
1. Libeling or slandering other users;
2. Malicious destruction or damage to equipment, software, or data including the willful spreading of computer viruses;
3. Disruption or unauthorized monitoring of electronic communications;
4. Plagiarism or violation of copyrights or trademarks;
5. Downloading, viewing, or printing of pornographic material;
6. Commercial gain or private profit.

Section B: General Guidelines
In addition to complying with College network/Internet policies, users are expected to adhere to the policies and procedures established by other networks and facilities not owned by the College but which are accessed or traversed while using the Internet. Internet connections and computing resources provided by the College must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or other local jurisdiction in any material way. In addition, the College reserves the right to monitor, under appropriate conditions, the use of computer resources to protect the integrity of the system and to ensure compliance with regulations. In addition, the following should be taken into consideration:
1. Users of the Wallace Community College Selma network and Internet connections should be aware that non-business or non-College related software downloaded from the Internet may affect a workstation's performance through the random changing system settings thus affecting system and network performance. In addition, the downloading and installation of non-authorized software may render a workstation unusable, and loss of valuable data may occur.
2. All users should observe proper netiquette (rules when communicating over computer networks, especially the Internet). Be polite in all communications. Do not send messages that are abusive or contain swearing or vulgarity. Sending a message in CAPITAL letters is considered shouting at the reader.
3. The Internet is not a secure environment. Users should take precautionary measures before making personal identification or information available over the Internet. In addition, the College is not responsible for any and all claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of the Internet or caused thereby or arising therefrom.

<div align="center">

STATEMENT OF ACADEMIC FREEDOM
</div>

Wallace Community College Selma subscribes to the following principles in regard to academic freedom:
1. The instructor is free to conduct independent research and to publish the results so long as such activity does not interfere with his/her assigned duties; however, research for pecuniary gain should not be undertaken without an understanding with the President.
2. In the classroom, the instructor has full freedom to discuss his/her subject. He/she should not introduce into his/her teaching irrelevant, controversial matter. Within this limitation, the institution protects the right of both the student and the instructor to a "free search and its free exposition."
3. The institution respects the rights and privileges of the instructor as a citizen, but believes that his/her position imposes special obligations. Hence, the instructor is free from instructional censorship or discipline when he/she speaks, writes, or acts as a citizen; however, he/she should always be mindful of the fact that the public may judge the institution by his/her words and behavior, and should therefore be accurate, exercise restraint, respect the opinions of others and make it clear that he/she is not a spokesman for the College.

INTELLECTUAL PROPERTY RIGHTS

Wallace Community College Selma maintains rights to intellectual property created at the College's expense. The College reserves rights of ownership of all intellectual property including, but not limited to, curricula materials, books, web pages, electronic publications, and other programs written or created by students, faculty, and staff using college equipment, and during time compensated by the College. Rights to intellectual property created by WCCS employees at their own expense, utilizing their personal equipment/resources and during their personal time will be retained by the employee.

NON-DISCRIMINATION POLICY

Wallace Community College Selma has filed with the Federal Government an <u>Assurance of Compliance</u> with all requirements imposed by or pursuant thereunder, to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. Under this <u>Assurance</u>, this institution is committed not to discriminate against any person on the grounds of race, color, national origin, sex, or physical disability in its admission policies and practices or any other policies and practices of the institution relating to the treatment of students and other individuals, including the provision of services, financial aid and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property. The College's facilities are accessible to and usable by disabled persons, thereby insuring that no qualified disabled person shall be denied the benefits of, be excluded from participation in, or be otherwise subjected to discrimination under any program or activity. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the College shall not tolerate such conduct. Any person who believes him/her, or any specific class of individuals, to be subjected to discrimination prohibited by Title VI Public Law 88-352, 1964; Title IX, Public Law 88-380, 1972; Section 504, Rehabilitation Act, 1973; the Americans with Disabilities Act of 1990; and Regulations issued thereunder may, by him/her or a representative, file with the United States Commissioner of Education, or with this institution, or both, a written complaint.

Ms. Sheila Theiss, of Wallace Community College Selma, is designated as the A.D.A. Coordinator to contact regarding any complaints under the above named Acts. Interested persons can obtain needed information from Ms. Theiss' office (334-876-9294) as to the existence and location of federally assisted services, activities, and facilities that are accessible to and usable by disabled persons. Materials and equipment necessary to provide services to physically disabled persons are provided on a case-by-case basis.

Disabled Student Services

The ADA Coordinator is available to assist any enrolled or prospective student who is disabled. The College will provide academic support services to students with learning disabilities, mobility impairments, hearing impairments, visual impairments and other disabilities. Upon certification of disability by an appropriate medical authority, the ADA Coordinator will ensure that services will be tailored to meet students' needs according to their specific disability and their academic major.

Compliance with Title VI, Title VII, Title IX and Section 504 U.S. Department of Education and Health and Human Services Office of Education

It is the policy of Wallace Community College Selma; Selma, Alabama not to discriminate on the basis of race, color, national origin, sex or disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the Civil rights Act of 1964, title IV of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance may be directed to:

> Dr. James Mitchell, President
> Title VI, Title VII, Title IX and Section 504 Coordinator
> Wallace Community College Selma
> P.O. Box 2530
> Selma, Alabama 36702-2530
> Telephone: (334) 876-9230

ADMISSIONS POLICIES AND PROCEDURES

In keeping with the philosophy that the capabilities of each individual should be developed, Wallace Community College Selma operates under an "open door" admissions policy. This policy grants admission to entering freshmen, transfer students, transient students, audit students, accelerated high school students, dual enrolled students, and international students as well as any student seeking readmission. Admission to the college does

not guarantee entrance into a particular course or program. Certain programs have specific program entry requirements. These program requirements are listed in the Academic and Technical Programs of Study.

For admission to Wallace Community College Selma an applicant must provide (notarized copies, if submitted by mail):
1. One primary form of documentation such as an unexpired Alabama driver's license; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card; unexpired Driver License or instruction permit from another state dated 2000 and beyond; U. S. Alien Registration Receipt Card (Form I-151) prior to 1978; BIA or tribal identification card with photo; or an I-797 Form with expiration date.

All male students between the ages of 18 and 26 must register with the U.S. Selective Service System prior to enrolling in any state institution of higher education. You can register at www.sss.gov.

Note: Any and all elements of the College's admission requirements are subject to change without prior notice.

Admission of First-Time College Students
Applicants who have not previously attended any regionally accredited postsecondary institutions will be considered first-time college students or "native" students.

As early as possible, prior to the semester in which they plan to enroll, applicants must complete and submit the appropriate online Admission's Application for new students.

PLACEMENT TESTING IN THE ALABAMA COLLEGE SYSTEM
The Alabama Board of Trustees requires that all entering students (exemptions are noted below) who enroll for more than seven (7) credit hours or 14 weekly contact hours per semester will be assessed by administration of the COMPASS computerized assessment test. The scores are ONLY valid for three years. Recommended COMPASS Test cut- off scores are:

Writing Skills:

ENG092	0	-	37
ENG093	38	-	66
ENG101	67	-	100

Reading Skills:

RDG084	0	-	40
RDG085	41	-	64

Numeric Skills:

MTH090 & MAH101	22	-	37
MTH098	38	-	46
MTH116	38	+	

Pre-Algebra General:

MTH090 & MAH101	0	-	35
MTH116	36	-	100

Algebra General:

MTH098 or 116 Depending on Major	0	-	27
MTH100 or 116 Depending on Major	28	-	62
MTH110, 112, 113, or 116 Depending on Major	63	-	100

Note:
1) **A student must have a current picture I.D. to take the Compass or other placement test.**
2) A student desiring to test at WCCS, but enroll at another institution, will be assessed a $15.00 fee.

Placement Retesting Procedure
Examinees desiring a retest of the COMPASS placement examination must notify the Office of Student Services within five (5) days from the initial test date for a retest appointment. A fee of $8.00 will be assessed for each part of the COMPASS retaken the second time. After the second test, examinees will be placed in the appropriate class(es). The highest score on each part of the COMPASS will be used to determine course level placement in English, reading, and mathematics.

Placement Testing Exemptions

Students may receive full or partial testing exemptions if they comply with the following criteria (official documentation must be provided for verification of exemptions):

1. Successful completion, defined as a grade of C or better, of transferable English and/or mathematics courses from a regionally accredited college or university.
2. ACT or SAT scores <u>within three years of high school graduation</u> that meet the following minimums:
   ACT - English score of 20
   SAT - writing score of 470
   ACT - mathematics score of 20
   SAT - mathematics score of 47
   ACT – reading score of 20
   SAT - reading score of 470
3. Students who are enrolled at other colleges or universities and are given permission by their parent institution to take a specific course or courses per a transient approval form (or Letter of Good Standing) may be exempted from placement testing.

Placement Testing Hours

<u>Compass Placement Testing is given by appointment only</u>. A student must have an admission application and other pertinent paperwork on file **before** scheduling a COMPASS test. Contact the Office of Student Services at (334) 876-9295 to schedule testing. *Compass Placement Testing will not be administered to any student more than two times. If you cannot use a computer please notify Student Services*
.
<u>Admission to Courses Creditable Toward an Associate Degree</u>:

To be eligible for admission to courses creditable toward an associate degree, a first-time college student is subject to one of the following criteria:

1. The student holds The Alabama High School Diploma, a verifiable high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent verifiable diploma issued by a non-public regionally and/or state accredited high school; charter/private schools, home school; online high schools; or
2. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has passed the Alabama Public High School Graduation Examination (may need to include date since exit exam is no longer required); or
3. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has achieved a minimum ACT score of 16 or the equivalent minimum SAT score, in the Critical Reading and Math section of 790; or
4. The student holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score of 790 in the Critical Reading and Math section on the SAT; or
5. The student holds a GED Certificate issued by Alabama or another appropriate state education agency. A student who meets the above criteria shall be classified as "Degree-Eligible."

<u>Admission to Courses and Programs Not Creditable Toward an Associate Degree</u>

Wallace Community College Selma, as mandated by the Alabama Board of Trustees, has an open door policy. The College admits students without a high school diploma or a GED Certificate into certain programs and courses not creditable toward an associate degree when the student demonstrates ability-to-benefit **prior to enrollment**. Students admitted under these provisions will be classified as "Non-Degree-Eligible" students.

Under the ability-to-benefit provisions, applicants may be admitted to courses not creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree. Applicants must be at least 17 years of age and have not been enrolled in secondary education for at least one calendar year. Applicants who have not been out of high school for one complete year, may obtain a written waiver from the local superintendent.

Students without a high school diploma or GED certificate who wish to enroll in designated ability-to-benefit programs and courses must take an Ability-to-Benefit test. The student must achieve a minimum score to enter one of the designated ability-to-benefit programs including the following:

1. Cosmetology *
2. Masonry/Building Trades
3. Welding Technology

The College may establish additional requirements for specific courses or occupational degree programs.

* Each Cosmetology Program student must have completed the tenth (10th) grade. **This is an Alabama State Board of Cosmetology policy requirement.**

Unconditional Admission **of First-Time College Students**

For unconditional admission, applicants must have on file with Wallace Community College Selma a completed application for admission and at least one of the following:

1. An **official transcript** showing graduation with the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. An **official transcript** showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or
3. An **official transcript** showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score of 790 in the Critical Reading and Math section on the SAT; or
4. An **official Alabama Occupational Diploma**, the high school diploma of another state equivalent to The Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and evidence of a minimum ACT score of 16 or the equivalent score of 790 in the Critical Reading and Math section on the SAT; or
5. An **official GED Certificate** issued by the appropriate state education agency.
   Note: Male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System (You may register at www.sss.gov).

Conditional Admission **of First-Time College Students**

An applicant who does not meet at least one of the requirements listed for an unconditional admission may be granted a conditional admission for **one term only**. The College will accept copies of "unofficial" transcripts, certificates, or diplomas as documentation for conditional admission.

No conditionally admitted student will be allowed to enroll for a second term unless all required admission records have been received by the College prior to registration. Although the student's grades will be reported on the transcript, the College will not release an official transcript of the first-term grades until required records are received.

No student who has been conditionally admitted will be allowed to enroll for a second term unless all required admission records have been received by the College prior to registration. Although the student's grades will be reported on the transcript, the College will not release an official transcript of the first-term grades until required records are received.

ADMISSION OF TRANSFER STUDENTS

Applicants who have previously attended another regionally accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. The College may also require the transfer of student documents required of first-time college students. Transfer students who meet requirements for admission to courses creditable toward an Associate Degree will be classified as "degree-eligible" students. A transfer student who does not meet these requirements will be classified as a non-degree-eligible student.

Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the Academic Appeals Committee.

Unconditional Admission **of Transfer Students**

1. A transfer student must have submitted to the College an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended and, as designated by the College, any other documents required for first-time students.
2. Applicants who have completed the baccalaureate degree or higher degree will be required to submit only the transcript from the institution granting the baccalaureate degree or higher degree.

Note: If the student intends to obtain a degree from Wallace Community College Selma, transcripts from all institutions are required for an evaluation prior to graduation. If the student intends to register for courses requiring prerequisites that have been fulfilled at another institution other than the one granting the degree, transcripts from those colleges or universities must be submitted for evaluation.

***Conditional Admission* of Transfer Students**
Transfer students who do not have on file **official** transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted <u>conditional admission</u>. No transfer student will be allowed to enroll for a second term unless all required admission records have been received by the College prior to registration for the second term. Students who do not have transcripts on file at the time of registration and are enrolling for a math or an English course must present a transcript or grade report to satisfy prerequisite requirements for these courses.

If all required admission records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript; however, an official transcript will not be issued. <u>The transcript will read</u>: **CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS**. This notation will be removed from the transcript only upon receipt of all required admission records.

Initial Academic Status of Transfer Students
1. Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on **Clear Academic Status**.
2. Transfer students whose cumulative grade point at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read **Student Admitted on Academic Probation**.
3. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at this institution for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read **Admitted Upon Appeal – Academic Probation**.
4. An applicant who has been suspended from another institution for disciplinary reasons will not be considered for admission to WCCS until approved by the College Disciplinary Committee. **Note:** Applicants who have been academically suspended from another regionally accredited postsecondary institution must check with that institution for transferability of any course work completed during suspension.

General Principles for Transfer Credit
1. Transfer credit will be evaluated and recorded by the Office of Student Services. Evaluations will be performed on official transcripts only.
2. Transfer credit will be awarded based on the following criteria: Courses completed at other regionally accredited colleges or postsecondary technical institutions with a grade of "C" or better will be accepted for transfer and applicability toward a degree.   Higher grades also may be required by WCCS for selected courses provided the higher grades are also required in said courses for native WCCS students. Only those credits for which WCCS has an equivalent course (must meet laboratories, required attendance at performances, and prerequisite requirements) will be counted toward graduation requirements.
3. Awarding transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought. Course work accepted for transfer can count for no more than 75 percent of the credits needed for an associate degree.
4. International students must obtain from Educational Credential Evaluators (ECE), www.ece.org, or World Educational Services (WES), www.wes.org, an English translation of their transcript and a detailed report outlining the recommendation for the awarding of credit in order for their foreign credits to be evaluated by WCCS. Each student is responsible for the cost involved in obtaining the evaluation. The criteria for awarding credit from these institutions are the same as for other institutions within the United States.

TRANSIENT STUDENTS
A student in good standing from another college may attend WCCS as a transient or as a visiting student during any semester. Such a student must submit a completed WCCS application for admission and an official Transient Student Form or a Letter of Good Standing from his/her parent institution. The letter should list the courses approved by the student's parent institution and the notation that the courses will be accepted for transfer. A Letter of Good Standing is valid for one semester only. Transient students are not eligible for financial aid. Transient students are not required to present transcripts of previously earned credit at other postsecondary institutions.

READMISSION TO THE COLLEGE

Students previously enrolled at this institution, who have not been in attendance during one or more semesters, will need to complete a Readmission Application. If these students have attended other institutions during this period, official transcripts must be on file in the Office of Student Services.

1. Students previously enrolled at this institution, who have not been in attendance during one or more semesters, will need to update their application upon enrollment. If the curriculum has changed since last date of enrollment, the program director, department chair, or technical instructor will determine what curriculum the student must follow. If these students have attended other institutions during this period, official transcripts must be on file in the Office of Student Services.
2. Re-admittance of a student who has been dismissed will depend upon the reason for dismissal and will be at the discretion of the Committee which recommended the dismissal. A student has the right to appeal the Committee recommendation to the President, and the President may approve, overturn, or amend any recommendation of the Committee.

Readmission of Service Members

The College will not deny readmission to a service member on the basis of service. The student will be admitted into the same or similar program.

1. The student must provide advance notice of military service.
2. Must reenroll within three (3) years of completion of military service.
3. Cumulative absence for service does not exceed 5 (five) years.

INTERNATIONAL STUDENT ADMISSION REQUIREMENTS:

1. A transient or transfer international student must complete an application no later than three weeks prior to the semester of enrollment. An international student coming from another country must apply no later than three months prior to the semester in which enrollment is planned. Application forms are available from the Office of Admissions and Records. International students are subject to the same admission procedures as native students.
2. A VISA recognized and accepted by the United States Government.
3. An international student must submit a score of at least 61 on the Internet-based TOEFEL, a   total of 173 on the computer-based TOEFL, or a total score of 500 on the paper-based TOEFL to this institution; or a transcript showing at least six semester hours of English composition completed from an accredited college.
4. An international student must show proof of adequate health insurance prior to a decision on admission.
5. Signed, notarized statement verifying adequate financial support.

Additional Information for International Students

WCCS has the primary responsibility of serving the educational needs of the citizens of its service area. It is the College's desire to afford students, faculty, and staff with opportunities to interact with those of other countries and cultures. Hence, non-citizens of the United States of America are welcome to apply for admission to the College. Please contact Lonzy Clifton at (334) 876-9251 for additional information. In order to facilitate a mutually satisfying educational experience for both citizens and non-citizens, the following policies are applicable:

1. **I-20 and Basic Requirements**
   International students (non-citizens) who are not permanent residents or parolees are required to meet all established requirements for admission from a secondary school, college, or university. The college will not issue acceptance letters and I-20 forms until all requirements are met. Requirements listed below must be completed at least 30 days prior to the beginning of the term for which the student is applying for admission. Part-time transient students will not be issued I-20 forms.
2. **TOEFL**
   International students, who are required to submit TOFEL scores, must have those scores sent directly from Educational Testing Service, www.ets.org.
3. **Transcript in English Language**
   Official transcripts (in English) from all colleges attended must be forwarded to WCCS directly from a credential evaluating service, such as ECE, www.ece.org, or WES, www.wes.org. Personal copies cannot be accepted.
4. **Health Insurance**
   International students are required to purchase and maintain a health insurance plan which includes repatriation expenses. This premium is paid before the time of registration. A copy of the insurance policy or similar documentation is required.
5. **Housing**
   WCCS has no dormitory facilities. Students attending WCCS must secure personal housing. New students who are recent arrivals in the United States will need to plan for temporary room and board until permanent residence can be secured.

6. **Tuition**
   All international students must pay the non-citizen tuition fees which are subject to change without prior notice.
7. **Financial Aid**
   International students do not qualify for financial aid at WCCS.
8. **Affidavit of Support**
   All prospective international students must complete an affidavit of support, providing documentation of financial support for their educational expenses. This is completed by the person or persons financially responsible for the student. All international applicants are required to present evidence of sufficient finances to cover college and personal expenses while enrolled at WCCS. A certified financial statement must be completed and submitted.

CREDIT FROM NONTRADITIONAL SOURCES

Wallace Community College Selma provides an opportunity for students to earn a reasonable amount of credit toward the Associate Degree or Certificate through nontraditional means, such as experiential learning and prior learning assessment (PLA). While nontraditional credit applies toward degree and certificate programs granted by the College, it should not be assumed that such credit will automatically be accepted by senior institutions. Students are advised to consult a counselor to obtain information regarding policies at other colleges.

Not more than 25 percent of total credit required for any program may be awarded as a result of PLA. Credit for academic transfer courses awarded through PLA may only be awarded by examination or nationally recognized guidelines are listed below:

1. **College Level Examinations Program (CLEP)**
   Wallace Community College Selma honors credit earned through CLEP examinations. A minimum score at or above the 50th percentile on both general examinations and subject examinations is required for specific course credit. Any exception to this policy must have prior approval from the Dean of Students. The policy of granting credit through CLEP at WCCS may differ from policies at other colleges. Check with a counselor/advisor at WCCS or other colleges to obtain additional information. WCCS does not administer CLEP tests. The student is responsible for having the scores sent to WCCS Office of Admissions and Records.

CLEP SUBJECT EXAMINATIONS

Examinations	50th Percentile Score	Course Credit Equival.	Awarded SH
American Government	50	POL 211	3
American History	49	HIS 201	3
American Literature	50	ENG 251	3
Biology	49	BIO 103	3
College Algebra	49	MTH 112	3
College Composition (with essay)	50	ENG101	3
Data Processing	49	CIS 130	3
English Literature	49	ENG 261	3
General Chemistry	50	CHM 111	4
General Psychology	50	PSY 200	3
Introduction to Business Management	50	BUS275	3
Introduction to Accounting	50	BUS 241	3
Legal & Social Environment	51	BUS 263	3
Cal. Elem. Functions	49	MTH 115	3
Introduction to Macroeconomics	50	ECO 231	3
Introduction to Microeconomic	50	ECO 232	3
Introduction to Marketing	50	BUS 285	3
Introduction to Sociology	50	SOC 200	3
Trigonometry	54	MTH 113	3
Western Civilization	49	HIS 101	3
Anatomy & Physiology I	50	BIO201*	4

Note: Any student enrolled in BIO 202 or BIO 220 will not be awarded CLEP credit for BIO 201.

2. **Law Enforcement Academy Work**
   In accordance with Alabama Board of Trustees Policy 706.01, transfer credit may be awarded through portfolio review for certain non-traditional courses completed at specialized governmental training

institutions such as Alabama law enforcement academies. Following successful completion of 9 SH of credit toward a standard certificate (CER), or short-term certificate (STC), a student may request a portfolio review by the Dean of Students and approval by the Dean of Instruction. The review process includes a detailed accounting of non-traditional course content, experiences, skills learned, continuing education units, transfer records, instructor credentials and employer records. Once the portfolio review process is completed and approved by the Dean of Instruction, a Prior Learning Credit document becomes part of the student's permanent academic record and the appropriate courses are recorded on the student's official college transcript.

A. Graduates of the Alabama State Trooper Academy are eligible for 15 semester credit hours in the following courses for prior learning experience:
   CRJ 110 Introduction Law Enforcement   3 SH
   CRJ 116 Police Patrol   3 SH
   CRJ 216 Police Organization & Admin   3 SH
   CRJ 220 Criminal Investigation   3 SH
   PED Physical Education Activity Elective   3 SH

B. Graduates of the Alabama Police Academy are eligible for 9 semester credit hours in the following courses for prior learning experience:
   CRJ110 Introduction to Law Enforcement   3 SH
   CRJ116 Police Patrol   3 SH
   PED Physical Education Activity Elective   3 SH

C. Graduates of the Alabama Corrections Academy are eligible for 9 semester credit hours in the following courses for prior learning experience:
   CRJ 110 Introduction Law Enforcement   3 SH
   CRJ 150 Introduction to Corrections   3 SH
   PED Physical Education Activity Elective   3 SH

3. Defense Activity for Non-Traditional Education Service
Credit for courses taken while in the military will be evaluated according to nationally recognized guidelines or through other statewide programs identified by the department. Credit may be granted for any **military service school** or for any **United States Armed Forces Institute/Defense Activity** for Non-Traditional Education Services **(USAFI/DANTES)** subject test that has been satisfactorily completed and is determined to have a course equivalent in the student's program major. Additional information on DANTES credit should be provided by the student and sent to WCCS Office of Admissions and Records.

4. Credit For Prior Experience: See the Dean of Students
Students who satisfactorily demonstrate knowledge of, or skills in, a program in which they are training may receive advanced standing credit which may result in early program completion. This applies to individuals who have prior work experience or vocational training, especially at the high school level. Credit may be granted only through the following methods:
   1. Comprehensive Departmental Challenge Examination.
   2. CLEP General or Subject Examinations. Students should contact the instructor of the program for which they are applying and/or the Office of Student Services for additional information.

5. Advanced Placement Test (AP)
Three or more semester hours of credit for the Advanced Placement Test will be given for a minimum score of three or higher on the subject tests. A maximum of 15 credits may be accepted through the AP Program for credit hours at the institution granting the degree. The student is responsible for having the scores sent to WCCS Office of Admissions and Records.

ACCELERATED HIGH SCHOOL STUDENTS
WCCS offers qualified high school juniors and seniors the chance to enroll in a special academic program. During the junior and senior years in high school, the student may take courses which fulfill college requirements. College courses earned through Accelerated High School program may not substitute for high school credit. Upon graduation from high school, the student may continue at WCCS or transfer the college credits to another postsecondary institution. An important point to remember is that the course content and teaching methodology of all classes is at the college level.

Students are eligible for the Accelerated High School Program if they meet the following criteria:
   1. The student must have successfully completed the 10th grade.
   2. The student must have completed any required high school prerequisites (for example, a student may not take English Composition until all required high school English courses have been completed).

3. The local principal or his or her designee must certify that the student has a minimum cumulative "B" average and recommend that the student be admitted to this program. A letter must be submitted each semester that the student attends the college.
4. WCCS will not officially award college credit to accelerated high school students until proof of high school graduation (an official transcript with a graduation date or proof of GED) is provided. In other words, college credits earned by the student and release of transcript information are held in escrow by the College until the student provides the necessary documents required for admission to the college.
5. Exceptions may be made to requirement number one for students documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Permission must be obtained from the Chancellor of the Alabama College System.

Students who attend a non-accredited high school must meet criteria listed below:
1. Comply with items 1, 2, 3, and 4 noted above.
2. Provide ACT scores with a composite of at least 16 or a SAT score of 790.
Students who are home schooled are not eligible for the Accelerated High School Program unless they are under the auspices of a cover high school and can provide proper documentation of all items noted above.
Students enrolled in the Accelerated High School Program are not eligible for Dual Enrollment Credit.

DUAL ENROLLMENT/DUAL CREDIT FOR HIGH SCHOOL STUDENTS PROGRAM
The Dual Enrollment/Dual Credit for High School Students Program allows qualified students the opportunity to receive both high school credit and college credit. Students in dual enrollment/dual credit courses must pay normal tuition as required by the institution. Tuition may be provided by alternative resources. The program allows qualified students in Alabama public and private high schools an opportunity to earn college credits while in high school.
Criteria for student eligibility are developed by each individual school system and may be more restrictive than the minimum criteria that follow:
1. The student must have a "B" average in completed high school courses.
2. The student must have written approval of his or her principal and the local superintendent of education.
3. The student must be in grade 10, 11, or 12.

Students who attend a non-accredited high school must meet criteria listed below:
1. Comply with items 1, 2, 3, and 4 noted under "**Accelerated High School Students.**"
2. Provide ACT scores with a composite of at least 16 or a SAT score of 790.

Students who are home schooled are not eligible for the Dual Enrollment Program unless they are under the auspices of a cover high school that has entered into an agreement with WCCS and can provide proper documentation of all items noted above.

Determination of the equivalencies of WCCS course work toward high school graduation requirements is at the discretion of the high school system. Typically, a three (3) semester hour course is equated to one-half unit of high school credit and a 6 semester hour course is equated to one unity of high school credit.
For additional and more specific information, contact your high school counselor or the Office of Student Services at WCCS.

E-LEARNING
WCCS offers a number of E-Learning (Internet Based) courses in several academic disciplines. The content of each of these courses is identical to the content of traditional classroom courses because of requirements established by the Statewide Articulation and Reporting System (STARS), and the Southern Association of Colleges and Schools. Therefore, all WCCS E-Learning courses are transferable to senior colleges and universities. Students should refer to the listing of E-Learning course offerings in the schedule of classes.

INDEPENDENT STUDY POLICY & PROCEDURE
Policy: Under limited and extraordinary circumstances, a student may request permission to receive instruction via the means of an Independent Study class. In general, there are two conditions which must exist for a student to request an Independent Study. They are as follows:
a. a specific course is required in a student's degree plan for that student to graduate;
b. no other course is available during that term as an appropriate substitute for the required course.

Procedure: A request for an Independent Study class must be initiated by a student, not an instructor. In addition, the student must request the Independent Study in writing from a specific instructor citing the specific justification for the Independent Study. The instructor must make the request with written justification to the appropriate Department Chair. That request must then be approved by the Department Chair, the Dean of Instruction, and the President. If approved, the President will transmit approval to the Dean of Students office

who will create the Independent Study section.

Following approval of the Independent Study course by the President, but before instruction begins, the instructor will provide the Department Chair and the Dean of Instruction with a course syllabus and a Plan of Instruction citing how and when course content will be delivered to the student. Upon successful completion of the course by the student, the instructor will timely provide the Department Chair and the Dean of Instruction with a summary report of all course activities and all evaluation instruments.

E-LEARNING ATTENDANCE VERIFICATION

WCCS attendance verification requires all students enrolled in a distance education course to participate in an engaging activity within the first three days of class. Therefore, students must login to each course, read syllabi, and complete a syllabus quiz within the first three days of the course start date to prevent being removed from the course. Please note this activity is subject to change. Therefore, please be sure to read instructions in the Getting Started Module.

FORGIVENESS/REPEATING COURSES

In order to improve academic background, a student may repeat courses in which the student has previously been enrolled if a grade of "D" or "F" was received. Both the original grade and the repeated course grade will be entered on the student's official transcript; the second grade awarded (excluding grades of W) replaces the first grade in computation of the cumulative grade point average. The semester grade point average during the semester in which the course was first attempted will not be affected. Credit hours for graduation, however, may be counted only once.

When a course is repeated more than once, all grades for the course excluding the first grade will be employed in computation of the cumulative grade point average. Official records at WCCS will list each course in which a student has enrolled.

It is the student's responsibility to request at registration that the forgiveness policy be implemented. Implementation of the forgiveness policy at WCCS does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

ACADEMIC BANKRUPTCY

1. A student may request in writing to the Dean of Students to declare academic bankruptcy under the following conditions:
    a. If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare academic bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester provided the student has taken a minimum of 18 semester credit hours of course work at Wallace Community College Selma since the bankruptcy semester occurred. All course work attempted, even hours completed satisfactorily, during the semester for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
    b. If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during 1-3 semesters provided the student has taken a minimum of 18 semester credit hours of course work at Wallace Community College Selma since the bankruptcy semester occurred. All course work attempted, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
2. When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected. When academic bankruptcy is declared, the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED."
3. A student may declare academic bankruptcy only once.
4. Implementation of academic bankruptcy at Wallace Community College Selma does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

FINANCIAL INFORMATION

The following fees are required for Academic and Technical Program Students:

GENERAL FEES

Credit Hours	Alabama Resident	Non-Resident of Alabama
1	$130.00	$260.00
2	$260.00	$520.00
3	$390.00	$780.00
4	$520.00	$1,040.00
5	$650.00	$1,300.00
6	$780.00	$1,560.00
7	$910.00	$1,820.00
8	$1,040.00	$2,080.00
9	$1,170.00	$2,340.00
10	$1,300.00	$2,600.00
11	$1,430.00	$2,860.00
12	$1,560.00	$3,120.00
13	$1,690.00	$3380.00
14	$1,820.00	$3,640.00
15	$1,950.00	$3,900.00
16	$2,080.00	$4,160.00
17	$2,210.00	$4,420.00
18	$2,340.00	$4,680.00
19	$2,470.00	$4,940.00
20	$2,600.00	$5,200.00
21	$2,730.00	$5,460.00
22	$2,860.00	$5,720.00
23	$2,990.00	$5,980.00
24	$3,120.00	$6,240.00
25	$3,250.00	$6,500.00

OTHER FEES

Late Registration Fee $25.00
Graduation Fee $20.00

Caps and gowns are ordered directly from the company by the students.

Parking Fine .... Varies with violation
Library Fine (Overdue books) Daily Rate ....$.25
Replace I.D. Card Fee...$5.00

Tuition and fees are due and payable at the time of registration. Students on scholarship, Pell Grant, or students whose tuition is being paid by a sponsoring organization must make prior arrangements with the offices of Student Services and/or Business Office in order to register for classes without immediate payment of fees.

SPECIAL CHARGES

Some programs require special charges in addition to tuition and general fees. See specific programs (e.g., ADN and L.P.N.) for a listing of additional charges.

TUITION FOR FOREIGN STUDENTS

Each full-time or part-time student who is not a citizen of the United States shall pay tuition and other institutional charges at 2.00 times the rate for an Alabama resident who is a citizen of the United States.

TUITION FOR VETERANS

The following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill – Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of Title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b) (9)) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either Chapter 30 or Chapter 33, of Title 38, United States Code.

OUT-OF-STATE TUITION

Each full-time or part -time student who is not a resident of the State of Alabama shall pay tuition at 2.00 times the rate for an Alabama resident who is a citizen of the United States.

WITHDRAWALS AND REFUNDS POLICY

Withdrawal Procedures

Students must officially withdraw in person by visiting a College counselor and completing a withdrawal form to be entitled to a refund of tuition and fees.

Students who officially withdraw and have never attended any class(es) are refunded the total tuition and other refundable fees. Students who officially withdraw and have attended class(es) are refunded tuition and refundable fees calculated from the actual date of withdrawal. Refunds are calculated based on the following schedule:

Complete Withdrawal Refund Schedule for Full Session

Complete Withdrawal during first week:
- *75% of tuition and other institutional charges less a 5% administrative fee;*

Complete Withdrawal during second week:
- *50% of tuition and other institutional charges less a 5% administrative fee;*

Complete Withdrawal during third week:
- *25% of tuition and other institutional charges less a 5% administrative fee;*

Complete Withdrawal after end of third week:
- No Refund.

Complete Withdrawal Refund Schedule for Mini-Session

Complete Withdrawal for two class days:
- *75% of tuition and other institutional charges less a 5% administrative fee;*

Complete Withdrawal for four class days:
- *50% of tuition and other institutional charges less a 5% administrative fee;*

Complete Withdrawal for six class days:
- *25% of tuition and other institutional charges less a 5% administrative fee;*

Complete Withdrawal after six class days:
- No Refund.

Refund check(s) are made payable to the student and are mailed to the student's home address as recorded in the registration file. Financial Aid students are subject to the Return of Unearned Aid, Responsibility of the Student Policy.

Refund for Partial Withdrawal
Students who do not completely withdraw from the College but drop a class during the regular drop/add period are refunded the difference in tuition and fees paid and tuition and fees applicable to the reduced number of hours, including fees appropriate to the classes dropped. No refund is due to students who partially withdraw after the official drop/add period. Students who have not attended class by the fifth class day of a term are removed from that class. Students who have not attended any classes by the fifth class day will have their registration voided and will not be registered for that term. It is the students' responsibility to attend class. If an emergency should occur, students are to contact the Director of Admissions office, prior to the fifth day of a term.

Active Duty Military Withdrawal
Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in the time of national crisis may receive a full tuition refund at the time of withdrawal. If a National Guard student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

Administrative Fee
An administrative fee is not to exceed five (5) percent of tuition and other institutional charges, or $100, whichever is lesser, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class or according to the guidelines for the session (full or mini).

Note: All Refunds are in Compliance with Federal Regulations.
The College is in compliance with Federal Regulations relative to refund of tuition and other institutional charges for first time, first term Title IV Recipients.

Ineligibility for Refund
Students who are withdrawn by the College for disciplinary reasons, non-payment of charges, or other similar reasons are not eligible for a refund.

Return of Title IV Funds
Treatment of Financial Aid for Complete Withdrawal
A Return of Title IV Funds calculation is processed for a student who meets the following conditions: receives grant funds (or who meets the conditions that may entitle the student to a late disbursement), begins attending classes, and completely withdraws from the term. The Return of Title IV Funds calculation is a policy of the United States Department of Education that determines the amount of grant funds WCCS and/or the student are to return to a grant program. The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) that at WCCS include the following programs: Federal Pell Grants and Federal Supplemental Opportunity Grants (FSEOG).

The student's recalculated grant award amount is used in the Return of Title IV Funds calculation. The percentage of Title IV aid earned is found by dividing the number of calendar days completed by the time of withdrawal date by the number of calendar days in the term. If the student has completed more than 60% of the term, the student is considered to have earned 100% of the Title IV aid. The amount of Title IV aid earned is found by multiplying the amount of aid disbursed for the term plus what could have been disbursed by the percentage of Title IV aid earned. If the amount earned is less than the amount of aid disbursed, the difference must be returned. If the student earned more than what was disbursed, a late disbursement may be due. If the amount earned equals the amount disbursed, no return and no disbursement are to be made.

WCCS returns the lesser of (a) the total amount of unearned aid or (b) an amount equal to the student's institutional charges multiplied by the percentage of aid unearned. The student is billed for funds returned by WCCS. The amount of aid WCCS is to return is then subtracted from the amount of Title IV aid to be returned to find the initial amount of unearned Title IV aid for the student to return. The total of Title IV grant that was disbursed and could have been disbursed for the payment period is multiplied by 50% to find the amount of Title IV grant protected. The amount of Title IV grant protected is subtracted from the initial amount of unearned Title IV aid for the student to return in order to find the amount of Title IV grant funds for the student to return. In the event of an overpayment, WCCS notifies the student, and the student must pay the Business Office.

Treatment of Financial Aid if a Student Stops Attending Classes or Earns No Passing Grades in a Term
A Return of Title IV Funds calculation is processed for a student who meets the following conditions: receives grant funds (or who meets the conditions that may entitle the student to a late disbursement), begins attending classes, and stops attending classes or earns no passing grades in a term. The Return of Title IV Funds calculation is described in the previous section "Treatment of Financial Aid for Complete Withdrawal."

Refund for Alabama National Guard and Reservists called to Active Duty

Students who are active members of the Alabama National Guard or reservists who are called to active duty in time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the term due to active duty orders or assignment to another location.

RETURNS & REFUNDS

- ➢ TEXTBOOKS
  - A full refund will be given in its original form of payment if textbooks are returned during the first week of classes with original receipt.
  - With proof of a schedule change and the original receipt, a full refund will be given in its original form of payment during the first 30 days of classes.
  - No refunds on unwrapped loose-leaf books or shrink-wrapped titles which do not have the wrapping intact.
  - No refunds on Digital content once accessed.
  - Textbooks must be in original condition.
  - No refunds or exchanges without original receipt.
- ➢ GENERAL READING BOOKS, NOOK® DEVICES, SOFTWARE, AUDIO, VIDEO AND SMALL ELECTRONICS
  - A full refund will be given in your original form of payment if merchandise is returned within 14 days of purchase with original receipt in original packaging.
  - Opened software, audio books, DVDs, CDs, music, and small electronics may not be returned. They can be exchanged for the same item if defective.
  - Merchandise must be in original condition.
  - No refunds or exchanges without original receipt.
- ➢ ALL OTHER MERCHANDISE
  - A full refund will be given in your original form of payment with original receipt.
  - Without a receipt, a store credit will be issued at the current selling price.
  - Cash back on merchandise credits or gift cards will not exceed $1.00.
  - No refunds on gift cards, prepaid cards, phone cards, newspapers, or magazines.
  - Merchandise must be in original condition.

Return of Unearned Aid—Responsibility of the College

The College must return the lesser of the amount of Title IV funds that is not earned by the student; or the amount of institutional charges that the student incurred for the payment period multiplied by the percentage of funds that was not earned. The percentage not earned is determined by subtracting the percentage of Title IV aid earned from 100%. Because of this requirement by the United States Department of Education, the College Refund Policy does not apply to students who receive Title IV assistance. If a student receives a Pell and/or SEOG grant, regardless of who actually paid the tuition and fees, the return or refund created by the withdrawal according to provisions will be made to the Pell and/or SEOG grant programs subject to the maximum amount of the award for the payment period. Therefore, no sponsoring agency that pays tuition and fees (for a student who receives Pell and/or SEOG grants) will receive a refund if the student withdraws from the College until all monies due the Pell and/or SEOG grant programs have been returned.

Return of Unearned Aid—Responsibility of the Student

The student will be held responsible for all unearned grant aid that the College is required to repay to the United States Department of Education. The initial amount of unearned Federal Student Aid due from the student is determined by subtracting the amount returned by the College from the total amount of unearned Title IV funds to be returned. This is called the initial amount due from the student. The amount of grant overpayment due from a student is limited to the amount by which the original grant overpayment exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the student. If a student completely withdraws or ceases to attend all classes before completing 60% of any term and has received Pell and/or SEOG grant funds—whether by check or charged tuition, fees, or books—and the College has to return any funds paid on behalf of the student, the student is responsible for repaying funds to the College.

OTHER REFUNDS – Barnes & Noble Bookstore

Textbooks

A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt. With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes. No refunds on unwrapped loose-leaf books or shrink-wrapped titles which do not have the wrapping intact. No refunds on Digital Content once accessed. Textbooks must be in original condition. No refunds or exchanges without original receipt.

General Reading Books, Nook® Devices, Software, Audio, Video & Small Electronics
A full refund will be given in your original form of payment if merchandise is returned within 14 days of purchase with original receipt in original packaging. Opened software, audio books, DVDs, CDs, music, and small electronics may not be returned. They can be exchanged for the same item if defective. Merchandise must be in original condition. No refunds or exchanges without original receipt.

All Other Merchandise
A full refund will be given in your original form of payment with original receipt. Without a receipt, a store credit will be issued at the current selling price. Cash back on merchandise credits or gift cards will not exceed $1. No refunds on gift cards, prepaid cards, phone cards, newspapers, or magazines. Merchandise must be in original condition.

Books and Supplies
To purchase books with any financial aid, including, but not limited to, Pell Grant, WIA, VA, and scholarships you must:
1) Have a valid student I.D. in hand.
2) Purchase on specified dates; usually no earlier than 5 business days before the first day of class. (Dates will be posted around campus.)

Scholarship students may only purchase books on one day each semester. Students will be notified in advance of the dates. Scholarship students must return **all** books at the end of each semester. Students who withdraw and who have purchased returnable books, and/or supplies from the bookstore and return the items in purchased condition by the end of the first week of the semester will be refunded the full purchase price. The one week limit is necessary in order to accommodate WIA, VA, and Title IV grant distribution requirements. WCCS Bookstore only refunds book purchases due to dropped or canceled classes, or timely withdrawal from a course. In order to return books for credit, a student must:
- Provide proof of drop or withdrawal from the course requiring book,
- Return book in original condition. If a book was purchased in plastic wrapper, the student will not receive a refund for the full price if it is opened.
- Present original bookstore receipt.
- Present valid student I.D.

WCCS Bookstore purchases books at the end of fall and spring semesters during the week of full session finals. WCCS Bookstore pays up to fifty (50) percent of the book's purchase price before tax. The bookstore will not buy back books which:
- Have pending new editions.
- Are overstocked.
- Are damaged beyond normal wear and usage.

Note: Books must be sold back with original components. WCCS Bookstore will not give out buyback information over the phone or without actual book being sold present. WCCS Bookstore does issue cash for purchased books and a valid student I.D. is required at the time of buyback.

ACADEMIC GRADING SYSTEM

Letter grades are assigned according to the following system for all courses for which students have registered except courses in the Associate Degree Nursing Program, Patient Care Technician Program, and the Licensed Practical Nursing Program.

A – Excellent	(90–100)	S – Satisfactory	A=	4 quality points per hour
B – Good	(80–89)	U – Unsatisfactory	B=	3 quality points per hour
C – Average	(70–79)	W – Withdrawal	C=	2 quality points per hour
D – Poor	(60-69)	I – Incomplete	D=	1 quality points per hour
F – Failure	(Below 60)	AU - Audit	F, S, & U=	0 quality points per hour

The student's academic standing (grade-point average or GPA) is obtained by dividing total number of quality points by the total number of semester hours attempted; for each course, multiply credit hours by the number of quality points earned by your grade.

Satisfactory grades are A, B, and C. Senior colleges and universities may not grant credit for a course in which the student has made a grade of D and never for an F. A grade of Incomplete (I) is assigned when the quality of completed work has been passing, but the student has been prevented by illness or other justifiable cause from

completing the required work or taking the final examination. A student who must miss a final examination has the responsibility of notifying the instructor prior to the examination or as soon as possible thereafter, and of furnishing acceptable evidence concerning the cause of absence. If the cause is serious illness, the student should present to the instructor a statement signed by the attending physician. A grade of Incomplete must be cleared by the 50% point of the next semester. If not so done, the "I" becomes an "F."

ACADEMIC HONORS

The College recognizes superior scholastic achievement by compiling the President's List and the Dean's List at the end of each regular term. The President's List recognizes students who scheduled 12 or more semester hours and who have a grade-point average of 4.00. The Dean's List recognizes students who scheduled 12 or more semester hours and who have a grade-point average of 3.50 to 3.99.

ATTENDANCE POLICY
(Absences)

Students are expected to attend each class session, to arrive on time, and to remain for the entire class session. Faculty may record attendance from the first class meeting. However, it is the student's responsibility to keep track of their class attendance. The instructor is not required to notify the student when the student has been excessively absent. Frequent absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course. In such cases, the student should withdraw from the class before the last date to drop with a grade of "W." Withdrawal from a class may affect eligibility for federal financial aid. Students should contact the Office of Financial Aid for information concerning federal financial aid issues.

When a student is absent from class, the student is responsible for all material covered in class and for any assignments made in class. The instructor is not required to review with the student any material missed as a result of being absent, nor is the instructor required to notify a student if a student is in danger of a lowered grade due to any graded work missed. The instructor is not required to provide an opportunity for make-up. The instructor's policies regarding attendance issues (including make-up work) shall be clearly defined in the syllabus to be distributed on the first day of class. Attendance requirements in career/technical programs may differ from (and be more restrictive than) this policy.

Absences for Approved College Activities

Absences for students participating in official College activities that have been approved by the President or his designee will be excused upon receipt of written notification from the appropriate coach or sponsor. This notification will meet the following guidelines:
1. Notification must be given to the instructor prior to the absence(s); and
2. Notification must state the time frame of the activity including, specifically, the time for which the student must leave for the activity and when the student will return to campus.

It is the responsibility of each student engaged in approved College activities to make arrangements to complete any missed assignments, examinations, or other course requirements, at a time convenient for the instructor.

STANDARDS OF PROGRESS
(Academic Probation and Suspension)

These standards of progress shall apply to all students unless otherwise noted. Exceptions: Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than two semesters in length may have higher standards of progress than the institutional standards of progress.
1. Selected transfer students will be placed on Academic Probation upon admission and must transition to these standards of academic progress.
2. Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

A. **Standards of Progress Policy**
   Required GPA levels for students according to number of hours attempted at the institution:
   1. Students who have attempted 12 - 21 credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.
   2. Students who have attempted 22 - 32 credit hours at the institution must maintain a 1.75 Cumulative Grade Point Average.
   3. Students who have attempted 33 or more credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

B. **Intervention for Student Success**
When a student is placed on Academic Probation, One Semester Academic Suspension, or One Calendar Year Academic Suspension, college officials may provide intervention for the student by taking steps, including but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

C. **Changes in Program of Study**
During matriculation at Wallace Community College Selma, a student may change his/her major program of study only three (3) times.

D. **Application of Standards of Progress**
1. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is "Clear".
2. When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on Academic Probation.
3. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution but the Semester GPA is 2.0 or above, the student remains on Academic Probation.

When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the Semester GPA is below 2.0, the student is suspended for one semester. The transcript will read **Academic Suspension – One Semester**. When the Cumulative GPA is at or above the required GPA for the total number of credit hours attempted at the institution, the student's status is "Clear."

4. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read **Academic Suspension – One Semester/ Readmitted Upon Appeal**. The student who is readmitted upon appeal re-enters the institution on Academic Probation. The student who serves one semester on academic suspension re-enters the institution on Academic Probation.
5. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on Academic Probation.
6. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose Semester GPA is below 2.0 will be suspended for one calendar year. The transcript will read Academic Suspension – One Year.
7. The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read **Academic Suspension–One Year/Readmitted upon appeal**.
8. The student who is readmitted upon appeal re-enters the institution on Academic Probation. The student who serves the calendar suspension re-enters the institution on Academic Probation.

All applicable academic designations except Clear will appear on the student's transcript.

E. **Process of Appeal for Readmission**
A student may be considered for readmission after suspension only upon appeal to the Grievance and Appeal Committee. The Grievance and Appeal Committee consists of the Dean of Instruction, the Dean of Students, the Student Support Services Counselor, the President of the Student Government Association, and a member of the Student Government Association.

MAXIMUM COURSE LOADS

The minimum load for a regular full-time student is 12 hours. Students who wish to pursue more than 19 semester hours must receive approval for an overload (a signed Overload Permission Form) from the Dean of Instruction. No student shall be permitted to pursue more than 24 semester hours in any one term for any reason. Students with less than 2.0 GPA for the preceding semester may schedule a maximum of 19 semester hours.

In order for a student to be considered a dependent for health insurance purposes, insurance companies require that the student be enrolled as a *full-time* student—i.e., enrolled in at least 12 semester hours each semester.

ACADEMIC SCHEDULE CHANGES

1. **Drop/Add** A student who has a justifiable reason for making a schedule change may do so during the official change in registration period by (1) reporting to the Office of Student Services for course changes, and (2) reporting to the Business Office to pay additional fees, or request a refund (if applicable).

2. **Audit** Students may apply to audit one or more courses without credit. The same registration procedure is followed as for courses bearing credit and the same fee is charged as for courses bearing credit. Students registered for credit may change to audit at any time through the first three weeks of the semester. No change from credit to audit will be permitted after this date. Changes must be made with the instructor and the Dean of Instruction. Students who choose to change from credit to audit are expected to attend classes in the same manner as students who are taking the class for credit, and audit students must perform normal class activities. The only exception to this is that the audit student is not required to take the final examination. If the audit student does not perform class activities assigned to him by the instructor, the instructor may change the grade from Audit to F on the final grade report. A student may audit an ADN course only after successfully completing that course.

WITHDRAWAL FROM A COURSE

1. **Non Health-related Programs** A student who wishes to withdraw from a course after the official drop/add period may do so only by completing and signing an official Withdrawal Form in the Office of Student Services. Students who complete this Form will receive a grade of "W." A student may withdraw from a course without prejudice until the 80% point of the term. After this date, the student will receive a grade of "F."

2. **Health-related Programs** (ADN, LPN, PCT). The withdrawal policy for each health related program is carefully defined and described in the respective program handbook. Please refer to the handbook of the specific health related program for detailed withdrawal information.

WITHDRAWAL FROM THE COLLEGE

A student may completely withdraw from the institution up to two weeks prior to final exams by completing a Withdrawal Form from the Office of Student Services.

STUDENT RECORDS POLICY

All students and parents should be aware of the provision of Public Law 93-380, the Family Education Rights and Privacy Act of 1974, also known as "The Buckley Amendment." Under the provision of this law, all students and former students of Wallace Community College Selma have the right to inspect their official educational records in the Office of Student Services. This right of inspection does not apply to any information submitted to this office as confidential prior to January 1, 1975. Parents or guardians of a student may not see records nor receive any grades unless the student specifically designates that his/her records and /or his/her grades may be made available to the parents or guardians. Grades are mailed to the address indicated by the student on the registration form. Information classified as "Directory Information" may be released by Wallace Community College Selma unless a student specifically informs the Office of Student Services at the beginning of each semester of his/her desire to be excluded in a directory. "Directory Information" includes the following:

1. Name, address, telephone listing
2. Date and place of birth
3. Major or minor fields of study
4. Participation in officially recognized athletics and other activities, including weight and height of members of athletic teams
5. Dates of attendance
6. Degrees and awards received
7. The most recent previous education institution attended

Wallace Community College Selma may release students' education records to the following without prior written consent:

1. College officials who have a legitimate education interest in the records. College officials are defined as instructors, administrative personnel, and other employees, who in the performance of their normal duties require access to students' records. If college officials are required in the performance of the duties to review the educational records of a student, this will be considered to be a legitimate educational interest.

2. Government representatives of the Comptroller General of the United States, the Secretary of Human Resources, the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary of Education, State educational authorities, and State officials to which such information is specifically required to be reported or disclosed by State law adopted prior to November 19, 1974.

3. Accrediting organizations to carry out their accrediting functions.
4. To comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
5. Appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that information be released to a party who would be in a position to deal with the emergency, and that the student will be notified insofar as possible of the information released, the purpose for the release, and to whom the information was released.
6. For additional information see the Student Handbook.

STUDENT TRANSCRIPT POLICY

The transcript policy of Wallace Community College Selma includes the following:
1. In compliance with the Family Education Rights and Privacy Act, Wallace Community College Selma does not release transcripts of a student's work except upon the student's written request.
2. <u>Official</u> transcripts are sent to institutions, companies, agencies, etc., on the student's written request.
3. Official transcripts will not be issued to the individual student; however, the student may request an <u>unofficial</u> transcript from the Office of Student Services, or the student may print an unofficial copy from the WCCS website. An unofficial transcript does not bear the college seal.
4. Transcript requests are processed as they are received. Requests should be made at least two weeks prior to need.
5. There is no charge for transcripts.
   Written transcript requests should be sent to: Wallace Community College Selma
   Office of Student Services
   P. O. Box 2530
   Selma, AL 36702-2530

Be sure to include name, dates of attendance, social security number, and address to which transcript is to be sent. **NOTE**: (Students with name changes should include all former names.)
6. The Office of Student Services does not issue or reproduce transcripts from other institutions. Requests for transcripts of course work completed at another institution must be directed to the institution concerned.
7. Transcript requests may be denied for students who have a financial obligation to the college.

NON-TRADITIONAL CLASS HOURS

To meet the needs of our students, the number and variety of traditional and non-traditional (E-Learning) classes have been expanded to provide greater flexibility in scheduling. While the majority of College course offerings occur at traditional times (Monday through Thursday, 8:00 a.m. to 3:15 p.m. and 8:00 a.m. to 2:15 p.m. on Fridays), the College makes no assurance that all courses needed to complete a given curriculum will be offered during traditional hours. Availability of laboratory facilities, adjunct faculty, and external training sites may require that certain courses be offered in the evening or on weekends. Any student who is concerned about evening or weekend class attendance should consult with appropriate program faculty before enrollment.

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

General Education is that part of the total educational program, as distinguished from vocational or occupational education, which seeks primarily to develop student skills, knowledge, attitudes, and values to provide for effective personal and family living and responsible citizenship in a democratic society. Upon successful completion of certain General Education courses, the student will have acquired the skills and abilities described in the General Education Student Learning Outcomes listed below. A more comprehensive list of General Education outcomes may be found in specific course syllabi. The General Education Student Learning Outcomes for all degree programs (AA, AS and AAS) at Wallace Community College Selma are:

- ***Expected Student General Education Learning Outcome I – Critical Thinking:***
  Students will demonstrate the ability to think critically and effectively and will be able to apply the principles of the research method.
- ***Expected Student General Education Learning Outcome II – Communicate Effectively:***
  Students will demonstrate oral and written communication that is characterized by clarity, critical analysis, logic, coherence, persuasion, and rhetorical awareness.
- ***Expected Student General Education Learning Outcome III – Historical Perspective:***
  Students' historical perspective will be characterized by the ability to describe and analyze situations in terms of past and present significance.
- ***Expected Student General Education Learning Outcome IV – Natural Sciences:***
  Students will understand and describe the role of science in modern society.
- ***Expected Student General Education Learning Outcome V – Social/Behavioral Sciences:***
  Students will understand and describe the characteristics of social, economic and political relationships.

- ***Expected Student General Education Learning Outcome VI - Humanities and Fine Arts:***
  The aesthetic perspective of students will be characterized by a critical appreciation of the arts and by the ability to make informed aesthetic judgments about the arts.
- ***Expected Student General Education Learning Outcome VII – Ethics:***
  Students will be able to recognize ethical issues and to apply ethical models to personal and societal problems.
- ***Expected Student General Education Learning Outcome VIII – Computer Literacy:***
  Students will demonstrate the basic computer skills necessary to function effectively in a technological society.
- ***Expected Student General Education Learning Outcome IX – Quantitative Reasoning – Mathematics:***
  Students will manifest quantitative reasoning ability and use of mathematics characterized by logic, analysis, and verbal, numeric, graphical, and symbolic problem solving.

STUDENT SUPPORT SERVICES PROGRAM

This institution recognizes that students enter college with various levels of academic preparedness and that all students are not equally prepared for traditional college level study. The Student Support Services Program funded by the federal government and the College is designed to help students whose placement scores indicate a need to strengthen reading and English skills prior to their enrolling in selected college level courses or technical programs.

Students are placed into the Student Support Services Program following basic skills evaluation. The academic needs of students are assessed individually, and those services needed are provided. The following services are available to the student: developmental classes in English and reading, tutorial assistance, counseling, academic advising, and cultural enrichment activities.

Students in the Student Support Services Program may enroll in traditional college courses upon successful completion of prerequisite courses.

TYPES OF AWARDS

Wallace Community College Selma is empowered by the Alabama Board of Trustees to award both associate degrees and certificates. WCCS awards the Associate in Arts Degree and the Associate in Science Degree to individuals whose primary educational objective is to transfer to a senior college or university. In addition, the College awards the Associate in Applied Science Degree, the Standard Certificate and the Short Term Certificate to individuals desiring to pursue a career/technical program of study leading to a specific occupational objective.

BASIC ASSOCIATE DEGREE REQUIREMENTS

A student shall be awarded the Associate in Arts, Associate in Science, or the Associate in Applied Science degree upon the satisfactory completion of the requirements of the specific program as specified by Wallace Community College Selma. Degrees are awarded on an annual basis after the completion of spring semester.

Upon a student's completion of 45 semester credit hours, the Office of Student Services will contact the student regarding graduation eligibility. The student must schedule a pre-graduation conference during which an evaluation of academic status will be conducted. It is the responsibility of the student to apply for graduation and comply with the following minimum standards:

1. Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. A course may be counted only once for purposes of meeting graduation requirements. Only courses numbered 100 or above will be counted toward graduation.
3. Complete at least 25 percent of semester credit hours at the college granting the degree.
4. Meet all requirements for graduation within one calendar year from the last semester/term of attendance.
5. All certificate and degree-seeking students will demonstrate computer literacy by either integral curriculum content (e.g., ELT 231, DDT 104, CIS 146, NUR 204, etc., or by completing one or more of the following courses: CIS 130, CIS 146, ENG 100, ENG 101, or any E-learning course.
6. Fulfill all financial obligations to the College.
7. The Dean of Instruction shall approve the formal award when the student meets all requirements for graduation satisfactorily.
8. Receive approval by the President.

BASIC STANDARD CERTIFICATE REQUIREMENTS

In certain occupational areas, a student may be granted an award other than a degree (i.e., a certificate) upon satisfactory completion of the requirements of the specific program. The College's certificate-only programs include Cosmetology, Cosmetology Instructor Training, Criminal Justice, Masonry/Building Trades, Licensed Practical Nursing, Nursing Assistant, and Welding. In order to be awarded a Certificate by this College, a student must:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in developmental courses. Courses may be counted only once for purposes of meeting graduation requirements.
3. Complete at least one-half of the total semester credit hours required in the program at this College.
4. Be enrolled during the semester in which the award is earned or, with the approval of the Dean of Students and within a calendar year of the last semester of attendance, transfer from a regionally accredited institution no more than the last six semester hours required for completion of the program, with a minimum grade of "C" in the courses transferred.
5. Complete a formal application for a Certificate.
6. Fulfill all financial obligations to the College.

SENIOR COLLEGE TRANSFER PROGRAMS

The Associate in Arts and Associate in Science degrees are often referred to as "transfer degrees" because they are primarily designed to prepare the student for transfer into a baccalaureate program at a senior college or university. However, since acceptance of transfer credits is ultimately determined by the senior institution, students planning to transfer must consult their advisor at this College as well as the catalog of the institution to which they are planning to transfer to insure that credit courses from this College will transfer to the senior college. Students are advised that they should establish contact with a counselor at the senior college to which the student intends to transfer. Students are also advised that it is usually to their advantage to complete all the requirements for an appropriate associate degree at Wallace Community College Selma and graduate prior to transferring to a senior college in order to best insure transfer to that institution with junior standing.

For the freshman and sophomore years, the nature and number of pre-professional courses required varies among universities and colleges. Students who have determined which profession or occupation they plan to enter should study the list of courses prescribed by the four-year college they plan to attend. It is the student's responsibility to become familiar with the requirements of the four-year college.

TRANSFER CREDIT DISCLAIMER

Students Please Note: Some courses taught at Wallace Community College Selma are not designed for transfer credit to four-year colleges and universities. If transfer to a four-year institution is planned, it is necessary to follow a prescribed program of study designed to transfer in order to prevent loss of course credit upon transferring.

ALABAMA ARTICULATION PROGRAM (STARS)

The Alabama Articulation Program (also called **STARS–** Statewide Articulation Reporting System) is a computerized articulation and transfer planning system designed to inform students who attend Alabama's public community colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four-year institution. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made. STARS is the information link between the state's public two-year and four-year institutions. The STARS database, if used properly, can prevent the loss of course work and can ease the transition from one institution to another. Students who are interested in receiving a STARS "Transfer Guide & Contract" should contact:

Office of Student Services
(334) 876-9302

ASSOCIATE IN ARTS (AA) DEGREE PROGRAM

The Associate in Arts degree program is intended to meet the needs of students who plan to transfer to a senior institution and pursue a course of study in a liberal arts area. This is a planned university-parallel program designed to meet the requirements of the first two years of a Bachelor of Arts degree. The primary purpose of the Associate in Arts Program is to serve as a curriculum for individuals intending to transfer to a four-year college or university to pursue a bachelor's degree in fine arts, humanities, law, foreign language, social sciences, and education-related disciplines. Secondarily it serves as a General Studies curriculum for students who are interested in a liberal arts baccalaureate education but have not yet made a firm decision with respect to their baccalaureate major. Area V requirements vary with individual four-year institutions; thus, students must obtain an approved university parallel (STARS) plan from the appropriate academic advisor.

Semester Hour (SH) Distribution Requirements by Academic Area* ....SH

Area I: Written Composition 6
Must Complete Written Composition I and II (ENG 101 and ENG 102)

Area II: Humanities and Fine Arts 12
*Must c*omplete 3 semester hours in Literature**
Must complete 3 semester hours in the Arts
Must complete 3 semester hours in oral communications (SPH 106 or 107)
Must complete 3 additional semester hours in humanities

Area III: Natural Sciences & Math.. 11
Must complete 3 semester hours in Math at the Pre-calculus Algebra or Finite Math Level
Must complete 8 semester hours in the Natural Sciences which must include one laboratory experience

Area IV: History, Social, and Behavioral Sciences 12
Must complete 3 semester hours in History**
*Must c*omplete at least 9 semester hours from among other disciplines in the Social and Behavioral Sciences

Area V: Pre-Professional, Pre-Major, and Elective Courses 19-23
Must complete additional Associate in Arts Degree courses appropriate to the degree requirements and the intended baccalaureate major of the individual student ***

Semester Credit Hour Total in Areas I-V of the AA Program 60-64

* Requirements in one area do not satisfy or substitute for requirements in another area.
** Students must complete a six semester hour sequence either in literature or history. The sequence in Area II in literature, or Area IV in history, should be determined by the requirements of the student's intended major and transfer plans.
*** Respective programs of study for bachelor's degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor's degree, institutions in The Alabama College System are only authorized to provide only (i.e., transfer) fifty (50) percent of that total (60-64).

ASSOCIATE IN SCIENCE (AS) DEGREE PROGRAM

The Associate in Science degree program is intended to meet the needs of students who plan to transfer to a senior institution and pursue a course of study in a general field or a specialized professional field. This is a planned university-parallel program designed to meet the requirements of the first two years of a Bachelor of Science degree. The primary purpose of the Associate in Science Program is to serve as a curriculum for individuals intending to obtain a bachelor's degree in the natural sciences, computer sciences, architecture, engineering, mathematics, nursing, pharmacy, forestry, pre-medicine and pre-dentistry. Area V requirements vary with individual four-year institutions; thus, students must obtain an approved university parallel (STARS) plan from the appropriate academic advisor.

Semester Hour (SH) Distribution Requirements by Academic Area:* ....**SH**

Area I: Written Composition **6**
*Must c*omplete Written Composition I and II (ENG 101 and 102)

Area II: Humanities and Fine Arts **12**
*Must c*omplete 3 semester hours in Literature**
*Must c*omplete 3 semester hours in the Arts
*Must c*omplete 3 semester hours in oral communications (SPH 106 or 107)
*Must c*omplete 3 additional semester hours in humanities

Area III: Natural Sciences & Math **11**
*Must c*omplete 3 semester hours in Mathematics at the Pre-calculus Algebra or Finite Math Level
*Must c*omplete 8 semester hours in the Natural Sciences which must include laboratory experiences

Area IV: History, Social, and Behavioral Sciences **12**
Must complete 3 semester hours in history**
Must complete at least 9 semester hours from among other disciplines in the Social and Behavioral Sciences

Area V: Pre-Professional, Pre-Major, and Elective Courses **19-23**
Must complete additional Associate in Science Degree courses appropriate to the degree requirements and the intended baccalaureate major of the individual student***

Semester Hour Credit Total in Areas I-V of the AS Program **60-64**
*   Requirements in one area do not satisfy or substitute for requirements in another area.
**   Students must complete a six semester hour sequence either in literature or history. The sequence in Area II in literature, or Area IV in history should be determined by the requirements of the student's major and transfer plans.
*** Respective programs of study for bachelor's degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor's degree, institutions in The Alabama College System are authorized to provide only (i.e., transfer) fifty (50) percent of that total (60-64).

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE PROGRAMS

The Associate in Applied Science degree is offered in certain academic occupational programs such as Associate Degree Nursing, Business Administration, and Computer Information Systems.

The Associate in Applied Science degree is also offered to students who satisfactorily complete the prescribed general education requirements during or after the completion of a Career/Technical Program. More specifically, the Associate in Applied Science degree is available in the following Career/Technical programs: Drafting and Design Technology, Electrical Technology, Industrial Maintenance Technology and Office Administration.

Semester Hour (SH) Distribution Requirements by Academic Area:* ....SH
Area I: Written Composition 3-6
Must complete Written Composition I (ENG 101)

Area II: Humanities and Fine Arts 6
*Must c*omplete 3 semester hours in the Humanities or Fine Arts
Must complete 3 semester hours in oral communication (SPH 106 or 107)

Area III: Natural Sciences and Math 9-11
Must complete 3 semester hours in Mathematics (MTH 100 or above)
Must complete an additional 3 semester hours in Mathematics, Natural Sciences or Computer Sciences
Must demonstrate Computer Literacy Skills, or must complete one 3 semester hour Computer Science Course

Area IV: History, Social, and Behavioral Sciences 3-6

Area V: Pre-Professional, Pre-Major, and Elective Courses 37-53

Maximum Semester Hour Credit Total in Areas I-V for the AAS Program.................................... 76

(Depending on specific program of study)
* Requirements in one area do not satisfy or substitute for requirements in another area.

STANDARD CERTIFICATE (CER) PROGRAMS
(30-60 Semester Hours)

Standard Certificate programs are career development opportunities designed primarily for students who wish to obtain employable skills in the shortest amount of time possible. Each curriculum contains college level occupational courses which are pertinent to that particular field as well as general education courses intended to strengthen the student's basic skills and employability potential.

Minimum Semester Hour Distribution Requirements by Academic Area:*.................................. SH
Area I: Written Composition 3
Must Complete Written Composition I (ENG 100 or ENG 101)

Area II: Humanities and Fine Arts 3
Speech is required in Standard Certificate Programs unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline specific course

Area III: Natural Science and Mathematics 6
Must complete 6 semester hours in mathematics, Natural sciences or Computer Sciences
Must demonstrate computer literacy skills by completing at least one computer science course, or by demonstrating computer proficiencies within at least one required discipline-specific course

Area IV: History, Social, and Behavioral Sciences 0

Area V: Maximum Additional General Education Courses, Technical Concentration,
and Electives 18-48
Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses and electives

Maximum Program Total Semester Hours.. **60**

SHORT TERM CERTIFICATE (STC) PROGRAMS
(9-29 Semester Hours)

Short Term Certificate programs are career development opportunities designed primarily to accommodate those students who are already employed and who desire to acquire new skills on a part time basis. A Short Term Certificate curriculum may be offered in a program area in which a Standard Certificate or an Associate in Applied Science Degree is possible, or in an area in which the Standard Certificate or Associate Degree is not possible. Short Term Certificates must include at least 9 credit hours and may not exceed 29 credit hours. Short Term Certificates provide students with an opportunity to obtain training in career/technical programs in a limited amount of time allowing students to obtain employment quickly. Each Short Term Certificate curriculum contains college level occupational courses which are pertinent to that particular field and may also require students to complete some minimum academic requirements. WCCS offers Short Term Certificates in the following areas: Cosmetology Instructor Training, Criminal Justice, Industrial Maintenance Technology, Masonry/Building Trades, Nursing Assistant and Office Administration.

Minimum Semester Hour Distribution Requirements by Academic Area:*...................................SH
Area I: Written Composition 0-3
One technical writing course is recommended

Area II: Humanities and Fine Arts 0

Area III: Natural Sciences and Math... 0-3

Area IV: History, Social, and Behavioral Sciences 0

Area V: Maximum Additional General Education Courses, Technical Concentration,
and Electives 23-29
Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses and electives

Maximum Program Total Semester Hours.. **29**

ASSOCIATE DEGREE NURSING (ADN) PROGRAM
CIP: 51.3801

The Associate Degree Nursing (ADN) Program at Wallace Community College Selma is designed to prepare students to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and to become professional nurses prepared to meet the health care needs of individuals of all ages at any point on the health-illness continuum. The ADN curriculum incorporates general academic courses in addition to the nursing courses. Methods of instruction within the nursing courses include classroom instruction, laboratory experiences, and guided clinical experiences in varied health care agencies. ADN graduates are prepared to fulfill entry level positions as staff nurses and may be employed in a variety of settings such as outpatient clinics, hospitals, long term care facilities, physician's offices, and home health care agencies. Salaries are varied, dependent upon location, job description, skill, and individual attributes.

The ADN program offers two educational options for an Associate Degree in Nursing:
1) *__The Generic Program__* offers beginning nursing students the opportunity to complete the Associate in Applied Science Degree (Nursing) in five semesters. Students entering the generic program are not required to have any prior knowledge or skills in nursing.
2) *__The Mobility Program__* is designed for Licensed Practical Nurses and enables them to complete the Associate in Applied Science Degree (Nursing) in three semesters.

Graduates of both options may be eligible to take the NCLEX-RN. However, graduation from this program does not guarantee eligibility to take the National Council Licensure Examination - Registered Nurse. The Alabama Board of Nursing has the option of denying eligibility to any candidate who fails to produce evidence of good moral character, such as, but not limited to, an arrest or conviction of a criminal offense or for driving under the influence of drugs/alcohol. Any questions regarding this matter may be directed to the Director of Health Sciences at Wallace Community College Selma. Selection of each class is made by the Nursing Admissions Committee.

ADN students are required to have an overall grade-point average of 2.0 ("C") from WCCS in order to graduate. In addition, students must have a grade of "C" or better in the didactic (theory) and clinical/laboratory components of all nursing courses. Special grading criteria are in effect for all nursing courses. The grading criteria for all courses with the prefix NUR are as follows:

A   =   90   -   100
B   =   80   -   89
C   =   75   -   79
D   =   60   -   74
F   =   59   -   and below

Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary. In order to be admitted and to progress in the nursing program, one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations. Applicants must submit the completed Essential Functions Form prior to enrollment in the program and must update as applicable.

All students are required to have a physical examination before entering the program and again on a yearly basis. Students acquiring medical conditions needing continuous medical management during the course of the program may be required to present a signed statement from their physician stating it is permissible for them to continue in the program. These students must be physically able to complete all clinical requirements as scheduled. In addition, all students are required to have a negative drug screen (at the students' expense) in order to participate in the clinical component of a nursing course. The random drug screen will be scheduled by the ADN Department. Students are advised that if health or behavioral problems (physical, mental, emotional) become evident during the student's enrollment in the program, the Director of the ADN Program can request, at the student's expense, that an appropriate, professional evaluation be made of the student's behavior. Students in the Nursing Program shall abide by and be governed by both the rules and regulations of the Nursing Program as stated in the ADN Student Handbook and the Student Handbook of the College. The Alabama College System endorses the Americans' with Disabilities Act. In accordance with College Policy, when requested, reasonable accommodations may be provided for students with disabilities.

The ADN Program has received full approval of the Alabama Board of Nursing and continuing full accreditation from the Accreditation Commission for Education in Nursing (ACEN). Further information regarding the ADN Program and its accreditation status may be obtained by telephoning (404)-975-5000 or by writing to: ACEN 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326

ADN Admission Criteria for Generic Students
Applicants admitted into the ADN Generic Program each fall semester will be selected from high school graduates/GED recipients, students currently enrolled at WCCS, and students transferring from other colleges, according to established criteria. Space available at clinical sites and student-teacher ratios required by the Alabama Board of Nursing limit the number of applicants accepted each year.

General Requirements for Admission:
1. Application Deadline: June 1 prior to the fall semester in which the student desires consideration for admission.
2. Applicants must submit the following to be eligible for the ADN Generic Program which begins in the fall semester of each year:
    a.   Application for admission to the College
    b.   Application Packet for admission to the Generic Program which is obtained from the Office of Admission and Records (334) 876-9295, or the WCCS website. If the Application Packet is found to be incomplete, the applicant will not be considered for entrance into the ADN Program.
    c.   Official transcript(s) from all college(s) attended must be sent to the Office of Admissions and Records
    d.   Unofficial transcript(s) from all college(s) attended must be enclosed in the Application Packet
    e.   Official high school transcript or GED scores if no college-level courses have been completed
    f.   Be in good standing with Wallace Community College Selma (2.0 or higher GPA)
    g.   A minimum of 2.5 GPA for nursing required academic core courses and minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which students is transferring.
    h.   A minimum of 2.5 GPA cumulative high school GPA for students without prior college courses (GED will be used if applicable).
    i.   A Minimum of 18 ACT composite score National or Residential.
    j.   Meet Essential Functions required for nursing
    k.   WCCS Health form signed by a physician or nurse practitioner.
3. Applicants must be eligible to enroll in ENG 101, MTH 100 and BIO 201.

Specific Requirements for Admission:
After meeting all minimum requirements, applicants are ranked using a point system based on:
1.   ACT Score. There are 36 points possible. No limit on when the ACT Test was taken.
2.   Points for grades in the following nursing required core general educational courses are as documented:

Generic	A	B	C
ENG101	3	2	1
MTH100	3	2	1
BIO201	3	2	1
BIO202	3	2	1

OR

Points for grades in selected high school courses if applicant has not attended college. (Maximum 54 points).

	A	B	C
Highest Level Biology (including A & P)	3	2	1
Algebra II or Higher Level Math	3	2	1
Chemistry	3	2	1

3.   Additional points (Maximum 10) - Students may be awarded up to 10 additional points as follows: Current enrollment or previously earned credit at WCCS (graduate of the WCCS Program) = 3 points. Completion of PN Program at WCCS = 4 points. Completion of BIO220 = 3 points (A), 2 points (B) and 1 point (C). In order to increase one's chances for successful progression, we strongly recommend that students complete all academic courses before entering this program. Admission to the Associate Degree Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance. Selection of each class is made by the Nursing Admissions Committee. All applicants will be notified by mail of their eligibility or ineligibility.

ADN Admission Criteria for Mobility Students

Applicants admitted into the ADN Mobility Program each summer semester will be selected from applicants who are graduates of an accredited Practical Nursing Program and are currently licensed in the State of Alabama.

I. Application Deadline:

    December 1st of the year prior to enrollment

II. General requirements for admission:

    Applicants must submit the following to be eligible for the ADN Mobility Program which begins in the fall semester of each year:

    a. Application for admission to the College,

    b. Application Packet for admission to the Mobility Program which is obtained from the Office of Admissions and Records (334-876-9295). If the Application Packet is found to be incomplete, the applicant will not be considered for entrance into the program,

    c. Official transcript(s) from all college(s) and technical school(s) attended must be sent to the Office of Admissions and Records,

    d. Unofficial transcript(s) from all college(s) and technical school(s) attended must be enclosed in the Application Packet,

    e. A valid, unencumbered Alabama LPN License,

    f. Meet Essential Functions required for nursing,

    g. WCCS Health form signed by a physician or nurse practitioner,

    h. Be in good standing with Wallace Community College Selma (2.0 or higher GPA),

    i. A minimum of 2.5 GPA for nursing required academic core courses and minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring,

    j. A minimum of 18 ACT Composite score National or Residual,

    k. Must complete the following courses with a "C" or higher, prior to enrollment in the LPN to RN Mobility Program:

        MTH100 College Algebra (or higher math, i.e. Pre-Calculus, Finite Math, etc.) (3 credit hours)

        BIO201 Human Anatomy & Physiology I (4 credit hours)

        BIO202 Human Anatomy & Physiology II (4 credit hours)

        ENG101 English Composition (3 credit hours)

        PSY210 Human Growth and Development (3 credit hours)

        SPH106 or SPH107 Fundamentals of Oral Communication/Fundamentals of Public Speaking (3 credit hours)

        *NUR209 Concepts for Healthcare Transition Students

*This course is mandatory for all LPN/RN mobility students who have graduated from a practical nursing program more than one year ago and/or in the old curriculum and/or from a practical nursing program outside of the Alabama Two-Year College System. After successful completion of NUR209, LPN/RN mobility students will receive six (6) hours credit for NUR209. Once the mobility program is successfully completed 15 non-traditional credit hours will be awarded.

Additional Requirements upon Admission:

Both the Generic and the Mobility students must meet the following requirements after admission into the Associate Degree Nursing Program:

    1. All students must purchase professional liability insurance which is provided through a group policy.

    2. All students must submit proof of current CPR certification during the first week of each semester which must remain current for the entire semester.

    3. All students are required to attend the scheduled in-service program on blood-borne pathogens. Each student must sign a statement signifying initiation/completion or refusal of the hepatitis vaccine series prior to the first clinical assignment within the curriculum.

    4. All students are required to complete a Medical Liability and Release Form prior to the first clinical assignment.

    5. In order to meet the requirements of clinical agencies, all students are required to have a completed background check prior to the first day of class. This is to ensure a safe environment for both the students and the public. Students who have not completed the background check by the first day of class will be required to withdraw from the ADN program. If any information is found that would negatively affect your enrollment status, you will be required to withdraw from the A. D. N. program.

    6. All students are required to have a drug screen prior to the first clinical assignment at a time designated by the ADN department.

Specific requirements regarding Associate Degree Nursing Policies are contained in the ADN Student Handbook.

Progression

All students entering the ADN program are governed by the policies in the *College Catalog*, the *ADN Student Handbook*, and the clinical facilities to which they are assigned for clinical practice.

1. In order to satisfactorily progress in the nursing program, the student must:
   a. Maintain a grade of C or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA from WCCS.
   b. Unless completed previously, students must complete all required general education courses according to The Alabama Community College System Nursing Education curriculum. Any exceptions must be approved by the nursing program director.
   c. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
   d. Maintain current CPR at the health care provider level.
   e. Adhere to the WCCS Conduct Code and the Code of Ethics for Professional Nurses. The nursing faculty reserves the right to determine legal, moral, emotional, or performance behaviors that may cause harm to a client. Additionally the ADN Department reserves the right to permanently dismiss from the program any student who is refused the use of the facilities by a clinical agency.
   f. Submit an updated WCCS health form annually.
   g. Adhere to the current ADN Program attendance policy.
   h. Obtain the required WCCS student uniform.
2. If a student withdraws or makes a D or an F in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.
3. A student who has been dismissed from a specific program (ADN/PN/Mobility) can apply for admission as a new student to any nursing program within the Alabama College System, provided:
   a. the student meets current entry requirements;
   b. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.
4. Definition of a **new student**
   A new statement is defined as:
   a. A student who has never been previously accepted to either a LPN Program or an ADN Program; or
   b. A student who has failed or withdrawn from one or more courses in two separate semesters is required to repeat the entire nursing curriculum from its beginning;
   c. More than one (1) year has elapsed since enrollment in any nursing course.
5. Students previously dismissed from a nursing program for disciplinary reasons and / or unsafe / unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.

PROGRESSION POLICY

In order to progress in the nursing program, the student must:
   1. Achieve a grade of "C" or better in all required general education and nursing courses.
   2. Be acceptable by clinical agencies for clinical experiences.
   3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
   4. Maintain current CPR at the health care provider level.

Nursing Non-Progression

Nursing non-progression is defined as failure or withdrawal (for any reason) from one or more courses in two separate semesters. Students withdrawing from one or more courses in the same semester are not considered under this definition to have experienced a nursing non-progression, and should return to repeat the required courses at the first course offering. Students returning to repeat a course due to withdrawal will be allowed to register for said course(s) on a space available basis.

Reinstatement

Students who experience non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program.

Reinstatement to the nursing program is based on space availability and is not guaranteed. Selection for reinstatement is based on GPA in nursing program required courses. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. Reinstatement can be denied due to, but not limited to, any of the following circumstances:

1. Space unavailability;
2. Refusal by clinical agencies to accept the student for clinical experiences;
3. Twelve months have elapsed since the student enrollment in a nursing course;

Criteria for Reinstatement
1. Demonstrate a 2.0 GPA in nursing program required courses.
2. Student has had no more than one non-progression since program admission.
3. Demonstrate acceptable skills proficiency.
4. Meet acceptability criteria for placement at clinical agencies for clinical experiences.
5. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
6. Demonstrate current CPR at the health care provider level.

Process for Reinstatement
1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application by published deadlines.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update immunizations, CPR, drug testing and background screening according to program policy.

Readmission
Students not eligible for program reinstatement may apply for program admission as a new student. If accepted, all nursing program courses (NUR prefix) will have to be taken.

TRANSFER POLICY
The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer
1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree /certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance**.
8. Student selection for transfer is based on GPA in nursing program required courses.

TRANSIENT STUDENT POLICY
The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.
Criteria for Transient Status
1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.

8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance**.
9. Student selection for transient status is based on GPA in nursing program required courses.

Program Completion
Students completing NUR112, NUR113, NUR114, and NUR115 and required academic courses will be awarded a Practical Nursing certificate. Students who have completed required academic courses and continue in the program through completion of NUR211 and NUR221 will be awarded an Associate Degree in Applied Science. Students are responsible for meeting all the progression and graduation requirements.

PN Progression
Students completing NUR112, NUR113, NUR114, and NUR115 at an institution that only offers a PN program and who wishes to transfer to another institution to complete the ADN degree, requires 25 percent course completion at college of graduation. Students who cannot meet the 25 percent course requirement must apply for the Mobility Program and take the transition course to meet the 25 percent course requirement.

ADN Student Transfer to LPN Program
Associate Degree nursing students may apply for admission to the third semester of the practical nursing program after they have completed the first two semesters of ADN coursework—MTH100, ENG101, BIO201, BIO202, and PSY210—with a grade of C or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission/readmission requirements. Students will be admitted on a space available basis to the LPN program.

To be eligible for this option:
1. Student must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the LPN program.
6. Students who have two attempts in the RN program are only allowed one attempt in the LPN program.
7. Students who are successful may apply for the LPN to RN Mobility Option as outlined in the college catalog.
8. If unsuccessful in the LPN transfer option, the student must meet current admission/ progression requirements.

Tardiness
Punctual attendance is required in the ADN program. A student who is not in the class/lab/clinical at its beginning will be counted tardy. Three tardies will count as one absence and will be applicable to excessive absence policies.

Transfer Students:
Students wishing to transfer must:
1. Meet the entry and progression requirements of the institution and the nursing program.
2. Provide evidence that all required general education and nursing courses maintain a grade of "C" or better taken at another institution and maintain a 2.0 cumulative GPA.
   a) Alabama College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus.
   b) Nursing courses from any other institution are accepted only after review by the accepting institution to ensure content consistency.
3. Must be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the Dean/Director of the previous program.
5. Complete at least 25 percent of the total program at the accepting institution.
6. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.
7. Validation of skills and knowledge may be required to determine program placement.

Upon admission into the Associate Degree Nursing Program, students will be provided with pertinent information including appropriate cost of textbooks, uniforms/supplies, physical examinations, background screening, drug screening and other expenses for the year. Students are required to purchase the nursing uniforms specified by the LPN program. All curricular information will be provided to students prior to the start of the semester during preprogram orientation. Students are expected to adhere to deadline dates.

CURRICULUM PLANS
ASSOCIATE DEGREE NURSING (ADN) PROGRAM
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE
CIP 51.3801

Credit hours are determined by the average hours designated per week for theory, laboratory, and/or clinical practice over a 15 week semester. The number of credit hours for courses in the listing below is determined by the number of hours designated as theory (1:1 ratio), experimental laboratory (1:2 ratio), skills laboratory (1:3 ratio), and clinical practice (1:3 ratio). Students are required to have an overall grade point average of 2.0 in order to graduate.

The curriculum plan must be followed in sequence. General education courses (academics) must be taken in the semester listed or may be completed prior to the required semester.

ACADEMIC COURSES REQUIRED FOR THE GENERIC ADN PROGRAM

BIO 201	Human Anatomy & Physiology I
	(4 credit hours)
BIO 202	Human Anatomy & Physiology II
	(4 credit hours)
BIO 220	General Microbiology (4 credit hours)
MTH 100	Intermediate College Algebra or a higher level Math (3 credit hours)
ENG 101	English Composition I (3 credit hours)
PSY 210	Human Growth & Development (3 credit hours)
SPH106/107	Fundamentals of Speech (3 credit hours)
	Humanities/Fine Arts Elective (3 credit hours)

Generic ADN Program
CIP 51.3801
Associate in Applied Science (AAS) Degree Curriculum Display by Semester

Prefix #	First Semester	Theory	Lab	Clinical	Sem. Hrs.	Contact
BIO 201	Human Anatomy & Physiology I	3	1	0	4	5
MTH 100	Intermediate College Algebra	3	0	0	3	3
NUR 112	Fundamentals Concepts of Nursing	4	2	1	7	13
	Semester Total	**10**	**3**	**1**	**14**	**21**

Prefix #	Second Semester	Theory	Lab	Clinical	Sem. Hrs.	Contact
BIO 202	Human Anatomy & Physiology II	3	1	0	4	5
ENG 101	English Composition I	3	0	0	3	3
NUR 113	Nursing Concepts I	4	1	3	8	16
PSY 210	Human Growth & Development	3	0	0	3	3
	Semester Total	**13**	**2**	**3**	**18**	**27**

Prefix #	Third Semester	Theory	Lab	Clinical	Sem. Hrs.	Contact
NUR 114**	Nursing Concepts II	5	0	3	8	14
NUR 115**	Evidence Based Clinical Reasoning	1	0	1	2	4
SPH 106/SPH107	Fundamentals of Speech	3	0	0	3	3
	Semester Total	**9**	**0**	**4**	**13**	**21**

(Students are eligible to sit for NCLEX-PN at completion of 3rd semester)

Prefix #	Fourth Semester	Theory	Lab	Clinical	Sem. Hrs.	Contact
BIO 220	General Microbiology	2	2	0	4	6
NUR 211	Advanced Nursing Concepts	4	0	3	7	13
	Semester Total	**6**	**2**	**3**	**11**	**19**

Semester Total = 11 SH

Prefix #	Fifth Semester	Theory	Lab	Clinical	Sem. Hrs.	Contact
NUR 221	Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
	Humanities/Fine Arts Elective (Ethics Preferred)	3	0	0	3	3
	Semester Total	**6**	**0**	**4**	**10**	**18**

(Students are eligible to sit for NCLEX-RN at completion of 5th semester)   **Semester Total = 10 SH**

Degree Program Total = 66 SH

ADN Program Totals:	
Total Credit Hours	66 Hours
Total Contact Hours	1590 (106 hrs x 15 wks)
General Education Hours	27 Hours (40.9%)
Nursing Hours	39 Hours (59.1%)

**Students are permitted to split NUR114 and NUR115 over two semesters on the PN Track.
A grade of "C" or better is required for all academic and nursing courses.

ASSOCIATE DEGREE NURSING (ADN) PROGRAM
Mobility ADN Program
CIP 51.3801
Pre-Requisite Courses

Prefix #	Pre-Requisites for NUR 200	Sem. Hrs.
LPN to RN Curriculum		
MTH 100	Intermediate College Algebra (or higher math, i.e. MTH112, etc.)	3
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
PSY 210	Human Growth & Development	3
SPH106/SPH107	Fundamentals of Speech	3

Pre-Requisites Total = 20 SH

Curriculum subject to revision based on job market changes and/or academic requirements. Always check with ADN Department for the latest requirements.
Students are conditionally accepted pending the completion of NUR 200 with a grade of "c" or higher.

ASSOCIATE DEGREE NURSING (ADN) PROGRAM
Mobility ADN Program
CIP 51.3801
Associate in Applied Science (AAS) Degree Curriculum Display by Semester

Prefix #	First Semester	Theory	Lab	Clinical	Sem. Hrs.	Contact
NUR 209	Concept for Healthcare Transition Students	6	1	1	10	18
	Semester Total	**6**	**1**	**1**	**10**	**18**

(15 additional credit hours of nursing is awarded following successful completion)

Prefix #	Second Semester	Theory	Lab	Clinical	Sem. Hrs.	Contact
BIO 220	General Microbiology	2	2	0	4	6
NUR 211	Advance Nursing Concepts	4	0	3	7	13
	Semester Total	**6**	**2**	**3**	**11**	**19**

Prefix #	Third Semester	Theory	Lab	Clinical	Sem. Hrs.	Contact
NUR 221	Advance Evidenced Based Clinical Reasoning	3	0	4	7	15
	Humanities/Fine Arts Elective	3	0	0	3	3
	Semester Total	**6**	**0**	**4**	**10**	**18**

Degree Program Total = 31 SH

BUSINESS ADMINISTRATION (BUS) PROGRAM
Generic Option
CIP: 52.0201
Associate in Applied Science (AAS) Degree

The Associate in Applied Science Degree in Business Administration is designed to provide students with a terminal degree in a career program containing a high concentration of business related courses. This career program is not designed for transfer although many of the courses are transferable to some senior institutions. Consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. For additional guidance, see the WCCS Business Administration advisors. Students must have a "C" average or better in all courses credited toward the degree and a 2.0 cumulative grade point average in all courses attempted at the College.

Associate in Applied Science (AAS) Degree Course Requirements by Academic Area
Minimum Semester Hour Distribution Requirements by Academic Area* .... SH
Area I: Written Composition.. **6**
ENG 101 English Composition I 3
ENG 102 English Composition II; or BUS 215 Business Communications 3

Area II: Humanities and Fine Arts **6**
Oral Communications 3
SPH 106 Fundamental of Oral Communication; or, SPH 107 Fundamental of Public Speaking
Humanities (Choose <u>one</u> of the following) 3
ART 100 Art Appreciation
MUS 101 Music Appreciation
PHL 206 Ethics in Society
REL 151 Survey of the Old Testament
REL 152 Survey of the New Testament
THR 120 Theater Appreciation

Area III: Natural Sciences & Math **3**
MTH 100 Intermediate College Algebra 3

Area IV: History, Social and Behavioral Sciences **6**
ECO 231 Principles of Macroeconomics 3
ECO 232 Principles of Microeconomics 3

Area V: Additional General Education Courses, Major Courses and Electives **41**
BUS 100 Introduction to Business 3
BUS 177 Salesmanship 3
BUS 241 Principles of Accounting I.. 3
BUS 242 Principles of Accounting II... 3
BUS 246 Accounting on the Microcomputer 3
BUS 262 Business Law 3
BUS 263 Legal & Social Environment of Business.. 3
BUS 271 Business Statistics I.. 3
BUS 275 Principles of Management.. 3
BUS 285 Principles of Marketing 3
CIS 130 Introduction to Information Systems.. 3
CIS 146 Microcomputer Applications... 3
CIS, Natural Science, or Math Elective... 3
ORI 100 Orientation to College 2

Total SH Required for the AAS degree... **62**

BUSINESS ADMINISTRATION (BUS) PROGRAM
Generic Option
CIP: 52.0201
Associate in Applied Science (AAS) Degree

The Associate in Applied Science Degree in Business Administration is designed to provide students with a terminal degree in a career program containing a high concentration of business related courses. This career program is not designed for transfer although many of the courses are transferable to some senior institutions. Consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. For additional guidance, see the WCCS Business Administration advisors. Students must have a "C" average or better in all courses credited toward the degree and a 2.0 cumulative grade point average in all courses attempted at the College.

BUSINESS ADMINISTRATION (BUS) PROGRAM
Generic Option
CIP: 52.0201
Associate in Applied Science (AAS) Degree Curriculum Display by Semester

Prefix #	First Year – Term 1	Theory	Lab	Sem. Hrs.
BUS 100	Introduction to Business	3	0	3
CIS 130	Introduction to Information Systems	3	0	3
ECO 231	Principles of Macroeconomics	3	0	3
ENG 101	English Composition	3	0	3
ORI 101	Orientation to College	2	0	2
	Humanities or Fine Arts **Elective**	3	0	3

Semester Total = 17 SH

Prefix #	First Year – Term 2	Theory	Lab	Sem. Hrs.
CIS 146	Microcomputer Applications	3	0	3
ECO 232	Principles of Microeconomics	3	0	3
ENG 102	English Composition II*	3	0	3
MTH 100	Intermediate College Algebra	3	0	3
SPH 106	Fundamentals of Oral Communications	3	0	3

*Prerequisite Required   **Semester Total = 15 SH**

Prefix #	Second Year – Term 1	Theory	Lab	Sem. Hrs.
BUS 177	Salesmanship	3	0	3
BUS 241	Principles of Accounting I	3	0	3
BUS 263	Legal & Social Environment of Business	3	0	3
BUS 271	Business Statistics*	3	0	3
BUS 285	Principles of Marketing	3	0	3

*Prerequisite Required   **Semester Total = 15 SH**

Prefix #	Second Year – Term 2	Theory	Lab	Sem. Hrs.
BU S 242	Principles of Accounting II*	3	0	3
BUS 246	Accounting on the Microcomputer	3	0	3
BUS 262	Business Law II	3	0	3
BUS 275	Principles of Management	3	0	3
	Elective	3	0	3

*Prerequisite Required   **Semester Total = 15 SH**

Degree Program Total = 62 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

CIP: 11.0101
Associate in Applied Science (AAS) Degree

This program is designed to serve students planning to enter the business data processing field and those already employed who need specialized skills required by the computing industry. This curriculum is not designed to transfer to a four-year institution; however, some courses will transfer. Consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students must have a "C" average or better in all CIS courses credited toward the degree and a 2.0 cumulative grade point average in all courses attempted at the College.

Associate in Applied Science (AAS) Degree Course Requirements by Academic Area

Minimum Semester Hour Distribution Requirements by Academic Area………………………………… SH

Area I: Written Composition…………………………………………………………………………………… 3
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts ………………………………………………………………………… 6
Oral Communications 3
SPH 106 Fundamental of Oral Communication; or SPH 107 Fundamental of Public Speaking

Humanities (Choose **one** of the following) 3
ART 100 Art Appreciation
MUS 101 Music Appreciation
PHL 206 Ethics in Society
REL 151 Survey of the Old Testament
REL 152 Survey of the New Testament
THR 120 Theater Appreciation

Area III: Natural Sciences & Math …………………………………………………………………………… 3
MTH 100, MTH 116, or higher level math 3

Area IV: History, Social and Behavioral Sciences …………………………………………………………… 3
Must complete 3 SH in History, or Social/ Behavioral Sciences

Area V: Additional General Education Courses, Major Courses and Electives ……………………………50
CIS 130 Introduction to Information Systems.. 3
CIS 146 Microcomputer Applications... 3
CIS 147 Advanced Micro Applications (PowerPoint & Access Certification). 3
CIS 155 Introduction to Mobile App Development* 3
CIS 157 Introduction to App Development with Swift 3
CIS 161 Introduction to Networking. 3
CIS 185 Computer Ethics 3
CIS 191 Introduction to Computer Programming Concepts 3
CIS 207 Introduction to Web Development 3
CIS 209 Advanced Web Development* (CIW Certification) 3
CIS 220 App Development with Swift I 3
CIS 227 App Development with Swift II 3
CIS 251 C++ Programming. 3
CIS 268 Software Support (Certification through Test Out)... 3
CIS 269 Hardware Support (Certification through Test Out)... 3
CIS 280 Network Security 3
ORI 101 Orientation to College 2

Total SH Required for the AAS degree……………………………………………………………………… 65

COMPUTER INFORMATION SYSTEMS (CIS) PROGRAM
CIP: 11.0101
Associate in Applied Science (AAS) Degree

This program is designed to serve students planning to enter the business data processing field and those already employed who need specialized skills required by the computing industry. This curriculum is not designed to transfer to a four-year institution; however, some courses will transfer. Consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students must have a "C" average or better in all CIS courses credited toward the degree and a 2.0 cumulative grade point average in all courses attempted at the College.

COMPUTER INFORMATION SYSTEMS (CIS) PROGRAM
CIP: 11.0101
Associate in Applied Science (AAS) Degree Curriculum Display by Semester

Prefix #	First Year – Fall	Theory	Lab	Sem. Hrs.
CIS 130	Introduction to Information Systems	3	0	3
CIS 146	Microcomputer Applications	3	0	3
CIS 157	Introduction to App Development with Swift	1	2	3
CIS 191	Introduction to Computer Programming Concepts	3	0	3
ORI 101	Orientation to College	2	0	2
	Humanities or Fine Arts Elective	3	0	3

Semester Total = 17 SH

Prefix #	First Year – Spring	Theory	Lab	Sem. Hrs.
CIS 147	Advanced Micro Applications (PowerPoint & Access Certification)	3	0	3
CIS 207	Introduction to Web Development	3	0	3
CIS 220	App Development with Swift I	1	2	3
CIS 268	Software Support (Certification through Test Out)	3	0	3
CIS 269	Hardware Support (Certification through Test Out)	3	0	3
	MTH 116 or higher (If transferring, students need MTH 125 Calculus I)	3	0	3

*Prerequisite Required   **Semester Total = 18 SH**

Prefix #	Second Year – Fall	Theory	Lab	Sem. Hrs.
CIS 185	Computer Ethics	3	0	3
CIS 209	Advanced Web Development* (CIW Certification)	3	0	3
CIS 227	App Development with Swift II*	1	2	3
CIS 251	C++ Programming*	3	0	3
ENG 101	English Composition	3	0	3

*Prerequisite Required   **Semester Total = 15 SH**

Prefix #	Second Year – Spring	Theory	Lab	Sem. Hrs.
CIS 155	Introduction to Mobile App Development*	3	0	3
CIS 161	Introduction to Networking	3	0	3
CIS 280	Network Security	3	0	3
SPH 106	Fundamentals of Oral Communication	3	0	3
	Social Science **Elective**	3	0	3

*Prerequisite Required   **Semester Total = 15 SH**

Degree Program Total = 65 SH

Typing proficiency is a prerequisite for CIS 146, CIS 147, and other programming courses. Students who are not proficient should take a keyboarding class prior to enrollment.

The student must have a "C" average or better in all courses credited toward a certificate or degree.

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

COMPUTER INFORMATION SYSTEMS (CIS) PROGRAM
CIP: 11.0101
Standard Certificate (CER)

This program is designed to serve students planning to enter the business data processing field and those already employed who need specialized skills required by the computing industry. This curriculum is not designed to transfer to a four-year institution; however, some courses will transfer. Consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students must have a "C" average or better in all CIS courses credited toward the degree and a 2.0 cumulative grade point average in all courses attempted at the College.

Standard Certificate Curriculum Display by Semester
Minimum Semester Hour Distribution Requirements by Academic Area……………………………… SH
Area I: Written Composition……………………………………………………………………………… 3
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts …………………………………………………………………… 0

Area III: Natural Sciences & Math …………………………………………………………………… 3
MTH 100, MTH 116, or higher level math 3

Area IV: History, Social and Behavioral Sciences …………………………………………………… 0
Must complete 3 SH in History, or Social/ Behavioral Sciences

Area V: Additional General Education Courses, Major Courses and Electives **44**
CIS 111 Word Processing Software Applications - MS Word... 3
CIS 113 Spreadsheet Software Applications - MS Excel 3
CIS 117 Database Management Software Applications - MS Access... 3
CIS 130 Introduction to Information Systems... 3
CIS 146 Microcomputer Applications... 3
CIS 153 Introduction to Unity 3D Scripting*. 3
CIS 191 Introduction to Computer Programming Concepts 3
CIS 207 Introduction to Web Development 3
CIS 249 Microcomputer Operating Systems.. 3
CIS 251 C++ Programming... 3
CIS 268 Software Support... 3
CIS 269 Hardware Support... 3

Choose one of the following options
Multimedia Option (Must take the following courses) **6**
CIS 160 Multimedia for the World Wide Web* 3
CIS 223 Three Dimensional Computer Modeling 3
OR
Networking Option (Must take the following courses) **6**
CIS 161 Introduction to Networking Comm.. 3
CIS 280 Network Security*... 3

Total SH Required for the AAS degree……………………………………………………………… 48

COMPUTER INFORMATION SYSTEMS (CIS) PROGRAM
CIP: 11.0101
Standard Certificate

This program is designed to serve students planning to enter the business data processing field and those already employed who need specialized skills required by the computing industry. This curriculum is not designed to transfer to a four-year institution; however, some courses will transfer. Consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students must have a "C" average or better in all CIS courses credited toward the certificate and a 2.0 cumulative grade point average in all courses attempted at the College.

COMPUTER INFORMATION SYSTEMS (CIS) PROGRAM
CIP: 11.0101
Standard Certificate Curriculum Display by Semester

Prefix #	First Year – Fall	Theory	Lab	Sem. Hrs.
CIS 130	Introduction to Information Systems	3	0	3
CIS 146	Microcomputer Applications	3	0	3
CIS 191	Introduction to Computer Programming Concepts	3	0	3
CIS 249	Microcomputer Operating Systems	3	0	3

Semester Total = 12 SH

Prefix #	First Year – Spring	Theory	Lab	Sem. Hrs.
CIS 113	Spreadsheet Software Applications (Excel)*	3	0	3
CIS 251	C++ Programming*	3	0	3
CIS 268	Software Support*	3	0	3
CIS 269	Hardware Support *	3	0	3
ENG 101	English Composition	3	0	3

*Prerequisite Required   **Semester Total = 15 SH**

Prefix #	Second Year – Fall	Theory	Lab	Sem. Hrs.
CIS 111	Word Processing Software (Microsoft Word)*	3	0	3
CIS 117	Database Management Software Applications (Access)*	3	0	3
CIS 207	Introduction to Web Development*	3	0	3
CIS 153	Introduction to Unity 3D Scripting*	1	2	3
	MTH 116 or higher (If transferring, students need MTH 125 Calculus I)	3	0	3

*Prerequisite Required   **Semester Total = 15 SH**

Prefix #	Second Year – Spring	Theory	Lab	Sem. Hrs.
	Choose two courses from the list below:			**6**
CIS 161	Introduction to Networking*	3	0	3
CIS 280	Network Security*	3	0	3
CIS 160	Multimedia for the World Wide Web*	3	0	3
CIS 223	Three Dimensional Computer Modeling*	3	0	3

*Prerequisite Required   **Semester Total = 6 SH**

Certificate Program Total = 48 SH

Typing proficiency is a prerequisite for CIS 146 and other programming courses. Students who are not proficient should take a keyboarding class prior to enrollment.

COSMETOLOGY INSTRUCTOR TRAINING (CIT) PROGRAM
CIP: 12.0499
Short Term Certificate (STC)

Instructional success depends upon many factors. Perhaps the most vital of these is the instructor's relationship with students. Cosmetologist must not only be highly trained and skilled in the practice beauty culture, but must also develop and maintain good relationships with students. In addition to enhanced technical skills, the Cosmetology Instructor Training Program provides an understanding of the different methods of instructional procedures used in developing lesson plans and designing visual aids used in practice instructional situations. To apply for admission to this program, a student must have a Managing Cosmetology License and five (5) years of in-field experience.

The Cosmetology Student Instructor Program provides an understanding of the different methods of procedures used in making lesson plans and designing visual aids to be used in practice. **In order to apply for admission to this program, a student must have a Managing Cosmetology License and five (5) years of in-field experience.**

Short Term Certificate (STC) Course Requirements by Academic Area
Minimum Semester Hour Distribution Requirements by Academic Area………………………………… SH

Area I: Written Composition………………………………………………………………………… 0

Area II: Humanities and Fine Arts ………………………………………………………………… 0

Area III: Natural Sciences & Mathematics ……………………………………………………… 0

Area IV: History, Social and Behavioral Sciences …………………………………………………… 0

Area V: Additional General Education   Courses, Major Courses and Electives ………………………… 18
CIT 211 Teaching & Curriculum Development.. 3
CIT 212 Teacher Mentorship... 3
CIT 221 Lesson Plan Implementation 3
CIT 222 Audio Visual Material & Methods.. 3
CIT 223 Audio Visual Material & Methods Applications 3
CIT 224 Special Topics in Cosmetology Instruction 3

Total SH Required for the Short Term Certificate…………………………………………………………18

COSMETOLOGY INSTRUCTOR TRAINING (CIT) PROGRAM
CIP: 12.0499
Short Term Certificate (STC) Curriculum Display by Semester

Prefix #	First Semester	Theory	Lab	Sem. Hrs.
CIT 211	Teaching & Curriculum Development	3	0	3
CIT 212	Teacher Mentorship	0	3	3
CIT 221	Lesson Plan Implementation	0	3	3
Prefix #	Second Semester	Theory	Lab	Sem. Hrs.
CIT 222	Audio Visual Material & Methods	3	0	3
CIT 223	Audio Visual Material & Methods Application	0	3	3
CIT 224	Special Topics in Cosmetology Instruction	3	0	3

Semester Total = 18 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

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COSMETOLOGY (COS) PROGRAM
CIP: 12.0401
Standard Certificate (CER) Program

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The Cosmetology Program provides students with entry-level skills necessary to enter and to advance in the cosmetology workplace through educational experiences that include skills in the area of academics, technical proficiency, employment opportunities, application/interview skills, multicultural awareness, and relevant technology. Because of the various educational opportunities offered to students in the COS Program, students who are eligible to take the State Cosmetology Board Examination will be well-prepared to pass both written and practical sections of this exam. Students are also prepared to become life-long learners, learning management skills and providing all clients with personal customer service.

The Cosmetology Program has a caring faculty who are dedicated to meeting student needs to ensure that they learn the technical and relational skills necessary for success in the workplace.

All states require cosmetologists to be licensed by law. After satisfactory completion of 1200 credit unit hours of training, the students are eligible to take the Alabama State Board examination. Day classes meet Monday through Thursday, from 7:30 a.m. to 3:00 p.m., for 3 semesters. Night classes meet Monday, Tuesday, and Thursday, from 5:00 p.m. to 10:00 p.m., for 6 semesters.

<div align="center">

Standard Certificate (CER) Program Course Requirements by Academic Area

</div>

Minimum Semester Hour Distribution Requirements by Academic Area....................................**SH**
Area I: Written Composition..................... ....**3**
ENG 100 Vocational Technical English I 3

Area II: Humanities and Fine Arts **0**

Area III: Natural Sciences & Mathematics **3**
MAH 101 Introductory Mathematics I................ 3

Area IV: History, Social and Behavioral Sciences **0**

Area V: Additional General Education Courses, Major Courses and Electives **42**
COS 111 Introduction to Cosmetology.............. 3
COS 112 Introduction to Cosmetology Lab 3
COS 113 Theory of Chemical Services.............. 3
COS 114 Chemical Services Lab........................ 3
COS 115 Hair Coloring Theory 3
COS 116 Hair Coloring Lab.............................. 3
COS 117 Basic Spa Techniques 3
COS 118 Basic Spa Techniques Lab 3
COS 119 Business of Cosmetology.................... 3
COS 123 Cosmetology Salon Practices 3
COS 125 Career and Personal Development 3
COS 144 Hair Shaping and Design.................... 3
COS 145 Hair Shaping Lab............................... 3
COS 158 Employability Skills............................ 3
<div align="center">

(Electives)

</div>

CIS 146 Microcomputer Applications................ 3
SPC 103 Oral Communications Skills 3

Student competence in the basic use of computers is accomplished within ENG 100.
Student competence in Oral Communications is accomplished within discipline-specific courses.

Total SH Required for the Standard Certificate.. **48**

COSMETOLOGY (COS) PROGRAM
CIP: 12.0401
Standard Certificate (CER)

The Cosmetology Program provides students with entry level skills necessary to enter and advance in the cosmetology workplace through challenging educational experiences including academics, technical skills, employability skills, multi-cultural experiences and technology skills. The student that is eligible to take the state board examination will be prepared to pass both written and practical exam and become life-long learners, learning management skills and providing all clients with personal customer service.

The Cosmetology Department provides a caring faculty that is dedicated to meeting the needs of our students to ensure that they learn the technology skills necessary for success.

Day classes meet Monday through Thursday, from 8:00 a.m. to 3:00 p.m. for 3 semesters. Night classes meet Monday through Thursday, from 3:30 p.m. to 10:30 p.m. for 3 semesters. After satisfactory completion of 1200 credit unit hours of training, the students are eligible to take the Alabama State Board examination. **All states require cosmetologists to be licensed by law.**

COSMETOLOGY (COS) PROGRAM
CIP: 12.0401
Standard Certificate (CER) Curriculum Display by Semester

Prefix #	First Year – Fall Semester	Theory	Lab	Sem. Hrs.
COS 111	Introduction to Cosmetology	3	0	3
COS 112	Introduction to Cosmetology Lab	0	3	3
COS 113	Theory of Chemical Services	3	0	3
COS 114	Chemical Services Lab	0	3	3
COS 125	Career And Personal Development	3	0	3
MAH 101	Introductory Mathematics I	0	0	3

Semester Total = 18 SH

Prefix #	First Year – Spring Semester	Theory	Lab	Sem. Hrs.
COS 115	Hair Coloring Theory	3	0	3
COS 116	Hair Coloring Lab	0	3	3
COS 119	Business of Cosmetology	3	0	3
COS 123	Cosmetology Salon Practices	0	3	3
COS 158	Employability Skills	3	0	3
ENG 100	Vocational Technical English I	0	0	3

Semester Total = 18 SH

Prefix #	First Year – Summer Semester	Theory	Lab	Sem. Hrs.
COS 117	Basic Spa Techniques	3	0	3
COS 118	Basic Spa Techniques Lab	0	3	3
COS 144	Hair Shaping and Design	1	2	3
COS 145	Hair Shaping Lab	0	3	3

Semester Total = 12 SH
Standard Certificate Program Total = 48 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

CRIMINAL JUSTICE (CRJ) PROGRAM
CIP: 24.0102
Associate in Science (AS) Degree Course Requirements by Academic Area

This plan of study is intended to meet the needs of students who plan to transfer to an Alabama senior college to pursue a baccalaureate degree in the criminal justice field. Students who plan to transfer to an out-of-state or private institution should consult that institution and plan their program of study in consultation with a criminal justice advisor.   This is a planned university – parallel program designed to meet the requirements of the first two years of a Bachelor of Science degree in Criminal Justice. Area V requirements vary with individual four-year institutions; thus students must obtain an approved STARS plan from the appropriate academic advisor.*

Associate in Science (AS) Degree in Criminal Justice

Minimum Semester Hour Distribution Requirements by Academic Area......................SH

Area I: Written Composition.. 6
ENG 101 English Composition I.. 3
ENG 102 English Composition II 3

Area II: Humanities and Fine Arts 12
    Oral Communication... 3
SPH 106 Fundamental of Oral communication; or SPH 107 Fundamental of Public Speaking

    Humanities... 9
ENG 271 World Literature I.. 3
PHL 206 Ethics and Society 3
MUS 101 Music Appreciation 3

Area III: Natural Sciences & Math 11
MTH110 Finite Mathematics (or higher level math course) 3
Must complete 8 semester hours in natural sciences course with labs 8
(BIO 103 & BIO 104 or CHM 111 & CHM 112)

Area IV: History, Social and Behavioral Sciences 12
Must complete 6 semester hours in history 6
(HIS 101 & HIS 102 or HIS 201 & HIS 202)
PSY 200 General Psychology 3
SOC 200 Introduction to Sociology 3

Area V: Additional General Education Courses, Major Courses and Electives*....................21
Typically Recommended Courses: 21
CRJ 100 Introduction to Criminal Justice 3
CRJ 110 Introduction to Law Enforcement 3
CRJ 116 Police Patrol... 3
CRJ 140 Criminal Law and Procedures.. 3
CRJ 150 Introduction to Corrections.. 3
CRJ 178 Narcotics and Dangerous Drugs 3
CRJ 216 Police Administration & Organization 3
CRJ 220 Criminal Investigation 3
CRJ 290 Seminar in Criminal Justice (Selected Topics)... 3
PED Elective 3

Total SH Required for the Associate in Science (AS) degree 62

*Some four-year institutions require a specific course or courses in the indicated areas. Check the STARS Guide and Area V page of your intended transfer institution for additional guidance. Transfer credits may not exceed 50% of those required for the four-year degree.

CRIMINAL JUSTICE (CRJ) PROGRAM
CIP: 43.0107
Standard Certificate (CER) Course Requirements by Academic Area
Law Enforcement Option

The Criminal Justice Program is designed to accommodate the needs of officers currently employed in the various criminal justice professions as well as novice students who are planning to enter the criminal justice field. The law enforcement curriculum option contains a core of academic and criminal justice courses essential to the well-rounded law enforcement officer. Following successful completion of 9 SH of credit toward the standard certificate (CER) graduates of the Alabama State Trooper Academy are eligible for 15 semester hours of transfer credit for CRJ 110, CRJ 116, CRJ 216, CRJ 220, and a PED elective. Following successful completion of 9 SH of credit toward the standard certificate (CER) graduates of the Alabama Police Academy are eligible for 9 semester hours of transfer credit for CRJ 110, CRJ 116, and a PED elective. (*Application to offer the Standard Certificate (CER) Law Enforcement Option pending approval by the Alabama Community College System Education and the Alabama Commission on Higher Education. Anticipated available date: 2012 spring semester*)

Standard Certificate (CER) in Law Enforcement

Minimum Semester Hour Distribution Requirements by Academic Area.....................**SH**

Area I: Written Composition... **3**
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts **3**
SPH 106 Fundamental of Oral Communication; or SPH 107 Fundamental of Public Speaking 3

Area III: Natural Sciences & Math **6**
Must complete 3 semester hours in Mathematics (MTH 116 or higher level math course)
CIS 146 Microcomputer Applications 3
MTH116 Mathematical Applications... 3

Area IV: History, Social and Behavioral Sciences **0**

Area V: Additional General Education Courses, Major Courses and Electives **36**
CRJ 100 Introduction to Criminal Justice 3
CRJ 110 Introduction to Law Enforcement 3
CRJ 116 Police Patrol.. 3
CRJ 140 Criminal Law and Procedures... 3
CRJ 146 Criminal Evidence... 3
CRJ 150 Introduction to Corrections... 3
CRJ 178 Narcotics and Dangerous Drugs 3
CRJ 208 Introduction to Criminology 3
CRJ 209 Juvenile Delinquency.. 3
CRJ 216 Police Administration & Organization 3
CRJ 220 Criminal Investigation 3
PED Elective 3

Total SH Required for the Standard Certificate (CER) **48**

CRIMINAL JUSTICE (CRJ) PROGRAM
CIP: 43.0107
Standard Certificate (CER) Course Requirements by Academic Area
Corrections and Parole Option

The Criminal Justice Program is designed to accommodate the needs of officers currently employed in the various criminal justice professions as well as novice students who are planning to enter the criminal justice field. The corrections and parole curriculum option contains a core of academic and criminal justice courses essential to the well-rounded corrections and parole officer. Following successful completion of 9 SH of credit toward the standard certificate (CER) graduates of the Alabama Corrections Academy are eligible for 9 semester hours of transfer credit for CRJ 110, CRJ 150, and a 3 semester hour PED elective. (*Application to offer the Standard Certificate (CER) Corrections and Parole Option pending approval by the Alabama Community College System Education and the Alabama Commission on Higher Education. Anticipated available date: 2012 spring semester*)

Standard Certificate (CER) in Corrections and Parole
Minimum Semester Hour Distribution Requirements by Academic Area…………………………………SH
Area I: Written Composition……………………………………………………………………………… 3
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts …………………………………………………………………… 3
SPH 106 Fundamental of Oral Communication; or SPH 107 Fundamental of Public Speaking 3

Area III: Natural Sciences & Math …………………………………………………………………… 6
Must complete 3 semester hours in Mathematics (MTH 116 or higher level math course)
CIS 146 Microcomputer Applications 3
MTH116 Mathematical Applications.. 3

Area IV: History, Social and Behavioral Sciences …………………………………………………… 0

Area V: Additional General Education Courses, Major Courses and Electives ……………………………36
CRJ 100 Introduction to Criminal Justice 3
CRJ 110 Introduction to Law Enforcement 3
CRJ 140 Criminal Law and Procedures... 3
CRJ 150 Introduction to Corrections... 3
CRJ 156 Correctional Institutions 3
CRJ 157 Community Based Corrections 3
CRJ 178 Narcotics and Dangerous Drugs 3
CRJ 209 Juvenile Delinquency.. 3
CRJ 212 Correctional Counseling Techniques.. 3
CRJ 256 Correctional Rehabilitation... 3
CRJ 259 Issues in Corrections 3
PED Elective 3

Total SH Required for the Standard Certificate (CER) …………………………………………………… 48

CRIMINAL JUSTICE (CRJ) PROGRAM
CIP: 43.0107
Short-Term Certificate (STC) in Law Enforcement

Required Courses ………………………… …………………………………………………SH

CIS 146 Microcomputer Applications... 3
CRJ 110 Introduction to Law Enforcement 3
CRJ 116 Police Patrol... 3
CRJ 216 Police Administration and Organization.. 3
CRJ 220 Criminal Investigation 3
ENG 101 English Composition I... 3
MTH116 Mathematical Applications.. 3
PED Elective 3

Total SH Required for the Short-Term Certificate (STC) 24
(All courses in the Short-Term Certificate in Law Enforcement are creditable toward the Standard Certificate (CER) in Law Enforcement)

CRIMINAL JUSTICE (CRJ) PROGRAM
CIP: 43.0107
Short-Term Certificate (STC) in Corrections and Parole

Required Courses ………………………… …………………………………………………SH

CIS 146 Microcomputer Applications... 3
CRJ 110 Introduction to Law Enforcement 3
CRJ 150 Introduction to Corrections... 3
CRJ 156 Correctional Institutions 3
CRJ 157 Community Based Corrections 3
ENG 101 English Composition I... 3
MTH116 Mathematical Applications.. 3
PED Elective 3

Total SH Required for the Short-Term Certificate (STC) 24
(All courses in the Short-Term Certificate in Corrections and Parole are creditable toward the Standard Certificate (CER) in Corrections and Parole)

DRAFTING AND DESIGN TECHNOLOGY (DDT) PROGRAM
CIP: 15.1301
Associate in Applied Science (AAS) Degree
Standard Certificate (CER)

This program is designed to provide the technical training necessary for students considering a career in the field of construction, fabrication, manufacturing, design, and architecture where engineering documentation is required. State-of-the-art, computer-aided drafting and design is incorporated throughout the curriculum. The program provides a strong academic and technical base to give the graduate the necessary skills and knowledge for immediate employment and professional growth.

Associate in Applied Science (AAS) Degree Course Requirements by Academic Area

Minimum Semester Hour Distribution Requirements by Academic Area………………………………… SH

Area I: Written Composition………………………………………………………………………… **3**
ENG 101 English Composition I ……………………………………………………………………………… 3

Area II: Humanities and Fine Arts …………………………………………………………………… **6**
Oral Communications …………………………………………………………………………………………… 3
SPH 106 Fundamental of Oral Communication; or SPH 107 Fundamental of Public Speaking

Humanities (Choose **one** of the following) ……………………………………………………………… 3
ART 100 Art Appreciation
MUS 101 Music Appreciation
PHL 206 Ethics in Society
REL 151 Survey of the Old Testament
REL 152 Survey of the New Testament
THR 120 Theater Appreciation

Area III: Natural Sciences & Math ………………………………………………………………… **9**
CIS 130 Introduction to Information Systems……………………………………………………………… 3
CIS 146 Microcomputer Applications……………………………………………………………………… 3
MTH 116 Mathematic Applications……………………………………………………………………… 3

Area IV: History, Social and Behavioral Sciences ……………………………………………… **3**
Elective …… 3

Area V: Additional General Education Courses, Major Courses and Electives ………………………… **48**
DDT 104 Introduction to Computer Aided Drafting …………………………………………………… 3
DDT 111 Fundamental of Drafting & Design Technology………………………………………………… 3
DDT 117 Manufacturing Processes………………………………………………………………………… 3
DDT 124 Technical Drawing I……………………………………………………………………………… 3
DDT 127 Intermediate CADD ……………………………………………………………………………… 3
DDT 128 Technical Drawing II……………………………………………………………………………… 3
DDT 125 Surface Development …………………………………………………………………………… 3
DDT 132 Architectural Drafting…………………………………………………………………………… 3
DDT 134 Descriptive Geometry …………………………………………………………………………… 3
DDT 212 Intermediate Architect Drafting……………………………………………………………… 3
DDT 220 Advanced Technical Drawing…………………………………………………………………… 3
DDT 226 Technical Illustration …………………………………………………………………………… 3
DDT 227 Strength of Materials…………………………………………………………………………… 3
DDT 233 Solids Modeling…………………………………………………………………………………… 3
DDT 236 Design Project …………………………………………………………………………………… 3
DDT 239 Independent Studies……………………………………………………………………………… 3
ORI 101 Orientation to College …………………………………………………………………………… 2
(Elective)
DDT 122 Advanced Technical Drawing…………………………………………………………………… 3

Total SH Required for the AAS Degree ………………………………………………………………… **71**

DRAFTING AND DESIGN TECHNOLOGY (DDT) PROGRAM
CIP: 15.1301
Associate in Applied Science (AAS) Degree Curriculum Display by Semester

Prefix #	First Year – Term 1	Theory	Lab	Sem. Hrs.
DDT 111	Fundamental of Drafting & Design. Tech	1	2	3
DDT 124	Technical Drawing I	1	2	3
DDT 134	Descriptive Geometry	1	2	3
DDT 104	Introduction to Computer Aided Drafting	1	2	3
MTH 116	Mathematical Applications	3	0	3
ORI101	Orientation to College	2	0	2

Semester Total = 17 SH

Prefix #	First Year – Term 2	Theory	Lab	Sem. Hrs.
DDT 117	Manufacturing Processes	3	0	3
DDT 128	Technical Drawing II	1	2	3
DDT 127	Intermediate CADD	1	2	3
DDT 220	Advanced Technical Drawing	1	2	3
ENG 101	English Composition I	3	0	3

Semester Total = 15 SH

Prefix #	First Year – Term 3	Theory	Lab	Sem. Hrs.
CIS 130	Intro to Information Systems	3	0	3
	Humanities **Elective**	3	0	3
	History, Science and Behavioral Science **Elective**	3	0	3

Semester Total = 9 SH

Prefix #	Second Year – Term 1	Theory	Lab	Sem. Hrs.
DDT 132	Architectural Drafting	1	2	3
DDT 226	Technical Illustration	1	2	3
DDT 125	Surface Development	1	2	3
DDT 233	Solids Modeling	1	2	3
CIS 146	Microcomputer Applications	3	0	3

Semester Total = 15 SH

Prefix #	Second Year – Term 2	Theory	Lab	Sem. Hrs.
DDT 227	Strength of Materials	3	0	3
DDT 212	Intermediate Arch. Drafting	1	2	3
DDT 236	Design Project	1	2	3
DDT 239	Independent Studies	1	2	3
SPH 106	Fundamentals of Oral Communication	3	0	3

Semester Total = 15 SH

Degree Program Total = 71 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

DRAFTING AND DESIGN TECHNOLOGY (DDT) PROGRAM
CIP: 15.1301
Standard Certificate (CER) Requirements
Minimum Semester Hour Distribution Certificate Requirements by Academic Area .... SH
Area I: Written Composition………………………………………………………………………… 3
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts ……………………………………………………………… 0

Area III: Natural Sciences & Mathematics ……………………………………………………… 3
MTH 116 Mathematical Applications 3

Area IV: History, Social and Behavioral Sciences …………………………………………………… 0

Area V: Additional General Education Courses, Major Courses and Electives 36
DDT 104 Introduction to Computer Aided Drafting 3
DDT 111 Fundamentals of Drafting & Design Technology 3
DDT 117 Manufacturing Processes 3
DDT 124 Technical Drawing I 3
DDT 127 Intermediate CADD 3
DDT 128 Technical Drawing II 3
DDT 125 Surface Development 3
DDT 132 Architectural Drafting 3
DDT 134 Descriptive Geometry 3
DDT 220 Advanced Technical Drawing 3
DDT 226 Technical Illustration 3
DDT 233 Solids Modeling 3
ORI 101 Orientation to College 2
(Elective)
DDT 122 Advanced Technical Drawing 3
Total SH Required for the Standard Certificate………………………………………………………44

DRAFTING & DESIGN TECHNOLOGY (DDT) PROGRAM
CIP: 15.1301
Standard Certificate (CER) Curriculum Display by Semester

Prefix #	First Year – Term 1	Theory	Lab	Sem. Hrs.
DDT 111	Fundamental of Drafting & Design Tech	1	2	3
DDT 124	Technical Drawing I	1	2	3
DDT 134	Descriptive Geometry	1	2	3
DDT 104	Introduction to Computer Aided Drafting	1	2	3
MTH 116	Mathematical Applications	3	0	3
ORI101	Orientation to College	2	0	2

Semester Total = 17 SH

Prefix #	First Year – Term 2	Theory	Lab	Sem. Hrs.
DDT 117	Manufacturing Processes	3	0	3
DDT 128	Technical Drawing II	1	2	3
DDT 127	Intermediate CADD	1	2	3
DDT 220	Advanced Technical Drawing	1	2	3
ENG 101	English Composition I	3	0	3

Semester Total = 15 SH

Prefix #	Second Year – Term 1	Theory	Lab	Sem. Hrs.
DDT 132	Architectural Drafting	1	2	3
DDT 226	Technical Illustration	1	2	3
DDT 125	Surface Development	1	2	3
DDT 233	Solids Modeling	1	2	3

Semester Total = 12 SH
Standard Certificate Program Total = 44 SH
Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

ELECTRICAL TECHNOLOGY (ELT) PROGRAM
CIP: 46.0302
Associate in Applied Science (AAS) Degree
Standard Certificate (CER)

This program presents theory, laboratory and workshop experiences which relate to the generation and transmission of electricity and the installation and maintenance of electrical equipment. Specialized classroom and practical instruction is related to the maintenance of a variety of industrial machinery which is driven by motors or which is controlled by electrical or electronic devices. Instruction emphasizes practical applications of mathematics, the science of circuit diagrams and blueprint reading, sketching, and other subjects essential to preparation for employment in the electrical occupations. The program is centered towards the industrial and commercial field of construction and maintenance. The student must have at least a "C" average in all academic courses attempted (e.g., MTH, CIS, ENG, etc.) to receive the degree. Some of the occupations for which this program prepares students are industrial wireman, commercial wireman, industrial maintenance electrician, programmable controller specialist, electrical estimator, and motor control specialist.

Associate in Applied Science (AAS) Degree Course Requirements by Academic Area
Minimum Semester Hour Distribution Requirements by Academic Area.................................. SH
Area I: Written Composition... 3
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts 6
Oral Communications 3
SPH 106 Fundamental of Oral Communication; or SPH 107 Fundamental of Public Speaking ....

Humanities (Choose **one** of the following) 3
ART 100 Art Appreciation
MUS 101 Music Appreciation
PHL 206 Ethics in Society
REL 151 Survey of the Old Testament
REL 152 Survey of the New Testament
THR 120 Theater Appreciation

Area III: Natural Sciences & Math 9
CIS 130 Introduction to Information Systems 3
CIS 146 Microcomputer Applications.. 3
MTH 116 Mathematical Applications.. 3

Area IV: History, Social and Behavioral Sciences 3
Elective 3

Area V: Additional General Education Courses, Major Courses and Electives 44
ELT 108 DC Fundamentals 3
ELT 109 AC Fundamentals 3
ELT 110 Wiring Methods.. 3
ELT 114 Residential Wiring Methods 3
ELT 115 Residential Wiring Methods II 3
ELT 117 AC/DC Machines... 3
ELT 131 Wiring I Commercial and Industrial 3
ELT 132 Commercial/Industrial Wiring II... 3
ELT 209 Motor Controls I 3
ELT 212 Motor Controls II 3
ELT 231 Introduction to Programmable Controllers.. 3
ELT 232 Advanced Programmable Controllers... 3
ELT 241 National Electric Code.. 3
ELT 244 Conduit Bending and Installation... 3
ORI 101 Orientation to College 2
(Elective)
ELT 181 Special Topics in ELT Technology 3
ELT 242 Journeyman Master Prep Exam.. 3
Total SH Required for the AAS degree.. 65

ELECTRICAL TECHNOLOGY (ELT) PROGRAM
CIP: 46.0302
Associate in Applied Science (AAS)

This program presents theory, laboratory and workshop experiences which relate to the generation and transmission of electricity, and the installation and maintenance of electrical equipment. Specialized classroom and practical instruction is related to the maintenance of a variety of industrial machinery which is driven by motors or which is controlled by electrical or electronic devices. Instruction emphasizes practical applications of mathematics, the science of circuit diagrams and blueprint reading, sketching, and other subjects essential to preparation for employment in the electrical occupations. The program is centered towards the industrial and commercial field of construction and maintenance. Some of the occupations for which this program prepares students are industrial wireman, commercial wireman, industrial maintenance electrician, programmable controller specialist, electrical estimator, and motor control specialist.

ELECTRICAL TECHNOLOGY (ELT) PROGRAM
CIP: 46.0302
Associate in Applied Science (AAS) Degree Curriculum Display by Semester

Prefix #	First Year – Term 1	Theory	Lab	Sem. Hrs.
ELT 108	DC Fundamentals	1	2	3
ELT 109	AC Fundamentals	1	2	3
ELT 114	Residential Wiring Methods	2	1	3
ELT 115	Residential Wiring Methods II	2	1	3
ORI 101	Orientation to College	2	0	2

Semester Total = 14 SH

Prefix #	First Year – Term 2	Theory	Lab	Sem. Hrs.
ELT 118	Commercial/Industrial Wiring I	1	2	3
ELT 132	Commercial/Industrial Wiring II	2	1	3
ELT 209	Motor Control I	1	2	3
ELT 212	Motor Controls II	2	1	3
ENG 101	English Composition I	3	0	3

Semester Total = 15 SH

Prefix #	First Year – Term 3	Theory	Lab	Sem. Hrs.
ELT 117	AC/DC Machines	1	2	3
ELT 231	Introduction to Programmable Controllers	2	1	3
ELT 232	Advanced Programmable Controllers	2	1	3
ELT 244	Conduit Bending & Installation	2	1	3
MTH 116	Mathematical Applications	3	0	3

Semester Total = 15 SH

Prefix #	Second Year – Term 1	Theory	Lab	Sem. Hrs.
ELT 241	National Electric Code	3	0	3
ELT 110	Wiring Methods	1	2	3
CIS 130	Introduction to Information Systems	3	0	3

Semester Total = 9 SH

Prefix #	Second Year – Term 2	Theory	Lab	Sem. Hrs.
CIS 146	Microcomputer Applications	3	0	3
SPH 106	Fundamentals of Oral Communication	3	0	3
HIS 101	Western Civilization I	3	0	3
MUS 101	Music Appreciation	3	0	3

Semester Total = 12 SH

Degree Program Total = 65 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

ELECTRICAL TECHNOLOGY (ELT) PROGRAM
CIP: 46.0302
Standard Certificate (CER) Course Requirements by Academic Area

Minimum Semester Hour Distribution Requirements by Academic Area................................. **SH**

Area I: Written Composition.. **3**
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts **0**

Area III: Natural Sciences & Mathematics **6**
CIS 130 Introduction to Information Systems... 3
MTH 116 Mathematical Applications.. 3

Area IV: History, Social and Behavioral Sciences **0**

Area V: Additional General Education Courses, Major Courses and Electives **44**
ELT 101 DC Principles of Electricity... 3
ELT 102 AC Principles of Electricity... 3
ELT 110 Wiring Methods... 3
ELT 111 Residential Wiring Methods 3
ELT 115 Residential Wiring Methods II 3
ELT 121 Basic AC/DC Machines... 3
ELT 131 Commercial/Industrial Wiring I.. 3
ELT 132 Commercial/Industrial Wiring II... 3
ELT 211 Motor Control I 3
ELT 212 Motor Controls II 3
ELT 231 Introduction to Programmable Controllers 3
ELT 232 Advanced Programmable Controllers 3
ELT 241 National Electric Code... 3
ELT 244 Conduit Bending and Installation... 3
ORI 101 Orientation to College 2
(Elective)
ELT 181 Special Topics in ELT Technology 3
ELT 242 Journeyman Master Prep Exam.. 3

Student competence in Oral Communications is accomplished within discipline-specific courses.

Total SH Required for the Standard Certificate...**53**

ELECTRICAL TECHNOLOGY (ELT) PROGRAM
CIP: 46.0302
Standard Certificate (CER) Curriculum Display by Semester

Prefix #	First Year – Term 1	Theory	Lab	Sem. Hrs.
ORI 101	Orientation to College	2	0	2
ELT 108	DC Fundamentals	1	2	3
ELT 109	AC Fundamentals	1	2	3
ELT 114	Residential Wiring Methods	2	1	3
ELT 115	Residential Wiring Methods II	2	1	3
ORI 101	Orientation to College	2	0	2

Semester Total = 14 SH

Prefix #	First Year – Term 2	Theory	Lab	Sem. Hrs.
ELT 118	Commercial/Industrial Wiring I	1	2	3
ELT 132	Commercial/Industrial Wiring II	2	1	3
ELT 209	Motor Control I	1	2	3
ELT 212	Motor Controls II	2	1	3
ENG 101	English Composition I	3	0	3

Semester Total = 15 SH

Prefix #	First Year – Term 3	Theory	Lab	Sem. Hrs.
ELT 117	AC/DC Machines	1	2	3
ELT 231	Introduction to Programmable Controllers	2	1	3
ELT 232	Advanced Programmable Controllers	2	1	3
ELT 244	Conduit Bending & Installation	2	1	3
MTH 116	Mathematical Applications	3	0	3
	Student competence in oral communications is accomplished within discipline-specific courses.			

Semester Total = 15 SH

Prefix #	Second Year – Term 1	Theory	Lab	Sem. Hrs.
ELT 241	National Electric Code	3	0	3
ELT 110	Wiring Methods	1	2	3
CIS 130	Introduction to Information Systems	3	0	3

Semester Total = 9 SH
Standard Certificate Program Total = 53 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

HEALTH INFORMATION TECHNOLOGY (HIT) PROGRAM
CIP: 51.0707
Associate in Applied Science (AAS) Degree

The Health Information Technology Program prepares individuals to construct medical records and clinical databases, perform manipulations on retrieved data, control the security and quality of records, and supervise data entry and technical maintenance personnel. HIT includes medical coding, health office administration, and a variety of applications related to computerized medical records. Prospective students are provided with a healthcare career opportunity that combines healthcare and technology. All healthcare establishments require personnel to maintain the facility's medical records.

Associate in Applied Science (AAS) Degree Course Requirements by Academic Area

Minimum Semester Hour Distribution Requirements by Academic Area……………………………… SH

Area I: Written Composition………………………………………………………………………………… 3
ENG 101 English Composition I ……………………………………………………………………………………… 3

Area II: Humanities and Fine Arts …………………………………………………………………………… 6
Oral Communications …………………………………………………………………………………………………… 3
SPH 106 Fundamental of Oral Communication; or SPH 107 Fundamental of Public Speaking ………………………
Humanities (Choose **one** of the following) …………………………………………………………………… 3
MUS 101 Music Appreciation
PHL 206 Ethics in Society
REL 151 Survey of the Old Testament
REL 152 Survey of the New Testament
THR 120 Theater Appreciation

Area III: Natural Sciences & Math ………………………………………………………………………………14
BIO 201 Anatomy & Physiology I …………………………………………………………………………………… 4
BIO 202 Anatomy & Physiology II …………………………………………………………………………………… 4
CIS 146 Microcomputer Applications………………………………………………………………………………… 3
MTH 116 Mathematical Applications………………………………………………………………………………… 3

Area IV: History, Social and Behavioral Sciences ……………………………………………………… 3
Elective …… 3

Area V: Additional General Education Courses, Major Courses and Electives …………………………… 38
HIT 110 Medical Terminology………………………………………………………………………………………… 3
HIT 111 Diagnostic & Pharmacology ………………………………………………………………………………… 2
HIT 115 Pathophysiology & Pharmacology for HIR ……………………………………………………………… 4
HIT 130 Classification & Reimbursement…………………………………………………………………………… 3
HIT 131 Classification Skills Laboratory …………………………………………………………………………… 1
HIT 134 HIT Legal & Ethical Issues ………………………………………………………………………………… 3
HIT 151 Health Data Content & Structure………………………………………………………………………… 3
HIT 152 Skills Development Laboratory I…………………………………………………………………………… 1
HIT 153 Health Care Delivery Systems……………………………………………………………………………… 2
HIT 158 Introduction to Clinical Environment …………………………………………………………………… 1
HIT 160 HIT Clinical Practice I……………………………………………………………………………………… 1
HIT 221 HIT Computer Applications………………………………………………………………………………… 2
HIT 222 HIT Computer Applications Laboratory………………………………………………………………… 1
HIT 230 Medical Coding Systems I…………………………………………………………………………………… 3
HIT 231 Medical Coding Skills Laboratory I……………………………………………………………………… 1
HIT 232 Medical Coding Systems II………………………………………………………………………………… 3
HIT 292 HIT Exam Review …………………………………………………………………………………………… 2
HIT 296 Professional Practice………………………………………………………………………………………… 2
Total SH Required for the AAS degree…………………………………………………………………………64

Typing proficiency is required for this program. Students should take OAD 101 Beginning Keyboarding if not proficient in typing.

HEALTH INFORMATION TECHNOLOGY (HIT) PROGRAM
CIP: 51.0707
Associate in Applied Science (AAS) Degree

The Health Information Technology Program prepares individuals to construct medical records and clinical databases, perform manipulations on retrieved data, control the security and quality of records, and supervise data entry and technical maintenance personnel. HIT includes medical coding, health office administration, and a variety of applications related to computerized medical records. Prospective students are provided with a healthcare career opportunity that combines healthcare and technology. All healthcare establishments require personnel to maintain the facility's medical records.

HEALTH INFORMATION TECHNOLOGY (HIT) PROGRAM
CIP: 51.0707
Associate in Applied Science (AAS) Degree Curriculum Display by Semester

Prefix #	First Year – Term 1	Theory	Lab	Sem. Hrs.
MTH 116 **or** MTH 100	Math Applications **or** Intermediate College Algebra	3	0	3
BIO 201	Anatomy & Physiology I	3	1	4
ENG 101	English Composition I	3	0	3
CIS 146**	Computer Applications	3	0	3
HIT 110 **or** OAD 211	Medical Terminology	3	0	3

**Typing proficiency is a prerequisite. Students should take OAD 101 Beginning Keyboard if not proficient in typing.

Semester Total = 16 SH

Prefix #	First Year – Term 2	Theory	Lab	Sem. Hrs.
BIO 202*	Anatomy & Physiology II	3	1	4
HIT 111*	Diagnostic & Pharmacology	2	0	2
HIT 115*	Pathophysiology & Pharmacology for HIT	4	0	4
HIT 130*	Classification & Reimbursement	3	0	3
HIT 131*	Classification Skills Laboratory	0	2	1
HIT 151*	Health Data Content & Structure	3	0	3
HIT 152*	Skills Development Laboratory I	0	2	1

*Prerequisite required.

Semester Total = 18 SH

Prefix #	First Year – Term 3	Theory	Lab	Sem. Hrs.
HIT 134*	HIT Legal & Ethical Issues	3	0	3
HIT 153*	Health Care Delivery Systems	2	0	2
HIT 158*	Introduction to Clinical Environment	1	0	1
HIT 160*	HIT Clinical Practice I	0	0	1
HIT 221*	HIT Computer Applications	2	0	2
HIT 222*	HIT Computer Applications Laboratory	0	2	1
HIT 230*	Medical Coding Systems I	3	0	3
HIT 231*	Medical Coding Skills Laboratory I	0	2	1

*Prerequisite required.

Semester Total = 14 SH

Prefix #	Second Year – Term 1	Theory	Lab	Sem. Hrs.
HIT 232*	Medical Coding Systems II	3	0	3
HIT 292*	HIT Exam Review	2	0	2
HIT 296*	Professional Practice	0	4	2
SPH 106 **or** SPH 107	Fundamentals of Oral Communication **or** Fundamentals of Public Speaking	3	0	3
	Humanities/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3

*Prerequisite required.

Semester Total = 16 SH

AAS Degree Program Total = 64 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

HEALTH INFORMATION TECHNOLOGY (HIT) PROGRAM
CIP: 51.0707
Standard Certificate (CER)

The Health Information Technology Program prepares individuals to construct medical records and clinical databases, perform manipulations on retrieved data, control the security and quality of records, and supervise data entry and technical maintenance personnel. HIT includes medical coding, health office administration, and a variety of applications related to computerized medical records. Prospective students are provided with a healthcare career opportunity that combines healthcare and technology. All healthcare establishments require personnel to maintain the facility's medical records.

Standard Certificate Curriculum Display by Semester
Minimum Semester Hour Distribution Requirements by Academic Area………………………………… SH
Area I: Written Composition………………………………………………………………………………… 3
ENG 101 English Composition I ……………………………………………………………………………… 3

Area II: Humanities and Fine Arts ……………………………………………………………………… 0

Area III: Natural Sciences & Math ……………………………………………………………………14
BIO 201 Anatomy & Physiology I …………………………………………………………………………… 4
BIO 202 Anatomy & Physiology II ………………………………………………………………………… 4
CIS 146 Microcomputer Applications……………………………………………………………………… 3
MTH 116 Mathematical Applications……………………………………………………………………… 3

Area IV: History, Social and Behavioral Sciences ………………………………………………… 0

Area V: Additional General Education Courses, Major Courses and Electives ……………………… 38
HIT 110 Medical Terminology……………………………………………………………………………… 3
HIT 111 Diagnostic & Pharmacology ……………………………………………………………………… 2
HIT 115 Pathophysiology & Pharmacology for HIR ……………………………………………………… 4
HIT 130 Classification & Reimbursement………………………………………………………………… 3
HIT 131 Classification Skills Laboratory ………………………………………………………………… 1
HIT 134 HIT Legal & Ethical Issues ……………………………………………………………………… 3
HIT 151 Health Data Content & Structure………………………………………………………………… 3
HIT 152 Skills Development Laboratory I ………………………………………………………………… 1
HIT 153 Health Care Delivery Systems…………………………………………………………………… 2
HIT 158 Introduction to Clinical Environment …………………………………………………………… 1
HIT 160 HIT Clinical Practice I…………………………………………………………………………… 1
HIT 221 HIT Computer Applications……………………………………………………………………… 2
HIT 222 HIT Computer Applications Laboratory………………………………………………………… 1
HIT 230 Medical Coding Systems I………………………………………………………………………… 3
HIT 231 Medical Coding Skills Laboratory I ……………………………………………………………… 1
HIT 232 Medical Coding Systems II……………………………………………………………………… 3
HIT 292 HIT Exam Review ………………………………………………………………………………… 2
HIT 296 Professional Practice……………………………………………………………………………… 2
Total SH Required for the Standard Certificate……………………………………………………………55

Typing proficiency is required for this program. Students should take OAD 101 Beginning Keyboarding if not proficient in typing.

HEALTH INFORMATION TECHNOLOGY (HIT) PROGRAM
CIP: 51.0707
Standard Certificate

The Health Information Technology Program prepares individuals to construct medical records and clinical databases, perform manipulations on retrieved data, control the security and quality of records, and supervise data entry and technical maintenance personnel. HIT includes medical coding, health office administration, and a variety of applications related to computerized medical records. Prospective students are provided with a healthcare career opportunity that combines healthcare and technology. All healthcare establishments require personnel to maintain the facility's medical records.

HEALTH INFORMATION TECHNOLOGY (HIT) PROGRAM
CIP: 51.0707
Standard Certificate Curriculum Display by Semester

Prefix #	First Year – Term 1	Theory	Lab	Sem. Hrs.
MTH 116 **or** MTH 100	Math Applications **or** Intermediate College Algebra	3	0	3
BIO 201	Anatomy & Physiology I	3	1	4
ENG 101	English Composition I	3	0	3
CIS 146**	Computer Applications	3	0	3
HIT 110 **or** OAD 211	Medical Terminology	3	0	3

**Typing proficiency is a prerequisite. Students should take OAD 101 Beginning Keyboard if not proficient in typing.

Semester Total = 16 SH

Prefix #	First Year – Term 2	Theory	Lab	Sem. Hrs.
BIO 202*	Anatomy & Physiology II	3	1	4
HIT 111*	Diagnostic & Pharmacology	2	0	2
HIT 115*	Pathophysiology & Pharmacology for HIT	4	0	4
HIT 130*	Classification & Reimbursement	3	0	3
HIT 131*	Classification Skills Laboratory	0	2	1
HIT 151*	Health Data Content & Structure	3	0	3
HIT 152*	Skills Development Laboratory I	0	2	1

*Prerequisite required.

Semester Total = 18 SH

Prefix #	First Year – Term 3	Theory	Lab	Sem. Hrs.
HIT 134*	HIT Legal & Ethical Issues	3	0	3
HIT 153*	Health Care Delivery Systems	2	0	2
HIT 158*	Introduction to Clinical Environment	1	0	1
HIT 160*	HIT Clinical Practice I	0	0	1
HIT 221*	HIT Computer Applications	2	0	2
HIT 222*	HIT Computer Applications Laboratory	0	2	1
HIT 230*	Medical Coding Systems I	3	0	3
HIT 231*	Medical Coding Skills Laboratory I	0	2	1

*Prerequisite required.

Semester Total = 14 SH

Prefix #	Second Year – Term 1	Theory	Lab	Sem. Hrs.
HIT 232*	Medical Coding Systems II	3	0	3
HIT 292*	HIT Exam Review	2	0	2
HIT 296*	Professional Practice	0	4	2

*Prerequisite required.

Semester Total =   7 SH

Standard Certificate Program Total = 55 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM
CIP: 47.0303
Associate in Applied Science (AAS) Degree
Standard Certificate (CER)
Short-Term Certificate (STC)

Modern industry depends upon individuals with the knowledge, skills, and abilities necessary to keep production running smoothly and efficiently. Individuals who possess the technical skills necessary to maintain industrial equipment are in high demand and are well compensated. The Associate in Applied Science degree program in Industrial Maintenance Technology (INT) provides students with both theoretical and practical learning experiences which, in turn, provide INT Program graduates with the technical skills necessary for employment in a variety of industrial settings. More specifically, the purposes of the INT Program follow are to enable students to obtain immediate entry to industrial and manufacturing settings locally, statewide, and regionally; to provide the local industrial manufacturing community with highly skilled industrial maintenance technicians that are able to setup, install, maintain, and troubleshoot industrial equipment and systems; and to supplement the supply of skilled workers in the College's service area by offering short-term training opportunities which are components of, or are related to, industrial maintenance technology.

INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM
CIP: 47.0303
Associate in Applied Science (AAS) Degree Course Requirements by Academic Area

Minimum Semester Hour Distribution Requirements by Academic Area..................................... **SH**

Area I: Written Composition.. **3**
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts **6**
Required Oral Communications.. 3
SPH 106 Fundamentals of Oral Communication; or SPH 107 Fundamentals of Public Speaking

Humanities (Choose **one** of the following)... 3
ART 100 Art Appreciation
MUS 101 Music Appreciation
PHL 206 Ethics in Society
REL 151 Survey of the Old Testament
REL152 Survey of the New Testament
THR 1210 Theater Appreciation

Area III: Natural Sciences & Mathematics **3**
MTH 116 Mathematical Applications.. 3

Area IV: History, Social and Behavioral Sciences **3**
PSY 200 General Psychology 3

Area V: Additional General Education Courses, Major Courses and Electives **54**
CIS 146 Microcomputer Applications... 3
INT 101 DC Fundamentals.. 3
INT 103 AC Fundamentals.. 3
INT 104 Principles of Technology 3
INT 112 Industrial Maintenance Safety Procedures 3
INT 113 Industrial Motor Control I... 3
INT 117 Principles of Industrial Mechanics.. 3
INT 118 Fundamentals of Industrial Hydraulics & Pneumatics 3
INT 119 Principles of Mechanical Measurement & Technical Drawing 3
INT 121 Industrial Hydraulics Troubleshooting 3
INT 126 Preventive Maintenance 3
INT 127 Principles of Industrial Pumps & Piping Systems... 3
INT 134 Principles of IM Welding & Metal Cutting Techniques 3
INT 158 Industrial Wiring I.. 3
INT 213 Industrial Motor Control II.. 3
INT 284 Applied Principles of Programmable Controls.. 3

INT 288 Advanced Principles of Programmable Controls 3
ORI 101 Orientation to College 2
WKO 101 Workplace Skills Development I 1
Student competence in Oral Communications is accomplished within discipline-specific courses.

Total SH Required for the AAS Degree 69

INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM
CIP: 47.0303
Associate in Applied Science (AAS) Degree Curriculum Display by Semester

Prefix #	First Year – Term 1	Theory	Lab	Sem. Hrs.
INT 10 4	Principles of Technology	2	1	3
INT 112	Industrial Maintenance Safety Procedures	3	0	3
INT 117	Principles of Industrial Mechanics	1	2	3
INT 119	Principles of Mechanical Measurement & Tech. Drawing	1	2	3
ORI101	Orientation to College	2	0	2
WKO101	Workplace Skills Development I	1	0	1

Semester Total = 15 SH

Prefix #	First Year – Term 2	Theory	Lab	Sem. Hrs.
INT 118	Fundamentals Of Industrial Hydraulics & Pneumatics	1	2	3
INT 121	Industrial Hydraulics Troubleshooting	1	2	3
INT 126	Preventive Maintenance	1	2	3
INT 127	Principles of Industrial Pumps & Piping Systems	2	1	3
CIS 146	Microcomputer Applications	3	0	3
ENG 101	English Composition I	3	0	3

Semester Total = 18 SH

Prefix #	First Year – Term 3	Theory	Lab	Sem. Hrs.
INT 101	DC Fundamentals	2	1	3
INT 103	AC Fundamentals	2	1	3

Semester Total = 6 SH

Prefix #	Second Year – Term 1	Theory	Lab	Sem. Hrs.
INT 113	Industrial Motor Control I	1	2	3
INT 213	Industrial Motor Control II	1	2	3
INT 284	Applied Principles of Programmable Controls	2	1	3
INT 288	Advanced Principles of Programmable Controls	1	2	3
SPH107	Fundamentals of Public Speaking	3	0	3
PSY 200	General Psychology	3	0	3

Semester Total = 18 SH

Prefix #	Second Year – Term 2	Theory	Lab	Sem. Hrs.
INT 134	Principles of IM Welding & Metal Cutting Techniques	2	1	3
INT 158	Industrial Wiring I	1	2	3
MTH 116	Mathematical Applications	3	0	3
PHL 206	Ethics and Society	3	0	3

Semester Total = 12 SH
Degree Program Total = 69 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM
CIP: 47.0303
Standard Certificate (CER) Program Requirements by Academic Area

Minimum Semester Hour Distribution Requirements by Academic Area* .... **SH**

Area I: Written Composition... **3**
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts **0**

Area III: Natural Sciences & Mathematics **3**
MTH 116 Mathematical Applications 3

Area IV: History, Social and Behavioral Sciences **0**

Area V: Additional General Education Courses, Major Courses and Electives **44**
INT 101 DC Fundamentals.. 3
INT 103 AC Fundamentals.. 3
INT 104 Principles of Technology 3
INT 112 Industrial Maintenance Safety Procedures 3
INT 113 Industrial Motor Control I.. 3
INT 117 Principles of Industrial Mechanics.. 3
INT 118 Fundamentals of Industrial Hydraulics & Pneumatics 3
INT 119 Principles of Mechanical Measurement & Technical Drawing 3
INT 121 Industrial Hydraulics Troubleshooting 3
INT 126 Preventive Maintenance 3
INT 127 Principles of Industrial Pumps & Piping Systems 3
INT 213 Industrial Motor Control II... 3
INT 284 Applied Principles of Programmable Controls.. 3
INT 288 Advanced Principles of Programmable Controls 3
ORI 101 Orientation to College 2
Student competence in Oral Communications is accomplished within discipline-specific courses.

Total SH Required for the Standard Certificate... **50**

INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM
CIP: 47.0303
Standard Certificate (CER) Curriculum Display by Semester

Prefix #	First Year – Term 1	Theory	Lab	Sem. Hrs.
INT 104	Principles of Technology	2	1	3
INT 112	Industrial Maintenance Safety Procedures	3	0	3
INT 117	Principles of Industrial Mechanics	1	2	3
INT 119	Principles of Mechanical Measurement & Technical Drawing	1	2	3
MTH 116	Mathematical Applications	3	0	3
ORI101	Orientation to College	2	0	2

Semester Total = 17 SH

Prefix #	First Year – Term 2	Theory	Lab	Sem. Hrs.
INT 118	Fundamentals Of Industrial Hydraulics & Pneumatics	1	2	3
INT 121	Industrial Hydraulics Troubleshooting	1	2	3
INT 126	Preventive Maintenance	1	2	3
INT 127	Principles of Industrial Pumps & Piping Systems	2	1	3
ENG 101	English Composition I	3	0	3

Semester Total = 15 SH

Prefix #	First Year – Term 3	Theory	Lab	Sem. Hrs.
INT 101	DC Fundamentals	2	1	3
INT 103	AC Fundamentals	2	1	3

Semester Total =   6 SH

Prefix #	Second Year – Term 1	Theory	Lab	Sem. Hrs.
INT 113	Industrial Motor Control I	1	2	3
INT 213	Industrial Motor Control II	1	2	3
INT 284	Applied Principles of Programmable Controls	2	1	3
INT 288	Advanced Principles of Programmable Controls	1	2	3

Semester Total = 12 SH
Certificate Program Total = 50 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM
CIP: 47.0303
Short Term Certificate (STC) Program
Principles of Industrial Maintenance I Curriculum Display

Prefix #	Course Title	Theory	Lab	Sem. Hrs.
INT 104	Principles of Technology	2	1	3
INT 112	Industrial Maintenance Safety Procedures	2	1	3
INT 117	Principles of Industrial Mechanics	1	2	3
INT 119	Principles of Mechanical Measurement & Technical Drawing	1	2	3

Semester Total = 12 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

INDUSTRIAL MAINTENANCE TECHNOLOGY (INT) PROGRAM
CIP: 47.0303
Short Term Certificate (STC) Program
Principles of Industrial Maintenance II Curriculum Display

Prefix #	First Year – Term 1	Theory	Lab	Sem. Hrs.
INT 118	Fundamentals of Industrial Hydraulics & Pneumatics	1	2	3
INT 121	Industrial Hydraulics Troubleshooting	1	2	3
INT 126	Preventive Maintenance	1	2	3
INT 127	Principles of Industrial Pumps & Piping Systems	1	2	3

Semester Total = 12 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

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MASONRY/BUILDING TRADES (MAS) PROGRAM
CIP: 46.0101
Standard Certificate (CER)

</div>

Brick masons are craftspeople who construct walls, partitions, fireplaces, chimneys, and other structures from brick, concrete and cinder block, tile, and stone. Bricklaying requires careful, accurate work so that the structure has a neat and uniform appearance; is aligned with windows, doors, and other openings; thus preventing excessive waste and cutting. Craftspeople in this trade use the following tools: chisels, trowels, jointers, gauge lines, plumb bobs, and mason's levels. Helpers, who supply the mason with bricks, mix mortar, and set up/move scaffolding, usually assist bricklayers. Masons and bricklayers work on both new building construction and remodeling projects. Recipients of Standard Certificates from this program receive instruction that provides various opportunities to gain masonry/bricklaying skills and to practice these skills in practical situations. Employment opportunities are strong for certificate recipients in this program, both locally and nationwide due to the need for new construction and renovation.

<div align="center">

MASONRY/BUILDING TRADES (MAS) PROGRAM
CIP: 46.0101
Standard Certificate (CER) Course Requirements by Academic Area

</div>

Minimum Semester Hour Distribution Requirements by Academic Area .... **SH**
Area I: Written Composition **3**
    ENG 100 Vocational Technical English I 3

Area II: Humanities and Fine Arts **0**

Area III: Natural Sciences & Mathematics **3**
    MAH 101 Introductory Mathematics I 3

Area IV: History, Social, and Behavioral Sciences **0**

Area V: Additional General Education Courses
Major Courses and Electives **48**
    MAS 111 Masonry Fundamentals 3
    MAS 121 Brick/Block Masonry 3
    MAS 131 Residential/Commercial 3
    MAS 151 Masonry Fundamentals Lab 3
    MAS 161 Concrete Block Masonry 3
    MAS 162 Brick Masonry Lab 3
    MAS 171 Residential/Commercial 3
    MAS 181 Special Topics in Masonry 3
    MAS 182 Special Topics in Masonry 3
    MAS 183 Special Topics in Masonry 3
    MAS 211 Stone Masonry 3
    MAS 221 Specialized Masonry 3
    MAS 231 Basic Cement Masonry 3
    MAS 252 Fireplace Construction 3
    MAS 253 Brick Arches Lab 3
    MAS 271 Basic Cement Masonry Lab 3

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(Electives)

</div>

    MAS 152 Masonry Fundamentals Lab 3
    MAS 153 Special Topics/Projects 3
    MAS 261 Specialized Masonry 3
    CIS 146 Microcomputer Applications 3
    SPC 103 Oral Communication Skills 3

Student competence in the basic use of computers is accomplished within ENG 100.
Student competence in Oral Communications is accomplished within discipline-specific courses.
Total SH Required for the Certificate **54**

MASONRY/BUILDING TRADES (MAS) PROGRAM
CIP: 46.0101
Standard Certificate (CER)
Curriculum Display by Semester

Prefix #	First Year – Semester 1	Theory	Lab	Sem. Hrs.
MAS 111	Masonry Fundamentals	2	1	3
MAS 121	Brick/Block Masonry Fundamentals	1	2	3
MAS 131	Brick/Block Masonry Fundamentals II	1	2	3
MAS 151	Brick/Block Masonry Fundamentals III	1	2	3
MAH 101	Introductory Mathematics I	0	0	3

Semester Total = 15 SH

Prefix #	First Year – Semester 2	Theory	Lab	Sem. Hrs.
MAS 161	Brick Masonry Lab	0	3	3
MAS 162	Brick Masonry Lab	0	3	3
MAS 171	Residential/Commercial Masonry	1	2	3
MAS 181	Special Topics in Masonry	1	2	3
ENG 100	Vocational Technical English I	0	0	3

Semester Total = 15 SH

Prefix #	First Year - Semester 3	Theory	Lab	Sem. Hrs.
MAS 183	Special Topics in Masonry	0	3	3
MAS 221	Specialized Masonry	1	2	3
MAS 252	Fireplace Construction	0	3	3
MAS 253	Brick Arches Lab	0	3	3

Semester Total = 12 SH

Prefix #	First Year - Semester 4	Theory	Lab	Sem. Hrs.
MAS 182	Special Topics in Masonry	2	1	3
MAS 211	Stone Masonry	1	2	3
MAS 231	Basic Cement Masonry	1	2	3
MAS 271	Basic Cement Masonry Lab	0	3	3

Semester Total = 12 SH

Certificate Program Total = 54 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

MASONRY/BUILDING TRADES (MAS) PROGRAM
CIP: 46.0101
Short-Term Certificate (STC) in Fundamental Masonry

Brick masons are craftspeople who construct walls, partitions, fireplaces, chimneys, and other structures from brick, concrete and cinder block, tile, and stone. Bricklaying requires careful, accurate work so that the structure has a neat and uniform appearance; is aligned with windows, doors, and other openings; thus preventing excessive waste and cutting. Craftspeople in this trade use the following tools: chisels, trowels, jointers, gauge lines, plumb bobs, and mason's levels. Helpers, who supply the mason with bricks, mix mortar, and set up/move scaffolding, usually assist bricklayers. Masons and bricklayers work on both new building construction and remodeling projects. Recipients of the Short – Term Certificate from this program receive instruction that provides an opportunity to gain masonry/bricklaying skills in a practical situation. Employment opportunities are strong for Short-Term Certificate recipients in an entry level capacity.

Short Term Certificate (STC) Course Requirements by Academic Area
Minimum Semester Hour Distribution Requirements by Academic Area…………………………………… SH

Area I: Written Composition……………………………………………………………………………………… 0

Area II: Humanities and Fine Arts ……………………………………………………………………………… 0
SPC103 3

Area III: Natural Sciences & Mathematics ………………………………………………………………… 0

Area IV: History, Social and Behavioral Sciences ……………………………………………………… 0

Area V: Additional General Education Courses, Major Courses and Electives ………………………… 24
MAS 111 Masonry Fundamentals 3
MAS 121 Brick/Block Masonry Fundamentals 3
MAS 131 Brick/Block Masonry Fundamentals II 3
MAS 151 Brick/Block Masonry Fundamentals III 3
MAS 161 Block Masonry Lab 3
MAS 162 Brick Masonry Lab.. 3
MAS 171 Residential/Commercial Masonry 3
MAS 181 Special Topics in Masonry 3

Total SH Required for the Short Term Certificate………………………………………………………… 24

MASONRY/BUILDING TRADES (MAS) PROGRAM
Short-Term Certificate (STC) in Fundamental Masonry
Curriculum Display by Semester

Prefix #	First Year – Semester 1	Theory	Lab	Sem. Hrs.
MAS 111	Masonry Fundamentals	2	1	3
MAS 121	Brick/Block Masonry Fundamentals	1	2	3
MAS 131	Brick/Block Masonry Fundamentals II	1	2	3
MAS 151	Brick/Block Masonry Fundamentals III	1	2	3

Semester Total = 12 SH

Prefix #	First Year – Semester 2	Theory	Lab	Sem. Hrs.
MAS 161	Brick Masonry Lab	0	3	3
MAS 162	Brick Masonry Lab	0	3	3
MAS 171	Residential/Commercial Masonry	1	2	3
MAS 181	Special Topics in Masonry	1	2	3

Semester Total = 12 SH
Certificate Program Total = 24 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

OFFICE ADMINISTRATION (OAD) PROGRAM
ACCOUNTING OPTION
CIP: 52.0401
Associate in Applied Science (AAS) Degree

The Accounting Option provides the student with an understanding of the nature of the accounting process. The student is taught how to journalize business transactions for service and merchandising businesses. The student is also taught how to record adjusting and closing entries and how to prepare financial statements manually and on the computer. Procedures used in accounting for payroll, notes, uncollectibles, inventory, and depreciation are included.

All business enterprises, governmental bodies, churches, clubs, fraternal organizations, etc., require some type of accounting records. These accounting records provide information necessary for the efficient operation of the unit and make the information available in usable form to the owners, members, creditors, government agencies, etc. Upon completion of this program, students should be prepared to enter the job market as an accounting clerk.

The student must have a "C" average or better in all courses credited toward a certificate or degree.

OFFICE ADMINISTRATION (OAD) PROGRAM
Office Administration Program Re-entry Policy

In the best interest of the student, the institution has established the following re-entry policy for a student who has previously enrolled in Office Administration courses but who did not complete his/her program and is now attempting to return in order to complete his/her program:

A. Some Office Administration courses required for a certificate or degree completed five (5) or more years prior to re-entry must be repeated.
B. Any Office Administration course in which the student received a grade below a "C" must be repeated.

OFFICE ADMINISTRATION (OAD) PROGRAM
ACCOUNTING OPTION
CIP: 52.0401
Associate in Applied Science (AAS) Degree Course Requirements by Academic Area

Minimum Semester Hour Distribution Requirements by Academic Area* .... SH

Area I: Written Composition... 3
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts 6
Required Oral Communications... 3
SPH 106 Fundamentals of Oral Communication; or SPH 107 Fundamentals of Public Speaking

Humanities (Choose **one** of the following) 3
ART 100 Art Appreciation
MUS 101 Music Appreciation
PHL 206 Ethics in Society
REL 151 Survey of the Old Testament
REL 152 Survey of the New Testament
THR 120 Theater Appreciation

Area III: Natural Sciences & Math ....** 3
MTH 116 Mathematical Applications... 3

Area IV: History, Social and Behavioral Sciences ....** 3
Must complete 3 semester hours in History or Social/ Behavioral Sciences from the following courses:
GEO 100 World Regional Geography 3
HIS 101 Western Civilization I... 3
HIS 201 U.S. History I 3
HIS 256 Afro-American History 3
POL 211 American National Government... 3
POL 220 State and Local Government 3
PSY 200 General Psychology 3
SOC 200 Introduction to Sociology 3
ECO 231 Principles of Macroeconomics 3
ECO 232 Principles of Microeconomics 3

Area V: Additional General Education Courses, Major Courses and Electives 50
BUS 241 Principles of Accounting I*... 3
BUS 242 Principles of Accounting II*.. 3
BUS 263 Legal & Social Environment of Business.. 3
CIS 130 Introduction to Information Systems... 3
CIS 146 Microcomputer Applications.. 3
OAD 101 Beginning Keyboarding* 3
OAD 103 Intermediate Keyboarding*.. 3
OAD 125 Microsoft Word* 3
OAD 126 Advanced Microsoft Word* 3
OAD 131 Business English 3
OAD 133 Business Communications.. 3
OAD 137 Computerized Financial Recordkeeping 3
OAD 138 Records & Information Management 3
OAD 218 Office Procedures w/lab* 3
OAD 219 Accounting Concepts & Applications... 3
OAD 232 Excel/PowerPoint*.. 3
ORI 101 Orientation to College 2
Student competence in Oral Communications is accomplished within discipline-specific courses.

Total SH Required for the AAS degree.. 65
*Two hours of lab work required per week.

OFFICE ADMINISTRATION (OAD) PROGRAM
ACCOUNTING OPTION
CIP: 52.0401
Associate in Applied Science (AAS) Degree Curriculum Display by Semester

Prefix #	First Year – Fall	Theory	Lab	Sem. Hrs.
BUS 241	Principles of Accounting I	3	0	3
OAD 101	Beginning Keyboarding	3	0	3
OAD 131	Business English	3	0	3
OAD 138	Records Management	3	0	3
ORI 101	Orientation to College	2	0	2

Semester Total = 14 SH

Prefix #	First Year – Spring	Theory	Lab	Sem. Hrs.
BUS 242	Principles of Accounting II*	3	0	3
BUS 263	Legal & Social Environment of Business	3	0	3
OAD 103	Intermediate Keyboarding*	3	0	3
OAD 125	Word Processing (Microsoft Word)*	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	First Year – Summer	Theory	Lab	Sem. Hrs.
ENG 101	English Composition	3	0	3
MTH 116	Mathematical Applications*	3	0	3
OAD 137	Computerized Financial Recordkeeping (QuickBooks)*	3	0	3
OAD 219	Accounting Concepts and Applications*	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	Second Year – Fall	Theory	Lab	Sem. Hrs.
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 133	Business Communications*	3	0	3
OAD 218	Office Procedures*	3	0	3
OAD 232	Electronic Office (Excel/PowerPoint)*	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	Second Year – Spring	Theory	Lab	Sem. Hrs.
SPH 106	Fundamentals of Oral Communication	3	0	3
	Social Science **Elective**	3	0	3
	Humanities or Fine Arts **Elective**	3	0	3
	CIS **Elective**	3	0	3
	CIS **Elective**	3	0	3

Semester Total = 15 SH
Degree Program Total = 65 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

OFFICE ADMINISTRATION (OAD) PROGRAM
ACCOUNTING OPTION
CIP: 52.0401
Standard Certificate (CER) Course Requirements by Academic Area

Minimum Semester Hour Distribution Requirements by Academic Area………………………………… SH

Area I: Written Composition………………………………………………………………………………………… 3
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts …………………………………………………………………………………… 0

Area III: Natural Sciences & Mathematics ……………………………………………………………………… 3
MTH 116 Mathematical Applications (or higher level math)... 3

Area IV: History, Social and Behavioral Sciences ……………………………………………………………… 0

Area V: Additional General Education Courses, Major Courses and Electives ……………………………44
BUS 241 Principles of Accounting I* 3
BUS 242 Principles of Accounting II* 3
BUS 263 Legal & Social Environment of Business.. 3
OAD 101 Beginning Keyboarding* 3
OAD 103 Intermediate Keyboarding* 3
OAD 125 Microsoft Word* 3
OAD 126 Advanced Microsoft Word.. 3
OAD 131 Business English 3
OAD 133 Business Communications.. 3
OAD 137 Computerized Financial Recordkeeping 3
OAD 138 Records/Information Management.. 3
OAD 218 Office Procedures w/lab* 3
OAD 219 Accounting Concepts & Applications 3
OAD 232 Excel/PowerPoint*.. 3
ORI 101 Orientation to College 2
Student competence in Oral Communications is accomplished within discipline-specific courses.

Total SH Required for the Certificate ……………………………………………………………………………… 50
Two hours of lab work required per week.

OFFICE ADMINISTRATION (OAD) PROGRAM
ACCOUNTING OPTION
CIP: 52.0401
Standard Certificate (CER) Curriculum Display by Semester

Prefix #	First Year – Fall	Theory	Lab	Sem. Hrs.
BUS 241	Principles of Accounting I	3	0	3
OAD 101	Beginning Keyboarding	3	0	3
OAD 131	Business English	3	0	3
OAD 138	Records Management	3	0	3
ORI 101	Orientation to College	2	0	2

Semester Total = 14 SH

Prefix #	First Year – Spring	Theory	Lab	Sem. Hrs.
BUS 242	Principles of Accounting II*	3	0	3
BUS 263	Legal & Social Environment of Business	3	0	3
OAD 103	Intermediate Keyboarding*	3	0	3
OAD 125	Word Processing (Microsoft Word)*	3	0	3

*Prerequisite Required   Semester Total = 12 SH

Prefix #	First Year – Summer	Theory	Lab	Sem. Hrs.
ENG 101	English Composition	3	0	3
MTH 116	Mathematical Applications	3	0	3
OAD 137	Computerized Financial Recordkeeping (QuickBooks)*	3	0	3
OAD 219	Accounting Concepts and Applications*	3	0	3

*Prerequisite Required   Semester Total = 12 SH

Prefix #	Second Year – Fall	Theory	Lab	Sem. Hrs.
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 133	Business Communications*	3	0	3
OAD 218	Office Procedures*	3	0	3
OAD 232	Electronic Office (Excel/PowerPoint)*	3	0	3

*Prerequisite Required   Semester Total = 12 SH

Certificate Program Total = 50 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

OFFICE ADMINISTRATION (OAD) PROGRAM
COMPUTER SYSTEMS TECHNOLOGY OPTION
CIP: 52.0401
Associate in Applied Science (AAS) Degree
Standard Certificate (CER)

This Computer Systems Technology Option is designed to prepare graduates to be general office workers capable of installing and repairing personal computer hardware and software as well as maintaining local area networks and providing Internet services. Graduates will also have the training and skills needed to work with computers in small businesses and to successfully take certification exams. Students must have a "C" average or better in all courses credited toward a certificate or a degree. ORI 101 (Orientation to College) is a college requirement, not a requirement of the program.

OFFICE ADMINISTRATION (OAD) PROGRAM
COMPUTER SYSTEMS TECHNOLOGY OPTION
CIP: 52.0401
Associate in Applied Science (AAS) Degree Course Requirements by Academic Area
Minimum Semester Hour Distribution Requirements by Academic Area* .... **SH**
Area I: Written Composition.. **3**
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts **6**
Oral Communications 3
SPH 106 Fundamentals of Oral Communication; or SPH 107 Fundamentals of Public Speaking ....

Humanities (Choose **one** of the following) 3
ART 100 Art Appreciation
MUS 101 Music Appreciation
PHL 206 Ethics in Society
REL 151 Survey of the Old Testament
REL 152 Survey of the New Testament
THR 120 Theater Appreciation

Area III: Natural Sciences & Math... **3**
MTH 116 Mathematical Applications 3

Area IV: History, Social and Behavioral Sciences **3**
* Must complete 3 semester hours in History or Social/ Behavioral Sciences from the following courses:
GEO 100 World Regional Geography.. 3
HIS 101 Western Civilization I... 3
HIS 201 U.S. History I 3
HIS 256 Afro-American History 3
POL 211 American National Government.. 3
POL 220 State and Local Government 3
PSY 200 General Psychology 3
SOC 200 Introduction to Sociology 3
ECO 231 Principles of Macroeconomics 3
ECO 232 Principles of Microeconomics 3

Area V: Additional General Education Courses, Major Courses and Electives **56**
BUS 241 Principles of Accounting I*... 3
BUS 242 Principles of Accounting II*.. 3
CIS 117 Database Management Software Applications 3
CIS 130 Introduction to Information Systems 3
CIS 161 Introduction to Network communication 3
CIS 207 Introduction to Web Development 3
CIS 249 Microcomputer Operating Systems... 3
CIS 268 Software Support.. 3
CIS 269 Hardware Support.. 3
OAD 101 Beginning Keyboarding*.. 3
OAD 103 Intermediate Keyboarding*... 3
OAD 125 Microsoft Word* 3
OAD 126 Advanced Microsoft Word 3
OAD 131 Business English 3
OAD 133 Business Communications... 3
OAD 138 Records & Information Management. 3
OAD 218 Office Procedures * 3
OAD 232 Excel/PowerPoint*... 3

Total SH Required for the AAS degree... **69**
* Two hours of lab work required per week.

OFFICE ADMINISTRATION (OAD) PROGRAM
COMPUTER SYSTEMS TECHNOLOGY OPTION
CIP: 52.0401
Associate in Applied Science (AAS) Degree Curriculum Display by Semester

Prefix #	First Year – Fall	Theory	Lab	Sem. Hrs.
BUS 241	Principles of Accounting I	3	0	3
CIS 130	Introduction to Information Systems	3	0	3
OAD 101	Beginning Keyboarding	3	0	3
OAD 131	Business English	3	0	3
OAD 138	Records Management	3	0	3

Semester Total = 15 SH

Prefix #	First Year – Spring	Theory	Lab	Sem. Hrs.
BUS 242	Principles of Accounting II*	3	0	3
CIS 249	Microcomputer Operating Systems	3	0	3
OAD 103	Intermediate Keyboarding*	3	0	3
OAD 125	Word Processing (Microsoft Word)*	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	First Year – Summer	Theory	Lab	Sem. Hrs.
ENG 101	English Composition	3	0	3
MTH 116	Mathematical Applications	3	0	3
OAD 133	Business Communications*	3	0	3
SPH 106	Fundamentals of Oral Communication	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	Second Year – Fall	Theory	Lab	Sem. Hrs.
CIS 117	Data Base Management Software Applications (Access)*	3	0	3
CIS 207	Introduction to Web Development**	3	0	3
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 218	Office Procedures*	3	0	3
	Humanities or Fine Arts **Elective**	3	0	3

*Prerequisite Required   **Semester Total = 15 SH**

Prefix #	Second Year – Spring	Theory	Lab	Sem. Hrs.
CIS 161	Introduction to Networking Communications*	3	0	3
CIS 268	Software Support*	3	0	3
CIS 269	Hardware Support*	3	0	3
OAD 232	The Electronic Office (Excel/PowerPoint)*	3	0	3
	Social or Behavioral Science **Elective**	3	0	3

*Prerequisite Required   **Semester Total = 15 SH**

Certificate Program Total = 69 SH

OFFICE ADMINISTRATION (OAD) PROGRAM
COMPUTER SYSTEMS TECHNOLOGY OPTION
CIP: 52.0401
Standard Certificate (CER) Course Requirements by Academic Area

Minimum Semester Hour Distribution Requirements by Academic Area……………………………… SH

Area I: Written Composition…………………………………………………………………………… 3
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts ………………………………………………………………… 0

Area III: Natural Sciences & Mathematics …………………………………………………… 3
MTH 116 Mathematical Applications (or higher level math) 3

Area IV: History, Social and Behavioral Sciences ……………………………………………… 0

Area V: Additional General Education Courses, Major Courses and Electives ………………………… 53
BUS 241 Principles of Accounting I* 3
BUS 242 Principles of Accounting II* 3
CIS 117 Database Management Software Applications 3
CIS 130 Introduction to Information Systems 3
CIS 161 Introduction to Networking Communications 3
CIS 207 Introduction to Web Development 3
CIS 249 Microcomputer Operating Systems 3
CIS 268 Software Support 3
CIS 269 Hardware Support 3
OAD 101 Beginning Keyboarding* 3
OAD 103 Intermediate Keyboarding* 3
OAD 125 Microsoft Word* 3
OAD 126 Advanced Microsoft Word 3
OAD 131 Business English 3
OAD 133 Business Communications 3
OAD 218 Office Procedures w/lab* 3
OAD 232 Excel/PowerPoint* 3
ORI 101 Orientation to College 2

Total SH Required for the Certificate ……………………………………………………………………59
Two hours of lab work required per week

OFFICE ADMINISTRATION (OAD) PROGRAM
COMPUTER SYSTEMS TECHNOLOGY OPTION
CIP: 52.0401
Standard Certificate (CER) Curriculum Display by Semester

Prefix #	First Year – Fall	Theory	Lab	Sem. Hrs.
BUS 241	Principles of Accounting I	3	0	3
CIS 130	Introduction to Information Systems	3	0	3
OAD 101	Beginning Keyboarding	3	0	3
OAD 131	Business English	3	0	3
ORI 101	Orientation to College	0	0	2

Semester Total = 14 SH

Prefix #	First Year – Spring	Theory	Lab	Sem. Hrs.
BUS 242	Principles of Accounting II*	3	0	3
CIS 249	Microcomputer Operating Systems	3	0	3
OAD 103	Intermediate Keyboarding*	3	0	3
OAD 125	Word Processing (Microsoft Word)*	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	First Year – Summer	Theory	Lab	Sem. Hrs.
ENG 101	English Composition	3	0	3
MTH 116	Mathematical Applications	3	0	3
OAD 133	Business Communications*	3	0	3

*Prerequisite Required   **Semester Total = 9 SH**

Prefix #	Second Year – Fall	Theory	Lab	Sem. Hrs.
CIS 117	Database Management Software Applications (Access)*	3	0	3
CIS 207	Introduction to Web Development**	3	0	3
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 218	Office Procedures*	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	Second Year – Spring	Theory	Lab	Sem. Hrs.
CIS 161	Introduction to Networking Communications*	3	0	3
CIS 268	Software Support*	3	0	3
CIS 269	Hardware Support*	3	0	3
OAD 232	The Electronic Office (Excel/PowerPoint)*	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Certificate Program Total = 59 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

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OFFICE ADMINISTRATION (OAD) PROGRAM
INFORMATION PROCESSING OPTION
CIP: 52.0401
Associate in Applied Science (AAS) Degree
Standard Certificate (CER)

</div>

The Information Processing Option is designed to prepare graduates to be secretaries or administrative assistants. There are secretarial openings available in virtually every phase of commerce. Secretaries and administrative assistants work in banks, insurance companies, wholesale and retail establishments, educational institutions, and government organizations as well as the professional offices of doctors, lawyers and accountants. In order to properly prepare for these positions, the microcomputer is incorporated into the legal and medical transcription classes. The student must demonstrate ability in transcribing letters, memorandums, and reports. Other skills such as the ability to spell, punctuate, use correct grammar, compose routine letters, and operate the microcomputer are also emphasized.   Completion of this program will enable a student to efficiently handle all common office procedures.

The student must have a "C" average or better in all courses credited toward a certificate or degree.

OFFICE ADMINISTRATION (OAD) PROGRAM
INFORMATION PROCESSING OPTION
CIP: 52.0401
Associate in Applied Science (AAS) Degree Course Requirements by Academic Area
Minimum Semester Hour Distribution Requirements by Academic Area* .... **SH**

Area I: Written Composition……………………………………………………………………………… **3**
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts ……………………………………………………………………… **6**
Oral Communications 3
SPH 106 Fundamentals of Oral Communication; or SPH 107 Fundamentals of Public Speaking

Humanities (Choose **one** of the following) 3
ART 100 Art Appreciation
MUS 101 Music Appreciation
PHL 206 Ethics in Society
REL 151 Survey of the Old Testament
REL 152 Survey of the New Testament
THR 120 Theater Appreciation

Area III: Natural Sciences & Math.. **3**
MTH 116 Mathematical Applications 3

Area IV: History, Social and Behavioral Sciences ………………………………………………… **3**
Must complete 3 semester hours in History or Social/ Behavioral Sciences from the following courses:
GEO 100 World Regional Geography 3
HIS 101 Western Civilization I... 3
HIS 201 U.S. History I 3
HIS 256 Afro-American History 3
POL 211 American National Government... 3
POL 220 State and Local Government 3
PSY 200 General Psychology 3
SOC 200 Introduction to Sociology 3
ECO 231 Principles of Macroeconomics 3
ECO 232 Principles of Microeconomics 3

Area V: Additional General Education Courses, Major Courses and Electives **53**
BUS 241 Principles of Accounting I*... 3
BUS 242 Principles of Accounting II*.. 3
BUS 263 Legal & Social Environment of Business.. 3
CIS 130 Introduction to Information Systems... 3
CIS 146 Microcomputer Applications... 3
OAD 101 Beginning Keyboarding* 3
OAD 103 Intermediate Keyboarding*.. 3
OAD 125 Microsoft Word* 3
OAD 126 Advanced Microsoft Word* 3
OAD 131 Business English 3
OAD 133 Business Communications.. 3
OAD 137 Computerized Financial Recordkeeping 3
OAD 138 Records & Information Management 3
OAD 200 Machine Transcription* 3
OAD 202 Legal Transcription* 3
OAD 214 Medical Office Procedures*... 3
OAD 218 Office Procedures* 3
ORI 101 Orientation to College 2

Total SH Required for the AAS degree……………………………………………………………… **68**
* Two hours of lab work required per week.

OFFICE ADMINISTRATION (OAD) PROGRAM
INFORMATION PROCESSING OPTION
CIP: 52.0401
Associate in Applied Science (AAS) Degree Curriculum Display by Semester

Prefix #	First Year – Fall	Theory	Lab	Sem. Hrs.
BUS 241	Principles of Accounting I	3	0	3
OAD 101	Beginning Keyboarding	3	0	3
OAD 131	Business English	3	0	3
OAD 138	Records Management	3	0	3
ORI 101	Orientation to College	2	0	2

Semester Total = 14 SH

Prefix #	First Year – Spring	Theory	Lab	Sem. Hrs.
BUS 242	Principles of Accounting II*	3	0	3
BUS 263	Legal & Social Environment of Business	3	0	3
OAD 103	Intermediate Keyboarding*	3	0	3
OAD 125	Word Processing (Microsoft Word)*	3	0	3
	CIS **Elective**	3	0	3

*Prerequisite Required   **Semester Total = 15 SH**

Prefix #	First Year – Summer	Theory	Lab	Sem. Hrs.
ENG 101	English Composition	3	0	3
OAD 137	Computerized Financial Recordkeeping (QuickBooks)*	3	0	3
OAD 133	Business Communications*	3	0	3
	Social Science **Elective**	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	Second Year – Fall	Theory	Lab	Sem. Hrs.
OAD 214	Medical Office Procedures*	3	0	3
OAD 218	Office Procedures*	3	0	3
SPH 106	Fundamentals of Oral Communication	3	0	3
	Humanities or Fine Arts **Elective**	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	Second Year – Spring	Theory	Lab	Sem. Hrs.
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 200	Machine Transcription*	3	0	3
OAD 202	Legal Transcription*	3	0	3
MTH 116	Mathematical Applications	3	0	3
	CIS **Elective**	3	0	3

*Prerequisite Required   **Semester Total = 15 SH**
Degree Program Total = 68 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

OFFICE ADMINISTRATION (OAD) PROGRAM
INFORMATION PROCESSING OPTION
CIP: 52.0401
Standard Certificate (CER) Course Requirements by Academic Area

Minimum Semester Hour Distribution Requirements by Academic Area................................. **SH**

Area I: Written Composition.. **3**
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts **0**

Area III: Natural Sciences & Mathematics **3**
MTH 116 Mathematical Applications (or higher level math).. 3

Area IV: History, Social and Behavioral Sciences **0**

Area V: Additional General Education Courses, Major Courses and Electives **47**
BUS 241 Principles of Accounting I*.. 3
BUS 242 Principles of Accounting II*... 3
BUS 263 Legal & Social Environment of Business... 3
OAD 101 Beginning Keyboarding*... 3
OAD 103 Intermediate Keyboarding*.. 3
OAD 125 Microsoft Word* 3
OAD 126 Advanced Microsoft Word* 3
OAD 131 Business English 3
OAD 133 Business Communications... 3
OAD 137 Computerized Financial Recordkeeping 3
OAD 138 Records/Information Management.. 3
OAD 200 Machine Transcription* 3
OAD 202 Legal Transcription... 3
OAD 214 Medical Office Procedures*... 3
OAD 218 Office Procedures w/lab* 3
ORI 101 Orientation to College 2

Total SH Required for the Standard Certificate.. **53**
* Two hours of lab work required per week.

Prefix #	First Year – Fall	Theory	Lab	Sem. Hrs.
BUS 241	Principles of Accounting I	3	0	3
OAD 101	Beginning Keyboarding	3	0	3
OAD 131	Business English	3	0	3
OAD 138	Records Management	3	0	3
ORI 101	Orientation to College	2	0	2

Semester Total = 14 SH

Prefix #	First Year – Spring	Theory	Lab	Sem. Hrs.
BUS 242	Principles of Accounting II*	3	0	3
BUS 263	Legal & Social Environment of Business	3	0	3
OAD 103	Intermediate Keyboarding*	3	0	3
OAD 125	Word Processing (Microsoft Word)*	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	Second Year – Fall	Theory	Lab	Sem. Hrs.
ENG 101	English Composition	3	0	3
OAD 133	Business Communications*	3	0	3
OAD 214	Medical Office Procedures*	3	0	3
OAD 218	Office Procedures*	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	Second Year – Spring	Theory	Lab	Sem. Hrs.
MTH 116	Mathematical Applications	3	0	3
OAD 137	Computerized Financial Recordkeeping (QuickBooks)*	3	0	3
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 200	Machine Transcription*	3	0	3
OAD 202	Legal Transcription*	3	0	3

*Prerequisite Required   **Semester Total = 15 SH**

Certificate Program Total = 53 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

OFFICE ADMINISTRATION (OAD) PROGRAM
MEDICAL TRANSCRIPTION OPTION
CIP: 52.0401
Associate in Applied Science (AAS) Degree
Standard Certificate (CER)

The Medical Transcription Option is designed to prepare students to become medical transcriptionists for various medical and health facilities. The medical transcriptionist has long been an important member of the health care team. It is the responsibility of the transcriptionist to put the doctor's thoughts and findings about a patient onto paper accurately and efficiently. Medical transcriptionists must be able to type from the spoken word quickly and accurately, demonstrate advanced proofreading and editing skills, have knowledge of anatomy and medical terminology, and be proficient in English grammar.

As the population increases, there are more medical and health facilities that generate more and more medical records. Clinics, health services, hospitals, doctors' offices, and other medical organizations are expanding their patient load facilities, resulting in a need for more medical transcriptionists.

The student must have a "C" average or better in all courses credited toward a certificate or degree. ORI 101(Orientation to College) is a college requirement, not a requirement of the program.

OFFICE ADMINISTRATION (OAD) PROGRAM
MEDICAL TRANSCRIPTION OPTION
CIP: 52.0401
Associate in Applied Science (AAS) Degree Course Requirements by Academic Area

Minimum Semester Hour Distribution Requirements by Academic Area:* .... SH

Area I: Written Composition………………………………………………………………………………………. 3
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts 6
Oral Communications 3
SPH 106 Fundamentals of Oral Communication; or SPH 107 Fundamentals of Public Speaking

Humanities (Choose **one** of the following) 3
ART 100 Art Appreciation
MUS 101 Music Appreciation
PHL 206 Ethics in Society
REL 151 Survey of the Old Testament
REL 152 Survey of the New Testament
THR 120 Theater Appreciation

Area III: Natural Sciences & Math..11
BIO 103 Principles of Biology w/Lab 4
BIO 201 Human Anatomy and Physiology w/Lab 4
MTH 116 Mathematical Applications... 3

Area IV: History, Social and Behavioral Sciences 3
* Must complete 3 semester hours in History or Social/ Behavioral Sciences from the following courses:
GEO 100 World Regional Geography 3
HIS 101 Western Civilization I... 3
HIS 201 U.S. History I 3
HIS 256 Afro-American History 3
POL 211 American National Government... 3
POL 220 State and Local Government 3
PSY 200 General Psychology 3
SOC 200 Introduction to Sociology 3
ECO 231 Principles of Macroeconomics 3
ECO 232 Principles of Microeconomics 3

Area V: Additional General Education Courses, Major Courses and Electives 42
BUS 241 Principles of Accounting I*... 3
BUS 242 Principles of Accounting II*.. 3
OAD 101 Beginning Keyboarding*.. 3
OAD 103 Intermediate Keyboarding*... 3
OAD 125 Microsoft Word* 3
OAD 126 Advanced Microsoft Word 3
OAD 131 Business English 3
OAD 133 Business Communications... 3
OAD 138 Records & Information Management 3
OAD 211 Medical Terminology... 3
OAD 212 Medical Transcription * 3
OAD 213 Advanced Medical Transcription* 3
OAD 214 Medical Office Procedures*.. 3
OAD 218 Office Procedures* 3

Total SH Required for the AAS degree………………………………………………………………………… 65
*Two hours of lab work required per week.

OFFICE ADMINISTRATION (OAD) PROGRAM
MEDICAL TRANSCRIPTION OPTION
CIP: 52.0401
Associate in Applied Science (AAS) Degree Curriculum Display by Semester

Prefix #	First Year – Fall	Theory	Lab	Sem. Hrs.
BUS 241	Principles of Accounting I	3	0	3
OAD 101	Beginning Keyboarding	3	0	3
OAD 131	Business English	3	0	3
OAD 138	Records Management	3	0	3
OAD 211	Medical Terminology	3	0	3

Semester Total = 15 SH

Prefix #	First Year – Spring	Theory	Lab	Sem. Hrs.
BUS 242	Principles of Accounting II*	3	0	3
OAD 103	Intermediate Keyboarding*	3	0	3
OAD 125	Word Processing (Microsoft Word)*	3	0	3
MTH 116	Mathematical Applications	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	First Year – Summer	Theory	Lab	Sem. Hrs.
ENG 101	English Composition	3	0	3
OAD 133	Business Communications*	3	0	3
OAD 214	Medical Office Procedures*	3	0	3
	Humanities or Fine Arts **Elective**	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	Second Year – Fall	Theory	Lab	Sem. Hrs.
BIO 103	Biology	4	1	4
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 212	Medical Transcription*	3	0	3
OAD 218	Office Procedures*	3	0	3

*Prerequisite Required   **Semester Total = 13 SH**

Prefix #	Second Year – Spring	Theory	Lab	Sem. Hrs.
BIO 201	Human Anatomy and Physiology*	4	0	4
OAD 213	Advanced Medical Transcription*	3	0	3
SPH 106	Fundamentals of Oral Communication	3	0	3
	Social Science **Elective**	3	0	3

*Prerequisite Required   **Semester Total = 13 SH**

Degree Program Total = 65 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

OFFICE ADMINISTRATION (OAD) PROGRAM
MEDICAL TRANSCRIPTION OPTION
CIP: 52.0401
Standard Certificate (CER) Course Requirements by Academic Area

Minimum Semester Hour Distribution Requirements by Academic Area………………………………SH
Area I: Written Composition………………………………………………………………… **3**
ENG 101 English Composition I ………………………………………………………… 3

Area II: Humanities and Fine Arts ………………………………………………………… **0**

Area III: Natural Sciences & Mathematics ………………………………………………… **11**
BIO 103 Principles of Biology w/Lab ………………………………………………… 4
BIO 201 Human Anatomy & Physiology w/Lab ……………………………………… 4
MTH 116 Mathematical Applications (or higher level math)………………………… 3

Area IV: History, Social and Behavioral Sciences ………………………………………… **0**

Area V: Additional General Education Courses, Major Courses and Electives ………………… **44**
BUS 241 Principles of Accounting I*………………………………………………… 3
BUS 242 Principles of Accounting II*………………………………………………… 3
OAD 101 Beginning Keyboarding*…………………………………………………… 3
OAD 103 Intermediate Keyboarding*………………………………………………… 3
OAD 125 Microsoft Word*…………………………………………………………… 3
OAD 126 Advanced Microsoft Word ………………………………………………… 3
OAD 131 Business English …………………………………………………………… 3
OAD 133 Business Communications…………………………………………………… 3
OAD 138 Records & Information Management ……………………………………… 3
OAD 211 Medical Terminology………………………………………………………… 3
OAD 212 Medical Transcription*……………………………………………………… 3
OAD 213 Advanced Medical Transcription* ………………………………………… 3
OAD 214 Medical Office Procedures*………………………………………………… 3
OAD 218 Office Procedures w/lab* …………………………………………………… 3
ORI 101 Orientation to College ……………………………………………………… 2

Total SH Required for the Certificate ……………………………………………………… **58**
* Two hours of lab work required per week.*

Prefix #	First Year – Fall	Theory	Lab	Sem. Hrs.
BUS 241	Principles of Accounting I	3	0	3
OAD 101	Beginning Keyboarding	3	0	3
OAD 131	Business English	3	0	3
OAD 138	Records Management	3	0	3
OAD 211	Medical Terminology	3	0	3
ORI 101	Orientation to College	2	0	2

Semester Total = 17 SH

Prefix #	First Year – Spring	Theory	Lab	Sem. Hrs.
BUS 242	Principles of Accounting II*	3	0	3
MTH 116	Mathematical Applications	3	0	3
OAD 103	Intermediate Keyboarding*	3	0	3
OAD 125	Word Processing (Microsoft Word)*	3	0	3

*Prerequisite Required   **Semester Total = 12 SH**

Prefix #	First Year – Summer	Theory	Lab	Sem. Hrs.
OAD 133	Business Communications*	3	0	3
OAD 214	Medical Office Procedures*	3	0	3

*Prerequisite Required   **Semester Total = 6 SH**

Prefix #	Second Year – Fall	Theory	Lab	Sem. Hrs.
BIO 103	Biology	4	0	4
OAD 126	Advanced Word Processing (Microsoft Word)*	3	0	3
OAD 212	Medical Transcription*	3	0	3
OAD 218	Office Procedures*	3	0	3

*Prerequisite Required   **Semester Total = 13 SH**

Prefix #	Second Year – Spring	Theory	Lab	Sem. Hrs.
BIO 201	Human Anatomy and Physiology	4	0	4
ENG 101	English Composition	3	0	3
OAD 213	Advanced Medical Transcription*	3	0	3

*Prerequisite Required   **Semester Total = 10 SH**

Degree Program Total = 58 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

OFFICE ADMINISTRATION (OAD) PROGRAM
SHORT-TERM CERTIFICATE (STC) OPTION
CIP: 52.0401
Administrative Assistant Curriculum Display by Semester

Prefix #	First Year – Fall	Theory	Lab	Sem. Hrs.
BUS 241	Principles of Accounting I	3	0	3
OAD 101	Beginning Keyboarding	3	0	3
OAD 131	Business English	3	0	3
OAD 138	Records Management	3	0	3
ORI 101	Orientation to College	2	0	2

Semester Total   = 14

Prefix #	First Year – Spring	Theory	Lab	Sem. Hrs.
BUS 242	Principles of Accounting II*	3	0	3
OAD 103	Intermediate Keyboarding*	3	0	3
OAD 125	Word Processing (Microsoft Word)*	3	0	3
OAD 133	Business Communications*	3	0	3

*Prerequisite Required   **Semester Total   = 12**

Short Term Certificate Program Total = 26 SH

The student must have a "C" average or better in all OAD and BUS courses credited toward a certificate and a 2.0 cumulative grade point average I all courses attempted at the College.

PATIENT CARE TECHNICIAN (PCT) PROGRAM
CIP: 51.3902
Standard Certificate

The primary purpose of the Patient Care Technician (PCT) at WCCS is to prepare persons for entry level employment positions in a variety of healthcare settings including long term care, home health care, and acute care as well as outpatient settings. Program graduates qualify to set for individual certifications in Nursing Assistant/Home Health Aide, EKG Technician and Phlebotomy or a Patient Care Technician certification upon program completion which includes all three areas of certification. The program requires three semesters for completion of the Patient Care Technician standard certificate, but participants may obtain Nursing Assistant and EKG certifications at the completion of two semesters if desired. The curriculum offers three stackable certificates which allow diversity in employment and early entry into the workforce. The program focuses on care of clients through theory, simulated labs and clinical experiences.

Patient Care Technician Admission Criteria

Applicants to the PCT Program must possess a high school diploma or equivalency and a 1.50 grade point average on any previous college work. Applicants may register fall, spring and summer semesters for admission into the program. Fall admission deadline is June 15th, spring admission deadline is November 1st, and summer admission deadline is April 15th. Deadline dates are published and advertised well in advance and are available in the office of Practical Nursing, Student Services and on the College's website @ www.wccs.edu. Program acceptance is based on completing both the application process and Compass testing.

Upon admission, students become part of the career ladder at WCCS. PCT graduates are eligible for admission into the Practical Nursing Program at WCCS provided they meet admission requirements of the LPN Program. Graduates must successfully make application for admission prior to the deadline date. Applications for admission into the PCT Programs should be submitted to the Practical Nursing Office. Upon acceptance into the program, students are required to: (1) take a physical examination by a physician or nurse practitioner with findings submitted on a departmental health clearance form; (2) pay a $15.00 malpractice liability insurance premium; (3) become CPR certified (4) attend a preprogram orientation; and (5) submit to and pass a drug screening test and a background screening.

Upon admission into the PCT program, students will be provided with pertinent information including appropriate cost of textbooks, uniforms/supplies, physical examinations, background screening, drug screening and other expenses for the year. Program expenses are also listed on the program's webpage @wccs.edu. Students are required to purchase the nursing uniforms specified by the program. All curricular information will be provided to students prior to the start of the semester during preprogram orientation. Students are expected to adhere to deadline dates.

Patient Care Technician is a practice discipline with specific performance requirements in the cognitive, psychomotor, sensory, and affective domains. Performance Standards expected of students in the PCT Program are available to students prior to admission. The appraisal measures utilized are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 so as not to discriminate against any person on the basis of disability. Applicants must submit the completed Performance Standards Verification Form prior to enrollment in the program and must update as applicable. In addition, the PCT Program strictly abides by the WCCS Non-Discrimination Policy as outlined in college catalog and program publications.

Students entering the PCT Program who experiences a health and/or behavior alteration during the course of the program will be required to present a signed statement from their physician stating it is permissible for them to continue in the program; and verifying that they can meet Postsecondary Education's Essential Functions for Nursing. Thereafter, statements will be submitted following monthly or weekly visits to the physician. All statements shall be submitted to the Program Director, and pregnant student must be able to complete all clinical requirements as scheduled.

All students in the PCT Program are governed by policies in the WCCS Catalog, the Departmental Handbook/Policy Manual, and by policies in effect at clinical facilities to which they are assigned. . The first semester of the program serves as a prerequisite semester to all other semesters, and all courses must be passed to proceed in the program. The program operates on a progression system. Policies for admission/readmission attendance, progression, health (including HIV and other blood-borne diseases), grievance, advisory, withdrawal, readmission, progression, evaluation and graduation can be found in the PCT Handbook/Policy Manual.

Students are required to have an overall grade point average of 2.0 ("C") from WCCS in order to graduate. The following grading criteria will apply to courses in the PCT program with the prefix NAS, and HPS.

A = 90-100
B = 80-89
C = 75-79
D = 60-74
F = 59 and Below

PATIENT CARE TECHNICIAN (PCT) PROGRAM
CIP: 51.3902
Standard Certificate (CER) Course Requirement by Academic Area

Minimum Semester Hour Distribution Requirements by Academic Area .... SH

Area I: Written Composition 3
ENG 100 Vocational Technical English I 3

Area II: Humanities and Fine Arts 3
PHL 206 Ethics in Society 3

Area III: Natural Sciences & Mathematics 10
MTH 116 Mathematical Applications 3
BIO 250 Directed Studies in Biology I 4
CIS 130 Introduction to Information Systems 3

Area IV: History, Social and Behavioral Sciences 0

Area V: Additional General Education Courses, Major Courses and Electives 33
HPS 103 Foundation Competencies for Health Science 3
HPS 105 Medical Terminology for Health Care 3
HPS 118 Phlebotomy 5
HPS 119 Phlebotomy Clinical 4
NAS/HHA 115 CPR & Basic First Aid 2
NAS/HHA 120 Fundamentals of Nursing Assistant/Home Health Aide… 11
NAS/HHA 121 Fundamentals of Nursing Assistant/Home Health Clinical 3
NAS 130 Basic Electrocardiogram 2

Total SH Required for the Standard Certificate 49

PATIENT CARE TECHNICIAN (PCT) Program
CIP: 51.3902
Standard Certificate (CER)
Three Semester Curriculum Display/Admits Fall, Spring & Summer

Prefix #	First Term	Theory	Lab	Clinical	Contact	Credit
BIO 250	Directed Studies in Biology I	0	4	0	12	4
CIS 130	Introduction to Information Systems	3	0	0	3	3
ENG 100	Vocational Technical English I	3	0	0	3	3
HPS 103	Foundation Competencies for Health Science	3	0	0	3	3
HPS 105	Medical Terminology for Health Care	2	1	0	5	3
NAS/HHA 115	CPR & Basic First Aid	0	1	1	6	2
Term Total		**11**	**6**	**1**	**32**	**18**

Prefix #	Second Term	Theory	Lab	Clinical	Contact	Credit
NAS/HHA/120	Fundamental of Nursing Assistant/Home Health Aide	9	2	0	15	11
NAS/HHA 121	Fundamental of Nursing Assistant/ Home Health Clinical	0	0	3	9	3
NAS/HHA 130	Basic Electrocardiogram	1	1	0	4	2
Term Total		**10**	**3**	**3**	**28**	**16**

Prefix #	Third Term	Theory	Lab	Clinical	Contact	Credit
HPS 118	Phlebotomy	1	1	3	13	5
HPS 119	Phlebotomy Clinical	0	0	4	12	4
MTH 116	Mathematical Applications	3	0	0	3	3
PHL 206	Ethics and Society	3	0	0	3	3
Term Total		**7**	**1**	**7**	**31**	**15**

Certificate Program Credit Hours Total = 49 SH
Certificate Program Contact Hours Total = 1365 Hours

PRACTICAL NURSING (LPN) PROGRAM
CIP 51.3901
Standard Certificate

The Practical Nursing Program offers educational opportunities that allow persons to complete their goals of becoming Licensed Practical Nurses prepared to practice safe, ethical bedside nursing in a structured care setting under the direct supervision of the registered nurse and/or physician or dentist. Students are prepared to function within guidelines established by the Alabama Board of Nursing.

The Practical Nursing Program has received full approval from the Alabama Board of Nursing and continuing full accreditation from the Accrediting Commission for Education in Nursing (ACEN). Further information regarding the program and its accreditation status may be obtained by calling the ACEN at (404) 975-5000 or by writing to the following address:

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326

Applicants to the Practical Nursing Program should be aware that graduation from the program does not guarantee eligibility to take the National Council Licensure Examination (NCLEX-PN). The Alabama Board of Nursing determines/grants eligibility and has the option of denying it to any candidate who fails to produce evidence of good moral character such as, but not limited to, an arrest or conviction of a criminal offense or driving under the influence of drugs/alcohol.

The Practical Nursing Program functions as the second step (level) of the Nursing Career ladder of WCCS. After successful completion of the Practical Nursing Program, the NCLEX-PN, and academic requirements of the Upward Mobility Track of the Associate Degree Nursing Program, LPN graduates qualify for admission into the RN mobility program.   In addition, the first semester of the Practical Nursing Program satisfies the requirements of the WCCS Nursing Assistant/Home Health course for certification. Upon successful completion of the first semester of the Practical Nursing Program, students may apply and pay a 100.00 fee to take the NACEP (state licensure test for Nursing Assistant).

PRACTICAL NURSING PROGRAM
LPN Admission Criteria

Minimum admission standards for the Practical Nursing Program include:

1. Unconditional admission to the college.
2. Receipt of completed application packet for the Practical Nursing Program by the following deadline dates:
    - ➢ **3 semester Curriculum/Spring and Fall only**
      November 1st at 12:00 noon for the Spring semester admission, and June 15th at 12:00 noon for the Fall semester admission.
3. A minimum of 2.50 GPA on the last 24 hours of college courses completed in a transcript term.
4. A minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. Eligibility for English 101 and Math 116 as determined by college policy.
6. Must take the Test of Essential Academic Skills (TEAS) by the application deadline date. The applicant's actual percentile score will be calculated into the compilation of points for admission ranking. The TEAS score is good for two (2) years. A student may repeat the TEAS V (or current version) once during any semester admission time frame. The student must wait at least six (6) weeks before retaking the exam.
7. Good standing with the college.
8. Meeting the essential functions required for nursing.
9. Pass a Background Check and Drug Screening.

Admission to the Practical Nursing Day Program is every fall and spring semester. Deadline dates are published/advertised well in advance and available in the Office of Practical Nursing, Student Services and on the College website www.wccs.edu. All applicants for admission must meet eligibility for MTH 116 and ENG 101 as determined by College policy. Admission to the Practical Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal admission requirements does not guarantee acceptance to the program. All completed application packets must be submitted to the Office of Student Services by the published deadline date. Clinical agencies require that all Practical Nursing students must pass a drug screening and criminal background check. The cost of these tests must be paid by the student.

The Practical Nursing curriculum and admission criteria are subject to change due to statewide standardization of nursing programs in the two year college system.

Applicants must possess a high school diploma or equivalency (GED). Upon acceptance into the program, student are required to: (1) take a physical examination by a Physician or Nurse Practitioner with findings submitted to the department on the designated departmental health clearance form, (2) pay a $15.00 malpractice liability insurance premium, (3) furnish proof of Cardiopulmonary Resuscitation (CPR) certification/recertification, good for a minimum of one year, (4) attend a scheduled preprogram orientation, (5) submit to and pass a drug screening test (6) pass a background check screening. Failure to comply with # 1-6 by the date set forth by the Practical Nursing Program will result in forfeiture of admission.

Upon admission into the Practical Nursing Program, students will be provided with pertinent information including appropriate cost of textbooks, uniforms/supplies, physical examinations, background screening, drug screening and other expenses for the year. Students are required to purchase the nursing uniforms specified by the LPN program. All curricular information will be provided to students prior to the start of the semester during preprogram orientation. Students are expected to adhere to deadline dates.

Nursing is a practice discipline with specific performance requirements in the cognitive, psychomotor sensory and affective domains. Essential Performance Standards expected of students in the Practical Nursing Program are available to students prior to admission. The appraisal measures utilized are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 so as not to discriminate against any person on the basis of disability. Applicants must submit the completed Performance Standards Verification Form prior to enrollment in the program and must update as applicable. In addition, the Practical Nursing Program strictly abides by the WCCS Non-Discrimination Policy as outlined in College Catalog and Program Policy Manual.

Students entering the Practical Nursing Program who are experiencing health and/or behavioral alterations during the course of the program will be required to present a signed statement from their physician stating it is permissible for them to continue in the program; and verifying that they can meet Postsecondary Education's Essential Function Standards for Nursing. Thereafter, statements will be submitted following monthly or weekly visits to the physician. All statements shall be submitted to the Program Director. Pregnant students must be able to complete all scheduled clinical requirements.

Progression

The Practical Nursing Program may be completed in three (3) semesters. All students entering the program are governed by policies in the College Catalog, the Nursing Student Handbook and Policy Manual, and the clinical facilities to which they are assigned for clinical practice. The first semester of the program serves as a prerequisite semester to all other semesters, and all courses must be passed to proceed in the program. The program operates on a progression system. Policies for admission/readmission attendance, progression, health (including HIV and other blood-borne diseases), grievance, advisory, and graduation can be found in the Nursing Student Handbook and Policy Manual.

A minimum grade of "C" (75%) or above is required to pass all courses in the Practical Nursing curriculum.

The following grading criteria will apply to all Practical Nursing courses:
A=90-100
B=80-89
C=75-79
D=60-74
F=59 and below

Credit hours for courses are determined by the averaged hours designated per week for theory, lab and/or clinical practice over a 16 week semester. The number of credit hours for course in the Practical Nursing Program is determined by the number of hours designated as theory (1:1 ratio), skills lab (1:3 ratio), and clinical practice (1:3 ratio).

Students are required to have a minimum overall grade point average of 2.0 ("C") from WCCS in order to graduate.

Nursing Scholarships

Nursing scholarships depend upon funding but may be awarded in the following categories:

- **Academic scholarships:** Amount/Full Tuition
  Criteria: 3.0 GPA (**Minimum**)
  ACT: 18
- **Tuition assistance Scholarships:** Amount $1,000.00 (500.00 (x) 2 semesters)
  Criteria: Demonstrated need per FAFSA
- **Career Ladder Scholarships:** Amount/Full Tuition
  Criteria: Graduate of the Wallace Community College Selma PCT program, 3.0 GPA

Scholarship applications may be obtained on the College website, www.wccs.edu. Scholarship applications should be returned to the Office of Financial Aid by the specified deadline. Scholarship awards will be determined by the scholarship committee.

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PRACTICAL NURSING (LPN) PROGRAM
CIP: 51.3901
Standard Certificate (CER) Course Requirements by Academic Area

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Minimum Semester Hour Distribution Requirements by Academic Area ……………………………………… SH

Area I: Written Composition ………………………………………………………………………… 3
ENG 101 English Composition I ……………………………………………………………………… 3

Area II: Humanities and Fine Arts………………………………………………………………… 3
SPH 106/107 Fundamentals of Speech ……………………………………………………………… 3

Area III: Natural Sciences & Mathematics…………………………………………………………11
BIO 201 Human Anatomy and Physiology I w/lab ………………………………………………… 4
BIO 202 Human Anatomy and Physiology II w/lab ………………………………………………… 4
MTH 100 Intermediate College Algebra ……………………………………………………………… 3

Area IV: History, Social and Behavior Science ………………………………………………… 3
PSY 210 Human Growth & Development …………………………………………………………… 3

Area V: Additional Courses, Major Courses, and Electives …………………………………… 25
NUR 112 Fundamentals of Nursing ………………………………………………………………… 7
NUR 113 Nursing Concepts I………………………………………………………………………… 8
NUR 114 Nursing Concepts II………………………………………………………………………… 8
NUR 115 Adult Nursing …………………………………………………………………………… 2

Total SH required for the Certificate ……………………………………………………………… 45

PRACTICAL NURSING (LPN) PROGRAM
CIP: 51.3901
Standard Certificate (CER)
Three Semester Curriculum (Full-time)/Admits Fall & Spring

Prefix#	First Semester	Theory	Lab	Clinical	Sem. Hrs.	Contact
BIO201	Anatomy & Physiology I	3	1	0	4	5
MTH100	Intermediate College Algebra	3	0	0	3	3
NUR112	Fundamentals of Nursing	4	2	1	7	13
	Semester Total	**10**	**3**	**1**	**14**	**21**

Prefix	Second Semester	Theory	Lab	Clinical	Sem. Hrs.	Contact
BIO202	Anatomy and Physiology II	3	1	0	4	5
ENG101	English Composition I	3	0	0	3	3
PSY 210	Human Growth & Development	3	0	0	3	3
NUR113	Nursing Concepts I	4	1	3	8	16
	Semester Total	**13**	**2**	**3**	**18**	**27**

Prefix	Third Semester	Theory	Lab	Clinical	Sem. Hrs.	Contact
NUR114**	Nursing Concepts II	5	0	3	8	14
NUR115**	Evidence Based Clinical Reasoning	1	0	1	2	4
SPH106/SPH107	Fundamentals of Speech	3	0	0	3	3
	Semester Total	**9**	**0**	**4**	**13**	**21**

Certificate Program Credit Hours Total = 45 SH
Certificate Program Contact Hours Total = 1050 Hours

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

PN Program Totals:	
Total Credit Hours	45 Hours
Total Contact Hours	1050 (70 hours x 15 wks.)
General Education Hours	27 Hours (44.4%)
Nursing Hours	25 (55.6%)

SIMULATION MODELING TECHNICIAN (SMT) PROGRAM
CIP: 11.0101
Short Term Certificate (STC)

The role of a Simulation Modeling Technician (SMT) is to produce interactive 3D content to support education, business, and industry needs. Creation of 3D content permits ideas to be virtually and visually communicated in an exciting and stimulating way. SMTs utilize 3D modeling, texturing, programming and related skills in an effort to create interactive 3D content. Typical software used by a SMT includes Photoshop, 3D Studio Max, Java Script, AutoCAD, Unity 3D and many other content creation toolsets.

Short Term Certificate (STC) Course Requirements by Academic Area
Minimum Semester Hour Distribution Requirements by Academic Area……………………………… SH

Area I: Written Composition…………………………………………………………………………… 0

Area II: Humanities and Fine Arts ………………………………………………………………………… 0

Area III: Natural Sciences & Mathematics …………………………………………………………… 0

Area IV: History, Social and Behavioral Sciences …………………………………………………… 0

Area V: Additional General Education   Courses, Major Courses and Electives ……………………… 24
CIS 160 Multimedia for the World Wide Web 3
CIS 191 Introduction to Computer Programming Concepts 3
CIS 223 Three Dimensional Computer Modeling 3
CIS 224 Three Dimensional Computer Animation 3
CIS 251 C++ Programming.. 3
DDT 104 Introduction to Computer Aided Drafting & Design 3
DDT 124 Introduction to Technical Drawing... 3
DDT 233 Solid Modeling 3

Total SH Required for the Short Term Certificate……………………………………………………… 24

SIMULATION MODELING TECHNICIAN (SMT) PROGRAM
CIP: 11.0101
Short Term Certificate (STC) Curriculum Display by Semester

Prefix #	First Year Term 1	Theory	Lab	Sem. Hrs.
CIS 160	Multimedia for the World Wide Web	3	0	3
CIS 191	Introduction to Computer Programming Concepts	3	0	3
DDT 104	Introduction to Computer Aided Drafting & Design	1	2	3
DDT 124	Introduction to Technical Drawing	1	2	3
Prefix #	First Year – Term 2	Theory	Lab	Sem. Hrs.
CIS 223	Three Dimensional Computer Modeling	3	0	3
CIS 224	Three Dimensional Computer Animation	3	0	3
CIS 251	C++ Programming	3	0	3
DDT 233	Solid Modeling	1	2	3

Semester Total = 24 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

WELDING TECHNOLOGY (WDT) PROGRAM
CIP: 48.0508
Structural Welding Certificate - 2 Semesters

Welding is the process of joining together two pieces of metal so that bonding takes place at their original boundary surfaces. Welding is used in the construction and repair of many thousands of manufactured products. The Welding Technology (WDT) Program at Wallace Community College Selma provides students with the technical skills necessary to enter the construction, manufacturing, and repair industries. WDT students attain hands-on experience in a variety of welding processes used by various industries in the fabrication and repair of steel components. Through practical exercises which are designed to be as realistic as possible and representative of actual world-of-work experiences, WDT students learn to use many different cutting and joining processes. The program offers a certificate in Structural Welding as well as a more specialized certificate in Pipe Welding which permits a student to apply for more competitive pipe welding positions found in heavy industries such as refineries and off-shore drilling rigs.

WELDING TECHNOLOGY (WDT) PROGRAM
CIP: 48.0508
Structural Welding Certificate Course Requirements by Academic Area - 2 Semesters

Minimum Semester Hour Distribution Requirements by Academic Area ……………………………………… SH

Area I: Written Composition ……………………………………………………………………………………… 3
    ENG 100 Vocational Technical English I ………………………………………………………………………………… 3

Area II: Humanities and Fine Arts……………………………………………………………………………… 0

Area III: Natural Sciences & Mathematics…………………………………………………………………… 3
    MAH 101 Introductory Mathematics I ………………………………………………………………………………… 3

Area IV: History, Social and Behavioral Sciences ………………………………………………………… 0

Area V: Additional General Education Courses, Major Courses and Electives…………………………… 24
    WDT 108 SMAW Fillet OFC………………………………………………………………………………………… 3
    WDT 109 SMAW Fillet PAC/CAC ………………………………………………………………………………… 3
    WDT 110 Industrial Blue Print Reading ………………………………………………………………………… 3
    WDT 119 Gas Metal Arc/Flux Cored Arc Welding Theory …………………………………………………… 3
    WDT 122 SMAW Fillet OFC Lab ………………………………………………………………………………… 3
    WDT 123 SMAW Fillet PAC/CAC Lab …………………………………………………………………………… 3
    WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab ……………………………………………………… 3
    WDT 125 Shielded Metal Arc Welding Grooves Lab…………………………………………………………… 3

Total SH Required for the Structural Welding Certificate……………………………………………………… 30

WELDING TECHNOLOGY (WDT) PROGRAM
Structural Welding Certificate – 2 Semesters
Curriculum Display by Semester

Prefix #	First Year – Fall Semester	Theory	Lab	Sem. Hrs.
WDT 108	SMAW Fillet/OFC Theory	2	1	3
WDT 109	SMAW Fillet/PAC/CAC Theory	2	1	3
WDT 122	SMAW Fillet/OFC Lab	0	3	3
WDT 123	SMAW Fillet/PAC/CAC Lab	0	3	3
MAH 101	Introductory Mathematics I	0	0	3

Semester Total = 15 SH

Prefix #	First Year – Spring Semester	Theory	Lab	Sem. Hrs.
WDT 119	GMAW/FCAW Theory	2	1	3
WDT 110	Industrial Blueprint Reading	3	0	3
WDT 124	GMAW/FCAW Lab	0	3	3
WDT 125	SMAW Grooves Lab	0	3	3
ENG 100	Vocational Technical English I	0	0	3

Semester Total = 15 SH
Structural Welding Certificate Program Total = 30 SH

WELDING TECHNOLOGY (WDT) PROGRAM
CIP: 48.0508
Pipe Welding Certificate Course Requirements by Academic Area - 3 Semesters
Minimum Semester Hour Distribution Requirements by Academic Area ………………………………… SH
Area I: Written Composition ………………………………………………………………………………… 3
  ENG 100 Vocational Technical English I ……………………………………………………………………… 3

Area II: Humanities and Fine Arts………………………………………………………………………… 0

Area III: Natural Sciences & Mathematics……………………………………………………………… 3
  MAH 101 Introductory Mathematics I ………………………………………………………………………… 3

Area IV: History, Social and Behavioral Sciences…………………………………………………………… 0

Area V: Additional General Education Courses, Major Courses and Electives ………………………………36
  WDT 108 SMAW Fillet OFC …………………………………………………………………………………… 3
  WDT 109 SMAW Fillet PAC/CAC …………………………………………………………………………… 3
  WDT 110 Industrial Blue Print Reading ……………………………………………………………………… 3
  WDT 115 GTAW Carbon Pipe Theory………………………………………………………………………… 3
  WDT 116 GTAW Stainless Steel Pipe Theory………………………………………………………………… 3
  WDT 119 Gas Metal Arc/Flux Cored Arc Welding Theory …………………………………………………… 3
  WDT 120 SMAW Grooves Theory …………………………………………………………………………… 3
  WDT 122 SMAW Fillet OFC Lab ……………………………………………………………………………… 3
  WDT 123 SMAW Fillet PAC/CAC Lab ……………………………………………………………………… 3
  WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab ……………………………………………………… 3
  WDT 125 Shielded Metal Arc Welding Grooves Lab ………………………………………………………… 3
  WDT 155 GTAW Carbon Pipe Lab …………………………………………………………………………… 3
  WDT 156 GTAW Stainless Steel Pipe Lab …………………………………………………………………… 3
  WDT 217 SMAW Carbon Pipe Theory………………………………………………………………………… 3
  WDT 257 SMAW Carbon Pipe Lab …………………………………………………………………………… 3
  WDT 258 Certification Lab……………………………………………………………………………………… 3

Total SH Required for the Pipe Welding Certificate …………………………………………………………… 54

Student competence in the basic use of computers is accomplished within ENG 100.
Student competence in Oral Communications is accomplished within discipline-specific courses.

All students entering the Pipe Welding Certificate must have passed or be able to pass the 3G & 4G plate test with 6010 root, no backing and 7018 filler on 3/8 inch plate in accordance with the American Welding Society D1.1 Code.

117

WELDING TECHNOLOGY (WDT) PROGRAM
Pipe Welding Standard Certificate – 3 Semesters
Curriculum Display by Semester

Plate Certification

Prefix #	First Semester – Fall Semester	Theory	Lab	Sem. Hrs.
WDT 108	SMAW Fillet/OFC Theory	2	1	3
WDT 109	SMAW Fillet/PAC/CAC Theory	2	1	3
WDT 122	SMAW Fillet/OFC Lab	0	3	3
WDT 123	SMAW Fillet/PAC/CAC Lab	0	3	3
MAH 101	Introductory Mathematics I	0	0	3

Semester Total = 15 SH

Prefix #	Second Semester – Spring Semester	Theory	Lab	Sem. Hrs.
WDT 119	GMAW/FCAW Theory	2	1	3
WDT 120	SMAW Grooves Theory	3	0	3
WDT 124	GMAW/FCAW Lab	0	3	3
WDT 125	SMAW Grooves Lab	0	3	3
ENG 100	Vocational Technical English I	0	0	3

Semester Total = 15 SH

Pipe Certification

Prefix #	Third Semester – Summer Semester	Theory	Lab	Sem. Hrs.
WDT 115	GTAW Carbon Pipe Theory	3	0	3
WDT 116	SMAW Stainless Pipe Theory	3	0	3
WDT 155	GTAW Carbon Pipe Lab	0	3	3
WDT 156	GTAW Stainless Pipe Lab	0	3	3

Semester Total = 12 SH

Prefix #	Fourth Semester – Fall Semester	Theory	Lab	Sem. Hrs.
WDT 110	Industrial Blueprint Reading	3	0	3
WDT 217	SMAW Carbon Pipe Theory	3	0	3
WDT 257	SMAW Carbon Pipe Lab	0	3	3
WDT 258	Certification Lab	0	3	3

Semester Total = 12 SH
Pipe Welding Certificate Program Total = 54 SH

Note: Curriculum display is subject to change; however, courses will be offered to meet degree requirements.

Student competence in the basic use of computers is accomplished within ENG 100.
Student competence in Oral Communications is accomplished within discipline-specific courses.

All students entering the Pipe Welding Certificate must have passed or be able to pass the 3G & 4G plate test with 6010 root, no backing and 7018 filler on 3/8 inch plate in accordance with the American Welding Society D1.1 Code.

COURSE DESCRIPTIONS
ART APPRECIATION (ART)

ART 100 Art Appreciation   **3 hours**
Pre-requisite: None.
This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art, the materials used, and have a basic overview of the history of art.

BIOLOGY (BIO)

BIO 103 Principles of Biology I   **4 hours**
Pre-requisite: Regular admission status.
This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120 minute laboratory is required.

BIO 104 Principles of Biology II   **4 hours**
Pre-requisite: BIO 103.
This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180 minute laboratory is required.

BIO 112 Human Reproduction & Inheritance   **3 hours**
Pre-requisite: Regular admission status.
Human Reproduction and Inheritance is an introductory genetics course with primary emphasis on human inheritance, reproduction, venereal diseases, birth control, and teratology. No laboratory is required

BIO 120 Medical Terminology   **3 hours**
Pre-requisite: **Regular admission status**.
This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required.

BIO 201 Human Anatomy & Physiology I   **4 hours**
Pre-requisite: BIO 103.
Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.

BIO 202 Human Anatomy & Physiology II   **4 hours**
Pre-requisite: BIO 201.
Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.

BIO 220 General Microbiology   **4 hours**
Pre-requisite: BIO 103. (Recommend 4 Semester Hours of Chemistry).
This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120 minute laboratories are required.

BIO 240 Field Biology   **4 hours**
Pre-requisite: BIO 103.
This course covers basic principles of taxonomy, classification, and selected ecological concepts. Animal and plant diversity is emphasized through collection, identification, and museum preparation of local flora and fauna. Laboratory is required.

BIO 250 Directed Studies in Biology I   **4 hours**
Pre-requisite: None.
This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

BASIC STUDY SKILLS (BSS)

BSS 118 College Study Skills   **1 hour**
Pre-requisite: None.
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

BSS 120 Career Assessment   **1 hour**
Pre-requisite: None.
This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, student should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.

BUSINESS ADMINISTRATION (BUS)

BUS 100 Introduction to Business   **3 hours**
This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

BUS 177 Salesmanship   **3 hours**
This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior.

BUS 215 Business Communications   **3 hours**
This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

BUS 241 Principles of Accounting I   **3 hours**
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

BUS 242 Principles of Accounting II   **3 hours**
Pre-requisite: BUS 241.
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making.

BUS 246 Accounting on the Microcomputer   **3 hours**
This course utilizes the microcomputer in a study of accounting principles and practices. Emphasis is on the preparation and analysis of financial statements, measuring business activity, and making rational business decisions.

BUS 262 Business Law II   **3 hours**
Topics include legal principles related to partnerships, corporations, real property and leases, insurance, security devices, bankruptcy, trust and estates; government regulations of business and labor; civil and criminal liability: and business security.

BUS 263 Legal & Social Environment of Business   **3 hours**
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

BUS 271 Business Statistics I   **3 hours**
Pre-requisite: MTH 100.
This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing.

BUS 275 Principles of Management   **3 hours**
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

BUS 285 Principles of Marketing   **3 hours**
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

CHEMISTRY (CHM)

CHM 104 Introduction to Inorganic Chemistry   **4 hours**
Pre-requisite: MTH 092 (Developmental Algebra II) or equivalent math placement score.
This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

CHM 105 Introduction to Organic Chemistry   **4 hours**
Pre-requisite: CHM 104 (Introduction to Inorganic Chemistry) or CHM 111 (College Chemistry I).
This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required.

CHM 111 College Chemistry I   **4 hours**
Pre-requisite: MTH 112 (Pre-calculus Algebra) or equivalent math placement score.
This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, liquids and solids, solutions, and colloids. Laboratory is required.

CHM 112 College Chemistry II   **4 hours**
Pre-requisite: CHM 111 (College Chemistry I).
This is the second course in a two-semester sequence designed primarily for the science and engineering major that is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, and selected topics in organic chemistry, biochemistry, atmospheric chemistry, and descriptive chemistry, including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

CHM 221 Organic Chemistry I   **4 hours**
Pre-requisite: CHM 112 (College Chemistry II).
This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. A 120 minute laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

CHM 222 Organic Chemistry II   **4 hours**
Pre-requisite: CHM 221 (Organic Chemistry I).
This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. A 120 minute laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

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COMPUTER INFORMATION SYSTEMS (CIS)
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CIS 111 Word Processing Software Applications MS Word   **3 hours**
Pre-requisite: CIS146.
This course provides students with hands-on experience using word processing software. Students will develop skills common to most word processing software by developing a wide variety of documents. Emphasis is on planning, developing, and editing functions associated with word processing. Students must complete this course with at least a "C" average.

CIS 113 Spreadsheet Software Applications MS Excel   **3 hours**
Pre-requisite: CIS146.
This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets. Students must complete this course with at least a "C" average.

CIS 115 Presentation Graphics Software Applications MS PowerPoint (Elective)   **3 hours**
Pre-requisite: CIS146.
This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations. Students must complete this course with at least a "C" average.

CIS 117 Database Management Software Applications MS Access   **3 hours**
Pre-requisite: CIS146.
This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. Students must complete this course with at least a "C" average.

CIS 130 Introduction to Information Systems   **3 hours**
Pre-requisite: None.
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware. Students must complete this course with at least a "C" average.

CIS 146 Microcomputer Applications   **3 hours**
Pre-requisite: Basic Keyboarding Skills Required.
This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC3 certification. This course or an equivalent is **CORE** for the AAT and AAS CIS programs. Students must complete this course with at least a "C" average.

CIS 147 Advanced Micro Applications   **3 hours**
Pre-requisite: As required by College.
This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare students for the MOS certification. Students must complete this course with at least a "C" average.

CIS 150 Introduction to Computer Logic & Programming (Elective)   **3 hours**
Pre-requisite: As required by College.
This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used te4chniques of flow charts, structure charts, and pseudo code will be covered and students will be expected to apply the techniques to designated situations and problems. This is a **CORE** course. Students must complete this course with at least a "C" average.

CIS 153 Introduction to Unity 3D Scripting   **3 hours**
Pre-requisite: CIS 191 and CIS 251.
This course teaches Unity 3D in game scripting along with programming basics. This course will prepare students with basic knowledge of Namespaces and Classes, Conditional statements and loops, Unity 3D GUI, Unity's Mono Behaviors, proper formatting skills and firm understanding of Unity and Net data types. Students must complete this course with at least a "C" average.

CIS 155 Introduction to Mobile App Development   **3 hours**
Pre-requisite: As required by College.
This purpose of this course is to introduce students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, survey of app development software, processes for design, build, deploying, and optimizing apps. At the conclusion of this course students will be able to design, build, deploy, and optimize a basic app. Students must complete this course with at least a "C" average.

CIS 157 Introduction to App Development with Swift   **3 hours**
Pre-requisite: As required by College.
This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS system. Students must complete this course with at least a "C" average.

CIS 160 Multimedia for the World Wide Web   **3 hours**
Pre-requisite: CIS 207.
This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing

multimedia. Students must complete this course with at least a "C" average.

CIS 161 Intro to Networking Communications   **3 hours**
Pre-requisite: CIS249, CIS268 & CIS269.
This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification. Students must complete this course with at least a "C" average.

CIS 185 Computer Ethics   **3 hours**
Pre-requisite: As required by College.
This course will survey the various issues surrounding computer ethics. Students must complete this course with at least a "C" average.

CIS 191 Intro to Computer Programming Concepts   **3 hours**
Pre-requisite: As required by College.
This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures and simple data structures are introduced. Students are expected to write programs as part of this course. Students must complete this course with at least a "C" average.

CIS 207 Intro to Web Development   **3 hours**
Pre-requisite: CIS130 and CIS146.
At the conclusion of this course, students will be able to use specified markup languages to develop basic WEB pages. Students must complete this course with at least a "C" average.

CIS 209 Advanced Web Development   **3 hours**
Pre-requisite: As required by College.
This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. Students must complete this course with at least a "C" average.

CIS 220 App Development with Swift I   **3 hours**
Pre-requisite: As required by College.
This is the first of two courses designed to teach specific skills related to app development using Swift language. Students must complete this course with at least a "C" average.

CIS 223 Three Dimensional Computer Modeling   **3 hours**
Pre-requisite: As required by College.
This course is a study in 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation, and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use. Students must complete this course with at least a "C" average.

CIS 224 Three Dimensional Computer Animation (Elective)   **3 hours**
Pre-requisite: As required by College.
This course is a study in #D computer animation. Course contents include a review of 3D modeling, rendering the 3D animations, compositing and special effects for both video and digital editing, video and film recording, storyboarding and sound design, technical testing and production estimates and scheduling. Students must complete this course with at least a "C" average.

CIS 225 Introduction to SQL Programming—Oracle   **3 hours**
Pre-requisite: As required by College.
This course is designed to give students a firm foundation in concepts of relational databases, to create database structures and to store, retrieve, and manage data. Students will learn to query using Basic SQL statements, restrict, sort, perform single row functions and group the queried data. Students will write advanced SELECT statements and use advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval. You will query multiple tables, perform nested queries, implement constraints, use data and time functions, and creates sequences and

views. Students learn to write SQL and SQL* Plus script files using the iSQL* Plus tool to generate report-like output. Demonstrations and hands-on practice reinforces the fundamental concepts. This course is the first of two courses required to acquire certification as Oracle Certified Associate (OCA). Students must complete this course with at least a "C" average.

CIS 227 App Development with Swift II   **3 hours**
Pre-requisite: As required by College.
This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps. Students must complete this course with at least a "C" average.

CIS 249 Microcomputer Operating Systems   **3 hours**
Pre-requisite: None.
This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management. Students must complete this course with at least a "C" average.

CIS 251 C++ Programming   **3 hours**
Pre-requisite: CIS 191.
This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing. Students must complete this course with at least a "C" average.

CIS 252 Advanced C++ Programming   **3 hours**
Pre-requisite: As required by College.
This course is a continuation of C++ programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Students must complete this course with at least a "C" average.

CIS 268 Software Support   **3 hours**
Pre-requisite: CIS130.
This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the **A+** Certification sponsored by CompTIA. This is a **CORE** course for the AAS CIS program. Students must complete this course with at least a "C" average.

CIS 269 Hardware Support   **3 hours**
Pre-requisite: CIS130.
This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a **CORE** course for the AAS CIS program. Students must complete this course with at least a "C" average.

CIS 280 Network Security   **3 hours**
Pre-requisite: As required by College.
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures. Students must complete this course with at least a "C" average.

CIS 291 Case Study in Computer Science (Elective)   **3 hours**
Pre-requisite: CIS111, CIS113, CIS115, CIS117 and CIS207.
This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion, students should be able to design, code, test and document a comprehensive computer information system. Students must complete this course with at least a "C" average.

COSMETOLOGY INSTRUCTOR TRAINING (CIT)

CIT 211 Teaching & Curriculum Development   **3 hours**
Pre-requisite: Licensed managing cosmetologist (5 years of experience).
This course focuses on principles of teaching, teaching maturity personality conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans. NDC.

CIT 212 Teacher Mentorship   **3 hours**
Pre-requisite: Licensed managing cosmetologist (5 years of experience).
Co-requisite: CIT 211 or permission of instructor.
This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods. NDC.

CIT 213 Cosmetology Instructor Co-op   **3 hours**
Pre-requisite: Licensed managing cosmetologist (5 years of experience).
Co-requisite: CIT 211, CIT 212 or permission of instructor.
This course introduces students to methods for developing lesson plans. Emphasis is placed on writing lesson plans and on the four-step teaching plan. Upon completion, students should be able to write daily lesson plans and demonstrate the four-step teaching method. NDC.

CIT 221 Lesson Plan Implementation   **3 hours**
Pre-requisite: Licensed managing cosmetologist (5 years of experience).
This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four step teaching method. NDC.

CIT 222 Audio Visual Material & Methods   **3 hours**
Pre-requisite: Licensed managing cosmetologist (5 years of experience).
Co-requisite: CIT 223 or permission of instructor.
This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, the student should be able to prepare teaching aids and determine their most effective use. NDC.

CIT 223 Audio Visual Material & Methods Applications   **3 hours**
Pre-requisite: Licensed managing cosmetologist (5 years of experience).
Co-requisite: CIT 222 or permission of instructor.
This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan. NDC.

CIT 224 Special Topics in Cosmetology Instruction   **3 hours**
Pre-requisite: As required by college.
This course is designed to allow students to further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs NDC.

COSMETOLOGY (COS)

COS 111 Introduction to Cosmetology   **3 hours**
Pre-requisite: As required by college.
Co-requisite: COS 112 – Introduction to Cosmetology Lab
This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

COS 112 Introduction to Cosmetology Lab   **3 hours**
Pre-requisite: As required by college.
Co-requisite: COS 111 – Introduction to Cosmetology.
In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in theory component from COS 111. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

COS 113 Theory of Chemical Services   **3 hours**
Pre-requisite: As required by college.
Co-requisite: COS 114 – Chemical Services Lab.
During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

COS 114 Chemical Services Lab   **3 hours**
Pre-requisite: As required by college.
Co-requisite: COS 113
During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

COS 115 Hair Coloring Theory   **3 hours**
Pre-requisite: As required by college.
Co-requisite: COS 116 – Hair Coloring Lab.
In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

COS 116 Hair Coloring Lab   **3 hours**
Pre-requisite: As required by college.
Co-requisite: COS 115 – Hair Coloring Theory.
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

COS 117 Basic Spa Techniques   **3 hours**
Pre-requisite: As required by college.
Co-requisite: COS 118 – Basic Spa Techniques Lab.
This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

COS 118 Basic Spa Techniques Lab   **3 hours**
Pre-requisite: As required by college.
Co-requisite: COS 117 – Basic Spa Techniques
This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care. This is a CORE course. Note: There is an approved standardized plan-of-instruction for this course.

COS 119 Business of Cosmetology   **3 hours**
Pre-requisite: As required by college.
This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the work place. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon. This is a CORE course.

COS 123 Cosmetology Salon Practices   **3 hours**
Pre-requisite: As required by college.
Co-requisite: COS 131 or permission of instructor.
This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

COS 125 Career and Personal Development   **3 hours**
Pre-requisite: As required by college.
This course provides the study and practice of personal development and career building. Emphasis is placed on building and retaining clientele, communication skills, customer service, continuing education, and goal setting. Upon completion, the student should be able to communicate effectively and practice methods for building and retaining clientele.

COS 131 Aesthetics   **3 hours**
Pre-requisite: None.
Co-requisite: COS 132 or permission of instructor.
This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, and hair removal. Upon completion, the student should be able to state procedures for analysis,   light therapy, facials, hair removal, and identify the structures, functions, and disorders of the skin. NDC.

COS 132 Aesthetics Applications   **3 hours**
Prerequisite: None.
Co-requisite: COS 131 or permission of instructor.
This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial makeup, and hair removal. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrates facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions. NDC.

COS 143 Specialty Hair Preparation Techniques   **3 hours**
Pre-requisite: As required by college.
This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing.

COS 144 Hair Shaping and Design   **3 hours**
Pre-requisite: As required by college.
In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.

COS 145 Hair Shaping Lab   **3 hours**
Pre-requisite: As required by college.
This course covers the study of the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions.

COS 151 Nail Care   **3 hours**
Pre-requisite: As required by college.
This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

COS 158 Employability Skills   **3 hours**
Pre-requisite: As required by college.
This course provides the study of marketable skills to prepare the student to enter the world of work. Emphasis is placed on resumes, interviews, client and business relations, personality, computer literacy, and attitude. Upon completion, the student should be prepared to obtain employment in the field for which they have been trained.

CRIMINAL JUSTICE (CRJ)

CRJ 100 Introduction to Criminal Justice   **3 hours**
Pre-requisite: None.
This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

CRJ 110 Introduction to Law Enforcement   **3 hours**
Pre-requisite: None.
This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

CRJ 116 Police Patrol   **3 hours**
This course studies the duties, and responsibilities of the uniformed police patrol. It emphasizes the importance of patrol functions and includes principles, methods, procedures and resources used in police patrol operations.

CRJ 117 Community Relations   **3 hours**
Pre-requisite: None.
This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service, and mobilizing community involvement and cooperation.

CRJ 130 Introduction to Law and Judicial Process   **3 hours**
Pre-requisite: None.
This course provides an introduction to the basic elements of substantive and procedural law, and the stages in the judicial process. It includes an overview of state and federal court structure.

CRJ 140 Criminal Law and Procedure   **3 hours**
Pre-requisite: None.
This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with attention to the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are covered.

CRJ 146 Criminal Evidence   **3 hours**
Prerequisite: None.
This course considers the origins of the law of evidence and current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the court regarding evidence.

CRJ 147 Constitutional Law   **3 hours**
Pre-requisite: None.
This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as right to counsel, search and seizure, due process and civil rights.

CRJ 150 Introduction to Corrections   **3 hours**
Pre-requisite: None.
This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

CRJ 156 Correctional Institutions   **3 hours**
Pre-requisite: None.
This course examines correctional institutions and their functions. Topics covered include prison facilities, programs, and the effects of incarceration.

CRJ 157 Community Based Corrections   **3 hours**
Pre-requisite: None.
This course examines various forms of community corrections and alternative sentences. Probation, parole, halfway houses, work release, community service, electronic monitoring, and camps are among the programs considered.

CRJ 160 Introduction to Security   **3 hours**
Pre-requisite: None.
This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial securities are covered.

CRJ 166 Private and Retail Security   **3 hours**
Pre-requisite: None.
This course surveys the legal foundations, regulations, training, and other issues in private security. Typical offences, laws, and law enforcement strategies common in the field are covered. Methods of loss prevention are examined.

CRJ 177 Criminal and Deviant Behavior   **3 hours**
Pre-requisite: None.
This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation.

CRJ 178 Narcotics/Dangerous Drugs   **3 hours**
Pre-requisite: None.
This course surveys the history and development of drug abuse in society. Theories of drug abuse, identification and classification of drugs are covered. Strategies for combating the drug problem are discussed.

CRJ 205 Treatment of the Offender   **3 hours**
Pre-requisite: None.
This course looks at the principles and techniques of dealing with the detained offender. Topics include searching, transporting, interviewing, and counseling.`

CRJ 208 Introduction to Criminology   **3 hours**
Pre-requisite: None.
This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control, and treatment.

CRJ 209 Juvenile Delinquency   **3 hours**
Pre-requisite: None.
This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts.

CRJ 212 Correctional Counseling Techniques   **3 hours**
Pre-requisite: None.
This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts.

CRJ 216 Police Organization and Administration   **3 hours**
Pre-requisite: None.
This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

CRJ 217 Report Writing   **3 hours**
Pre-requisite: None.
This course reviews the various types of police reports, including incident, investigative, progress, and others. The course analyzes the different forms of written communications used in law enforcement.

CRJ 219 Firearms   **3 hours**
Pre-requisite: None.
This course covers the moral implications, legal provisions, safety precautions, and restrictions governing the use of firearms. The use of sidearm and riot guns with stationary and combat targets is explored.

CRJ 220 Criminal Investigation   **3 hours**
Pre-requisite: None.
This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized.

CRJ 230 Criminalistics   **3 hours**
Pre-requisite: None.
This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, casts, and the like.

CRJ 236 Advanced Criminalistics   **3 hours**
Pre-requisite: None.
This course covers the collection, handling, and analysis of evidence from crime scene to laboratory to courtroom. Topics include hair, fibers, body fluids, firearms, glass, paint, drugs, documents, etc. Laboratory experience may be utilized.

CRJ 238 Crime Scene Investigation   **3 hours**
Pre-requisite: None.
This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collection and preservation, and courtroom procedures are considered.

CRJ 239 Issues in Law Enforcement   **3 hours**
Pre-requisite: None.
This course involves research, writing, and discussion of selected subjects relating to law enforcement. An analysis of contemporary police problems is provided.

CRJ 256 Correctional Rehabilitation   **3 hours**
Pre-requisite: None.
This course surveys the different methods used in the rehabilitation of public offenders. Topics include individual and group counseling, education, recreation, religion, drug treatment, and vocational programs.

CRJ 259 Issues in Corrections   **3 hours**
Pre-requisite: None.
This course involves research, writing, and discussion of selected subjects relating to corrections. An analysis of contemporary problems in corrections is provided.

CRJ 280 Internship in Criminal Justice   **3 hours**
Pre-requisite: None.
This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head.

CRJ 290 Selected Topics - Seminar in Criminal Justice   **1-3 hours**
Pre-requisite: None.
This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head.

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DRAFTING AND DESIGN TECHNOLOGY (DDT)

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DDT 104 Introduction to Computer Aided Drafting & Design   **3 hours**
Pre-requisite: None.
This course provides an introduction to basic Computer-Aided Design & Drafting (CADD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

DDT 111 Fundamentals of Drafting and Design Technology   **3 hours**
Pre-requisite: None.
This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching and drawing.

DDT 117 Manufacturing Processes   **3 hours**
Pre-requisite: None.
This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and express and interpret material specifications.

DDT 122 Advanced Technical Drawing (Elective)   **3 hours**
Pre-requisite: DDT 104, DDT 111, DDT 124 or instructor approval.
This course covers methods of providing size description and manufacturing information for production drawings and includes common fasteners and welding symbols. Emphasis will be placed on accepted dimensioning and tolerance practices, including geometric dimensioning and tolerancing for both the customary English system and the ISO system, common fasteners and welding symbols. This course supports CIP code 15.1301.

DDT 124 Introduction to Technical Drawing   **3 hours**
Pre-requisite: None.
This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.

DDT 125 Surface Development   **3 hours**
Pre-requisite: DDT 111, DDT 124 or instructor approval.
This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersection and handle them simply as applications of the concepts learned in this class.

DDT 127 Intermediate Computer Aided Drafting and Design   **3 hours**
Pre-requisite: DDT 104, DDT 111, DDT 124 or instructor approval.
This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.

DDT 128 Intermediate Technical Drawing   **3 hours**
Pre-requisite: DDT 111, DDT 124, or Instructor approval.
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings.

DDT 132 Architectural Drafting   **3 hours**
Pre-requisite: DDT 111, DDT 124, DDT 104 or instructor approval.
This course includes basic terminology, concepts and principles of architectural design. Topics include design consideration, lettering, terminology, site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings to specification.

DDT 134 Descriptive Geometry   **3 hours**
Pre-requisite: None.
This course is designed to teach the fundamental concepts of descriptive geometry through an emphasis on logical reasoning, visualization, and practical applications. Topics include orthographic projection, points and lines in space, auxiliary views, plane representation, intersecting and non-intersecting lines, piercing and intersecting planes, plane development, and calculations. Upon completion, students should be able to project and intersect

DDT 212 Intermediate Architectural Drafting   **3 hours**
Pre-requisite: DDT 132 or instructor approval.
This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include interior elevations, plot plans, and interior details. Upon completion, students should be able to draw and specify advanced level plans including various architectural details.

DDT 220 Advanced Technical Drawing   **3 hours**
Pre-requisite: DDT 104, DDT 111, DDT 124 or instructor approval.
This course covers methods of providing size description and manufacturing information for production drawings and includes common fasteners and welding symbols. Emphasis will be placed on accepted dimensioning and tolerance practices, including geometric dimensioning and tolerancing for both the customary English system and the ISO system, common fasteners and welding symbols. This course supports CIP code 15.1301.

DDT 227 Strength of Materials   **3 hours**
Pre-requisite: None.
This course in statics and strength of materials includes the study of forces and how they act and react on bodies and structures. Topics include the effects of forces as found in structures and machines under conditions of equilibrium, how materials resist forces, strengths of common construction materials and structural components. Force systems such as parallel, concurrent, and non-concurrent are studied in co-planar and non-coplanar situations are included. Upon completion, students should understand and be able to apply the principles of force in engineering drawings.

DDT 233 Solid Modeling   **3 hours**
Pre-requisite: As required by college.
This course provides instruction in 3D Design. Modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wire-frame, surface and solids modeling along with the development of 2D detail drawings from 3D models. Upon completion, students should be able to generate 3D surface and solid models and 2D orthographic production drawings from created solid models.

DDT 235 Specialized CAD (Elective)   **3 hours**
Pre-requisite: Instructor approval.
This course allows the student to plan, execute, and present results of individual projects in Specialized CAD topics. Emphasis is placed on enhancing skill attainment in Specialized CAD skill sets. The student will be able to demonstrate and apply competencies identified by the instructor.

DDT 236 Design Project   **3 hours**
Pre-requisite: Instructor approval.
This course allows the student to plan, execute, and present results of an individual design project. Emphasis is placed on attainment of skills related to a project agreed upon by the instructor and student. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

DDT 239 Independent Studies   **3 hours**
Pre-requisite: DDT 220 or instructor approval.
This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

ECONOMICS (ECO)

ECO 231 Principles of Macroeconomics   **3 hours**
Pre-requisite: None.
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

ECO 232 Principles of Microeconomics   **3 hours**
Pre-requisite: None.
This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

ELECTRICAL TECHNOLOGY (ELT)

ELT 108 DC Principles of Electricity   **3 hours**
Pre-requisite: Permission of instructor.
This course is a study of basic atomic structure, electron flow, Ohm's Law, electrical power and conductors and insulators. Topics include atomic theory, series and parallel circuits, complex circuits, magnetism and electromagnetism. Upon completion, students should be able to solve DC electrical quantity problems and use voltmeters, ohm meters, and amp meter. This course will also incorporate basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, manifest a businesslike personality, and effectively present themselves before co-workers and the public.

ELT 109 AC Principles of Electricity   **3 hours**
Pre-requisite: Permission of instructor.
This course is a study of alternating current and its measurements, circuit analysis, resistive, inductive and capacitive circuits, vectors, AC power and AC test equipment. Emphasis is placed on sinewave generation and valves, circuit construction and analysis and test equipment. Upon completion, students should be able to set up, explain, construct AC circuits and properly use AC test equipment.

ELT 110 Wiring Methods   **3 hours**
Pre-requisite: Permission of instructor.
This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses.

ELT 114 Residential Wiring Methods   **3 hours**
Pre-requisite: Permission of instructor.
This course introduces the student to residential wiring practices and methods, use of hand and power tools, electrical safety, the NEC requirements and residential blueprint interpretations. Topics include standard residential wiring procedures and practices, grounding NEC requirements, wiring diagrams and wiring layouts. Upon completion, students should be able to read blueprints understand code requirements, and wire lights and switches.

ELT 115 Residential Wiring Methods II   **3 hours**
Pre-requisite: Permission of instructor.
This course provides the student with information on how to interpret electrical residential blueprints, wiring diagrams, layouts, and will teach them to wire many different residential circuits in accordance with the National Electric Code. Emphasis is placed on applying the National Electrical Code, actual wiring of panels, service and branch circuits. Upon completion, students should be able to interpret and wire most aspects of a residential application to code.

ELT 117 Basic AC/DC Machines   **3 hours**
Pre-requisite: Permission of instructor.
This course covers the theory and operation of single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab. Upon completion, students should be able to explain, wire and troubleshoot most single and three phase AC motors.

ELT 118 Commercial/Industrial Wiring I   **3 hours**
Pre-requisite: Permission of instructor.
This course teaches the student the principles and applications of commercial and industrial wiring. Emphasis is placed on blue print symbols, hand and power tools, electrical safety, calculations and the NEC code requirements as applied to commercial and industrial wiring. Upon completion, students should be able to read electrical plans, understand electrical symbols, calculate electrical loads for commercial industrial applications and interpret the NEC code requirements.

ELT 132 Commercial/Industrial Wiring II   **3 hours**
Pre-requisite: Permission of instructor.
This course is a continuation of ELT 131 and includes the study of branch circuits, installation requirements for services, feeders and special equipment considerations including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC and special equipment considerations. Upon completion, students should be able to size complete electrical commercial/industrial systems and understand the NEC requirements for each system.

ELT 181 Special Topics in ELT Technology (Elective)   **3 hours**
Pre-requisite: Permission of instructor.
These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.

ELT 211 Motor Control I   **3 hours**
Pre-requisite: Permission of instructor.
This course introduces the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations and sizing of magnetic motor starters and overload protection. Topics include, sizing magnetic starters and overload protection and the use of push-button stations, ladder diagrams and magnetic motor starters in control of electric motors. Upon completion, students should be able to understand the operation of magnetic motor starters, overload protection and interpret ladder diagrams using push-button stations.

ELT 212 Motor Controls II   **3 hours**
Pre-requisite: Permission of instructor.
This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

ELT 231 Introduction to Programmable Controllers   **3 hours**
Pre-requisite: Permission of instructor.
This state-of-the art course includes the fundamental principles of programmable logic controls (PLCs) including hardware and programming. Emphasis is placed on hardwiring associated with the PLC, different options available with most PLCs and basic ladder logic programming. Upon completion, students should be able to develop programs, load programs into PLCs and troubleshoot the system.

ELT 232 Advanced Programmable Controllers   **3 hours**
Pre-requisite: Permission of instructor.
This state-of-the-art course focuses on PLC hardware, programming and program design. Emphasis is placed on developing working programs, timers, counters, different special functions, and designing programs from existing hardwired systems. Upon completion, students should be able to develop programs, load programs into PLCs and troubleshoot the system.

ELT 241 National Electric Code   **3 hours**
Pre-requisite: Permission of instructor.
This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, students should be able to locate code requirements for a specific electrical installation.

ELT 242 Journeyman-Master Prep Exam (Elective)   **3 hours**
Pre-requisite: Permission of instructor.
This course is designed to help prepare a student to take either the Journeyman or Master Certification Exam. Emphasis is placed on review of electrical concepts and/or principles, practice tests, and test taking procedures. Upon completion, students should be able to pass the Journeyman/Masters Certifying Exam.

ELT 244 Conduit Bending and Installation   **3 hours**
Pre-requisite: Permission of instructor.
This course provides students with skills needed to properly bend electrical metallic tubing, rigid galvanized and intermediate metal conduit, and PVC conduit. Emphasis is placed on the theory and practical application of conduit bending methods. Upon completion, students should be able to measure, layout, and successfully bend conduit using hand, mechanical, and hydraulic benders.

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ENGLISH LANGUAGE & LITERATURE (ENG)

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ENG 092 Basic English I   **4 hours**
Pre-requisite: None.
This course is a review of basic writing skills and basis grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

ENG 093 Basic English II   **4 hours**
Pre-requisite: A grade of "S" (Satisfactory) in ENG 092 or an appropriate writing placement score. This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays. A 50-minute lab is required.

ENG 100 Vocational Technical English I   **3 hours**
Pre-requisite: Satisfactory placement score.
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

ENG 101 English Composition I   **3 hours**
Pre-requisite: Successful completion of ENG 093; or a score of 62 or better on the English section of COMPASS; or a score of 20 or better on the ACT; or a transfer credit grade of a "C" or better. English Composition I provide instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

ENG 102 English Composition II   **3 hours**
Pre-requisite: A grade of "C" or better in ENG 101 or the equivalent.
English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.

ENG 251 American Literature I   **3 hours**
Pre-requisite: ENG 102 or equivalent.
This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 252 American Literature II   **3 hours**
Pre-requisite: ENG 102 or equivalent.
This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 261 English Literature I   **3 hours**
Pre-requisite: ENG 102 or equivalent.
This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspect of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 262 English Literature II   **3 hours**
Pre-requisite: ENG 102 or equivalent.
This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 271 World Literature I   **3 hours**
Pre-requisite: ENG 102 or equivalent.
This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

ENG 272 World Literature II   **3 hours**
Pre-requisite: ENG 102 or equivalent.
This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

GEOGRAPHY (GEO)

GEO 100 World Regional Geography   **3 hours**
Pre-requisite: None.
This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.

GEO 220 Principles of Physical Geography   **3 hours**
Pre-requisite: None.
This course is an introduction to natural features of the earth. It concentrates on weather, climate, soil, and vegetation associations, on landforms and on the forces that have been active in shaping the earth's surface.

GIS 106 Geographic Information Systems   **3 hours**
Pre-requisite: As required by program.
This course is designed to introduce the student to the Geographic Information System (GIS) software. Topics will include storing, managing, and displaying spatial features and geographic data, coordinate systems, vector and raster data models, spatial data editing, and attribute data management. Upon completion students should be able to manipulate and edit GIS data.

HEALTH EDUCATION (HED)

HED 221 Personal Health   **3 hours**
This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.

HED 222 Community Health   **3 hours**
This course introduces principles and practices of community health; it includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer health, health organization, and environmental concerns.

HED 224 Personal and Community Health   **3 hours**
This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.

HED 226 Wellness   **1-3 hours**
This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.

HED 230 Safety and First Aid   **3 hours**
HED 230 is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e., school, office, shop, etc.). The second part deals   with physical injuries, emergency care, and treatment of those injuries. CPR certification and Standard Red Cross Cards are given upon successful completion of American Red Cross requirements.

HED 231 First Aid   **3 hours**
This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.

HED 232 Care and Prevention of Athletic Injuries   **3 hours**
This course provides a study of specific athletic injuries, their treatment, and preventive measures.

HED 266 Introduction to Health Occupations   **3 hours**
Pre-requisite: As required by program.
This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled.

HED 267 Drug Education   **3 hours**
This course provides an examination of the drug scene with emphasis on the following: pharmacological and sociological aspects of drug use, rehabilitation and treatment resources, and law enforcement procedures.

HED 277 CPR Recertification   **1 hour**
In this course, instruction and review of updated information concerning cardio-pulmonary resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association.

HISTORY (HIS)

HIS 101 History of Western Civilization I   **3 hours**
Pre-requisite: None.
This course is a survey of social, cultural, economic, and political developments which have molded the modern Western world. It covers the ancient and medieval periods and concludes in the era of Renaissance and Reformation.

HIS 102 History of Western Civilization II   **3 hours**
Pre-requisite: None.
This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

HIS 201 United States History I   **3 hours**
Pre-requisite: None. This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

HIS 202 United States History II   **3 hours**
Pre-requisite: None.
This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

HIS 256 African-American History   **3 hours**
Pre-requisite: None.
This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.

HEALTH INFORMATION TECHNOLOGY (HIT)

HIT 110 Medical Terminology   **3 hours**
Pre-requisite: As required by college.
This course is an introduction to the language of medicine. Course emphasis is on terminology related to disease and treatment in correlation with anatomy and physiology of all anatomical body systems. Student competencies include word construction, definition, spelling, pronunciation, and use of correct abbreviations for numerous medical terms. CORE

HIT 111 Diagnostics & Pharmacology   **2 hours**
Pre-requisite: As required by college.
This course is a study of drug classifications and diagnostic procedures. Instruction includes information on common laboratory findings and the significance of abnormal findings in disease processes. At the conclusion of the course, the student should be able to apply knowledge regarding medications and tests used in treatment and diagnosis of abnormal human conditions.

HIT 115 Pathophysiology & Pharmacology for HIT   **4 hours**
Pre-requisite: As required by college.
Co-requisite: As required by college.
This course is a detailed study of common pathological conditions and the drugs of choice used in their treatment. Course focus is on description of conditions and diseases of the organ systems including etiology, signs and symptoms, methods of diagnosis, and treatment. Expected student outcomes include ability to analyze signs and symptoms in identifying disease entities and ability to describe appropriate diagnostic and treatment modalities.

HIT 130 HIT Classification & Reimbursement   **3 hours**
Pre-requisite: As required by college.
This course includes study of the uses of coded data in reimbursement and payment systems appropriate to all health care settings. Course instruction focuses on techniques of coding, elements of prospective payment systems, billing and insurance procedures, third party payers, explanation of benefits, managed care/capitation, and chargemaster description. Student competencies include demonstration of reimbursement and payment system principles, coding skills and billing applications (manual and/or computer-assisted).

HIT 131 Classification Skills Laboratory   **1 hour**
Pre-requisite: As required by college.
This course allows the student to develop basic skills in classification and reimbursement methodologies. Emphasis is on coding techniques and billing procedures. Student competency is demonstrated by application of skills acquired in the theory class.

HIT 134 HIT Legal & Ethical Issues   **3 hours**
Pre-requisite: As required by college.
This course is a review of the legal aspects applicable to health information. The course focuses on the health record as a legal document, legal principles, patient rights/advocacy issues, definition and application of professional ethics, privacy, and release of information and confidentiality of health information. Student outcomes include demonstration of the use of legal vocabulary and application of release of information guidelines. CORE

HIT 151 Health Data Content & Structure   **3 hours**
Pre-requisite: As required by college.
This course is an introduction to the health information technology (HIT) profession and its basic skills requirements. The course includes an introduction to the content, use and structure of health care data and data sets and how these components relate to primary and secondary record systems. Student outcomes include mastery of basic concepts and functions in HIT including storage and retrieval systems, documentation requirements, abstracting, quantitative and qualitative analysis, registries and indexes. CORE

HIT 152 Skills Development Laboratory   **1 hour**
Pre-requisite: As required by college.
This course allows the student to demonstrate basic competencies acquired in course work with laboratory experience. Emphasis is on development of basic HIT competencies. Student competency is demonstrated by application of basic skills covered in theory classes.

HIT 153 Health Care Delivery Systems   **2 hours**
Pre-requisite: As required by college.
This course includes a review of health care delivery systems. Course focus is on information management practices of agencies that provide health services in ambulatory care, home health care, hospice, long term care, mental health, and other alternate care systems. Student competency includes the ability to describe and contrast the structure of health services in relation to operational and accrediting agency standards, and the role of the health information practitioner in each of these settings.

HIT 158 Introduction to the Clinical Environment for HIT/MCC   **1 hour**
Pre-requisite: As required by college.
Co-requisite: As required by college.
This course is an introduction to the expectations and legal requirements of the clinical environment. Emphasis is placed on personal safety, personal integrity and accountability, and universal clinical expectations. Upon completion, the student should be able to demonstrate pre-clinical competency in clinic ally relevant topics, such as HIPAA regulations, universal precautions and safety regulations.

HIT 160 Professional Practices Experience   **1 hour**
Pre-requisite: As required by college.
Co-requisite: As required by college.
This course allows the student to demonstrate basic competencies acquired in previous course work with on-site, online, and/or on-campus simulations. This course requires student practice in health information technology in a health care facility or simulated online or on campus experience. Student competency is demonstrated by application of basic skills covered in theory and laboratory classes. CORE

HIT 221 HIT Computer Applications   **2 hour s**
Pre-requisite: As required by college.
This course is a survey of computer usage in health care with emphasis on data security and integrity in health information systems. Course instruction focuses on concepts of computer technology related to health care and the tools and techniques for collecting, storing, retrieving, and transmission of health care data. Upon completion, students should be able to demonstrate knowledge of and competence in the use of various health information specific software applications. CORE

HIT 222 HIT Computer Applications Laboratory   **1 hour**
Pre-requisite: As required by college.
This course is designed to provide the opportunity to apply HIT computer application skills in online and/or on-campus laboratory. Emphasis includes concentration in the use of computer technology in collecting, storing, retrieving, reporting, and displaying health care data. Upon completion, student should be able to demonstrate specific computer skills in these areas.

HIT 230 Medical Coding Systems I   **3 hour s**
Pre-requisite: As required by college.
This course is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). CORE

HIT 231 Medical Coding Skills Laboratory   **1 hour**
Pre-requisite: As required by college.
This course provides laboratory practice in medical coding. The course allows the student to become proficient at skills learned in classification and coding systems theory classes. Student competency is demonstrated by accuracy in medical coding.

HIT 232 Medical Coding Systems II   **3 hours**
Pre-requisite: As required by college.
This course is a continuation of Medical Coding System I which is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). CORE

HIT 292 HIT Exam Review   **2 hours**
Pre-requisite: As required by college.
This course is an extensive review of health information technology skills. Course work includes a review of various aspects of health information technology. Student outcomes include demonstrated understanding of the topics covered in this course.

HIT 296 Professional Practices Simulations   **2 hours**
Pre-requisite: As required by college.
This course allows students to correlate the experience of previous courses with on-site, online, and on-campus simulations and learning experience. Emphasis is placed on application of all pervious course work and orientation to all aspects of practice in a health information management department of a health care facility. Student competency is demonstrated by application of skills covered in theory and laboratory classes.

HEALTH SCIENCE (HPS)

HPS 103 Foundation Competencies for Health Science   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course is designed to assist the student in developing the knowledge, skills, and abilities necessary to be successful in health-related disciplines. Content focuses on development and use of effective study and test taking-skills, assertiveness training, stress management, values clarification, diversity, ethical-legal concept, problem-solving and communication skills. Upon completion of this course the student will demonstrate the knowledge, skills and abilities needed to be successful in the student role.

HPS 105 Medical Terminology   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meaning associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

HPS 118 Fundamentals of Phlebotomy   **5 hours**
Pre-requisite: As required by program.
Co-requisite: HPS 119
This course is designed to train individuals to collect and process blood and other clinical specimens for laboratory testing and to interact with health care personnel, clients, and the general public. Presentation includes equipment and additives, basic anatomy, and techniques for safe and effective venipuncture. The phlebotomy clinical will be a supervised practicum within the clinical setting that provides laboratory practice in phlebotomy. Emphasis will be placed on collection techniques, specimen processing, work flow practices, referrals, and utilizing laboratory information systems. This course will prepare individuals to write the Phlebotomist Certification Examination.

HPS 119 Phlebotomy Clinical   **4 hours**
Pre-requisite: As required by program.
Co-requisite: HPS 118
This supervised practicum within a healthcare setting will provide the phlebotomy student with hands-on training in capillary puncture, venipuncture, and receiving of other laboratory specimens. Emphasis will be placed on collection techniques, specimen processing, work flow practices, referrals, and utilizing laboratory information systems. This course along with Fundamentals of Phlebotomy will prepare individuals to write the Phlebotomist Certification Examination.

INDUSTRIAL MAINTENANCE TECHNOLOGY (INT)

INT 101 DC Fundamentals   **3 hours**
Pre-requisite: As required by program.
This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. Supports CIP Codes: **15.0303, 47.0105, 46.0302,** and **47.0609**. This course is also taught as ETC 101, EET 103, ILT 160, ELT 108.

INT 103 AC Fundamentals   **3 hours**
Pre-requisite: As required by program.
This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of A. C. such as RLC, impedance, phase relationships and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. Supports CIP Codes: **15.0303, 47.0105, 46.0302,** and **47.0609**. This course is also taught as ETC 102, EET 104, ILT 161, ELT 109.

INT 104 Principles of Technology   **3 hours**
Pre-requisite: As required by program.
This course provides an introduction to the application of the principles of physics in technology. Topics include fundamentals of mechanics, properties of matter, heat and temperature, electricity and magnetism, optics and modern physics.

INT 112 Industrial Maintenance Safety Procedures   **3 hours**
Pre-requisite: As required by program.
This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial production setting.

INT113 Industrial Motor Control I   **3 hours**
Pre-requisite: As required by program.
This course focuses on information regarding industrial motor controls and basic information regarding process logic controllers. Upon completion students will be able to remove, replace, and wire different types of control devices for operating industrial motors.

INT 117 Principles of Industrial Mechanics   **3 hours**
Pre-requisite: As required by program.
This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

INT 118 Fundamentals of Industrial Hydraulics and Pneumatics   **3 hours**
Pre-requisite: As required by program.
This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.

INT 119 Principles of Mechanical Measurement and Technical Drawing　　　　**3 hours**
Pre-requisite: As required by program.
This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers, micrometers, steel rules, dial indicators, identifying types of lines and symbols of technical drawings, recognition and interpretation of various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawings.

INT 121 Industrial Hydraulics Troubleshooting　　　　**3 hours**
Pre-requisite: As required by program.
This course provides instruction in maintenance and troubleshooting procedures needed for safe and proper repair of hydraulic systems used with industrial production equipment. Topics include maintenance and troubleshooting procedures, hydraulic system maintenance and troubleshooting techniques, effects of heat, leakage, and contamination on components and system operation, component maintenance and troubleshooting, reading and interpreting system diagrams, and design and troubleshooting of hydraulic circuits and systems. Upon course completion, students will demonstrate the ability to troubleshoot and repair industrial hydraulic systems.

INT 126 Preventive Maintenance　　　　**3 hours**
Pre-requisite: As required by program.
This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

INT 127 Principles of Industrial Pumps and Piping Systems　　　　**3 hours**
Pre-requisite: As required by program.
This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

INT 134 Principles of Industrial Maintenance Welding and　　　　**3 hours**
Metal Cutting Techniques
Pre-requisite: As required by program.
This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

INT 158 Industrial Wiring I　　　　**3 hours**
Pre-requisite: As required by program.
This course focuses on principles and applications of commercial and industrial wiring. Topics include, electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

INT 213 Industrial Motor Control II　　　　**3 hours**
Pre-requisite: As required by program.
This course is a continuation of INT 212 focusing on additional theory and practice regarding industrial motor control schematics and wiring. Included are multispeed and soft start wring techniques for industrial motors and synchronous motor control. The student will also be exposed to the theory, setup and programming of variable speed drives. Upon completion students will be able to remove, replace, and wire different types of resistors, reactors and transformers similar to those used in the control of industrial polyphase motors; and large DC motors.

INT 222 Special Topics　　　　**3 hours**
Pre-requisite: Permission of instructor.
This course provides specialized instruction in various areas related to industrial maintenance. Emphasis is placed on meeting students' needs.

INT 284 Applied Principles of Programmable Control   **3 hours**
Pre-requisite: As required by program.
This course provides a comprehensive study in the theory and application of specific models of programmable logic controllers. Topics include hardware configuration, memory and addressing detail function of software, instruction types, system troubleshooting, and simple programming techniques.

INT 288 Advanced Principles of Programmable Control   **3 hours**
Pre-requisite: As required by program.
This course provides instruction in the advanced theory, application, and programming techniques of a specific programmable logic controller, including the hardware/software layout, addressing, communication, and machine interface. In addition, the course covers instruction in timing and memory consideration, and their effects on program and machine performance.

LIBRARY SCIENCE (LBS)

LBS 101 Introduction to Library Use I   **1 hour**
Pre-requisite: None.
This course provides instruction on how to use the library. Emphasis is placed on basic library skills, including use of the Online Public Access Catalog (OPAC), other online resources, reference sources, current information sources, and indexes. Available only during fall and spring semesters.

MASONRY/BUILDING TRADES (MAS)

MAS 111 Masonry Fundamentals I   **3 hours**
Pre-requisite: As required by program.
This course is designed as an introduction and orientation to masonry construction, specifically to brick and block construction. Topics include the identification and safe use of tools, equipment, and masonry materials. Upon completion, the students should be able to properly apply masonry techniques. *NDC*

MAS 121 Brick/Block Masonry   **3 hours**
Pre-requisite: As required by program.
This course is designed to provide the student with a working knowledge of the various concrete block and brick sizes as well as types of joints. Emphasis is placed on understanding the modular system, wall types, joints, and wall insulation. Upon completion of this course, the students should be able to identify methods of brick and block.

MAS 131 Residential/Commercial   **3 hours**
Pre-requisite: As required by program.
This course introduces the student to residential and commercial construction, plans and layouts, and reinforced masonry. Emphasis is placed on home building, shopping centers and high rise buildings, residential and commercial drawings and specifications, job costing and job preparation. Upon completion, the student should be able to read full-scale construction drawings, estimate job costs, specify job preparation techniques, and identify methods for veneering a wall, constructing a composite wall, installing expansion joints, setting coping, and moisture control. *NDC*

MAS 151 Masonry Fundamentals Lab   **3 hours**
Pre-requisite: As required by program.
This course provides a practical application of introductory brick and block construction. Emphasis is placed on mixing mortar, using masonry equipment and tools, job preparation, spreading and furrowing mortar, and dry bonding. Upon completion, the student should be able to demonstrate appropriate practices, including safety in brick and block construction to entry-level standards. NDC

MAS 152 Masonry Fundamentals Lab (Elective)   **3 hours**
Pre-requisite: As required by program.
This course provides a practical application of introductory brick and block construction. Emphasis is placed on spreading mortar and laying bricks, coursing bricks, laying bricks in a running bond, building pyramids, building stretcher, wall common, Flemish, English and stack bonds. Upon completion, the student should be able to demonstrate appropriate practices, including safety in brick and block construction to entry-level standards. NDC

MAS 153 Special Topics/Projects (Elective)   **3 hours**
Pre-requisite: As required by program.
A selection of topics/projects related to the masonry profession is addressed in this combined theory and lab course. Subject matter and projects will vary according to industry and student needs, and the course may be repeated for credit within institutional policy. Upon completion, student s will demonstrate competencies designed to assess course objectives.

MAS 161 Concrete Block Masonry   **3 hours**
Pre-requisite: As required by program.
This course provides practical application of concrete block advanced laying techniques. Emphasis is placed on developing skill in laying concrete block, constructing and reinforcing walls, joints, and sample panels and prisms. Upon completion, the student should be able to construct concrete block walls to entry-level standards. NDC

MAS 162 Brick Masonry Lab   **3 hours**
Pre-requisite: As required by program.
This course provides practical application of advanced brick laying techniques. Emphasis is placed on developing skill in laying brick, constructing and reinforcing walls, joints, and sample panels and prisms. Upon completion, the student should be able to construct brick walls to entry-level standards. NDC

MAS 171 Residential/Commercial   **3 hours**
Pre-requisite: As required by program.
This course provides application of residential and commercial techniques for plans and layouts, as well as brick veneer, composite walls, expansion joints, and moisture control. Emphasis is placed on developing skill in reading residential and commercial drawings and applying specifications to acceptable code standards, job costing, job preparation, and brick and block moisture control. Upon completion, the student should be able to demonstrate use of scaling rule for a set of plans, identify and sketch standard symbols for walls, openings, floors, and materials, estimate job costs according to plan, utilize appropriate methods to ensure moisture control, lay brick and block to the line, and build brick and block foundations to entry level standards. NDC

MAS 181 Special Topics in Masonry   **3 hours**
Pre-requisite: As required by program.
These courses provide specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

MAS 182 Special Topics in Masonry   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

MAS 183 Special Topics in Masonry   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

MAS 184 Special Topics in Masonry   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

MAS 211 Stone Masonry I   **3 hours**
Pre-requisite: As required by program.
This course provides stone and decorative masonry techniques, fireplace construction, and repair and restoration of brick structures. Topics include brick arches, fireplace construction, stone materials, laying techniques moisture control, wall supports, joints, coping, sample panels and cultured stone. Upon completion, the student should be able to identify appropriate materials and techniques for the stated topics. NDC

MAS 221 Specialized Masonry   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course provides an introduction to geographically specific masonry techniques. Topics include panel construction, acid brick, refractories, structural glazed tile, glass block, passive solar design, barrier walls and hollow metal frames. Upon completion, students should be able to define and recognize types and applications of specialized techniques and materials as well as identify proper installation and laying techniques. NDC

MAS 231 Basic Cement Masonry   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course is designed to introduce the various types of cement masonry, concrete requirements, flat work, estimating, and finishing methods. Emphasis is placed on estimating concrete for small to medium size projects, flat work, form work, footings, and the correct tools and methods of finishing and placing.

MAS 251 Stone Masonry Lab   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course provides practical application of stone and decorative masonry techniques, repair and restoration of brick structures, and brick arches. Emphasis is placed on developing skill in performing these techniques. Upon completion, the student should be able to lay stone, repair and restore brick structures, and build brick arches to entry-level standards. NDC

MAS 252 Fireplace Construction   **3 hours**
Pre-requisite: As required by program.
This course provides practical application of techniques for constructing fireplaces and other decorative work. Emphasis is placed on developing skill in constructing decorative masonry techniques. Upon completion, the student should be able to construct a variety of fireplaces to entry-level standards. NDC

MAS 253 Brick Arches Lab   **3 hours**
Pre-requisite: As required by program.
This course provides practical application of techniques of constructing brick arches and other decorative work. Emphasis is placed on developing skill in constructing decorative masonry techniques. Upon completion, the student should be able to construct brick arches and other decorative masonry techniques to entry-level standards. NDC

MAS 261 Specialized Masonry Lab II (Elective)   **3 hours**
Pre-requisite: As required by program.
This course provides practical application geographically specific masonry techniques. Emphasis is placed on developing skill in laying and installing panel construction, acid brick, refractories, structural glazed tile, glass block, passive solar design, barrier walls, and hollow metal frames. Upon completion, students should be able to perform, to entry-level standards, appropriate techniques for selection, laying, and installation of geographically specific masonry applications. NDC

MAS 271 Basic Cement Masonry lab   **3 hours**
Pre-requisite: As required by program.
This course introduces the students to basic concrete masonry, including the use of various tools, estimating, and placing concrete. Emphasis is placed on correct methods used in placing concrete, finishing concrete, placing forms, and proper care of concrete tools. Upon completion of this course, the student should demonstrate entry-level skills for placing, finishing, estimating, and curing concrete. NDC

MAS 281 Special Topics   **3 hours**
Pre-requisite: As required by program.
These courses provide specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

MAS 282 Special Topics in Masonry   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

MAS 283 Special Topics in Masonry   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course provides specialized instruction in various areas related to the industry. Emphasis is placed on meeting students' needs.

MAS 290 Co-op Elective   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

MAS 291 Co-op Elective   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

MAS 292 Co-op Elective   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

MAS 293 Co-op Elective   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

MAS 294 Co-op (Elective)   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

MAS 295 Co-op (Elective)   **3 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

MANAGEMENT AND SUPERVISION (MST)

MST 224 Special Studies in Industrial Management   **3 hours**
Pre-requisite: MST 217 or equivalent.
Under faculty supervision, this course provides a student the opportunity to develop knowledge of current industrial management practices. Emphasis is placed on independent study of current publications approved by the instructor.

MST 231 Management Seminar   **3 hours**
Prerequisite: 9 Credit hours of MST courses.
This course offers study of current problems, issues, and development in the areas of management. Students are guided through individual projects and outside research related to their areas of concentration and/or employment training.

MST 280 Management Workshop   **1-3 hours**
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

MST 281 Management Workshop   **1-3 hours**
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

MATHEMATICS (MAH & MTH)

MAH 101 Introductory Mathematics I   **3 hours**
Pre-requisite: Satisfactory placement score.
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study. N.A.

MAH 102 Introductory Mathematics II   **3 hours**
Pre-requisite: MAH 101 and/or as required by program.
This course introduces the concepts of right triangle trigonometry and geometry with emphasis on applications to problem solving in the workplace. Topics include the basic definitions and properties of plane and solid geometry, area and volume, and right triangle trigonometry with substantial hands-on-focus in shop, laboratory, or marketplace settings. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology where appropriate. N.A.

MAH 105 Math for Nursing   **3 hours**
Pre-requisite: Satisfactory placement score.
This course is a comprehensive review of arithmetic with basic algebra and introduces calculations of solutions and systems of measurement to meet practical nursing program requirement. Topics include a review of basic arithmetic, metric system conversions, ratio and proportion, and conversions among and between the metric, apothecaries, and household unit systems and intravenous infusion rates as well as ethical, cultural, and legal aspects of accurate mathematic skills. Upon completion, students will demonstrate proficiency in calculating drug dosages and IV infusion rates for adults and children. NCD

MTH 090 Basic Mathematics   **4 hours**
Pre-requisite: None.
This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance. A 50-minute lab is required.

MTH 098 Elementary Algebra   **4 hours**
Pre-requisite: MTH 090 or appropriate mathematics placement score.
This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs. A 50-minute lab is required.

MTH 100 Intermediate College Algebra   **3 hours**
Pre-requisite: MTH 092, MTH 098, or appropriate mathematics placement score.
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and   relations are introduced and graphed with special emphasis on linear and quadratic functions. This course meets the minimum mathematics requirement for AAS degrees, but does not meet the minimum mathematics requirement for the AA or AS degrees.

MTH 103 Introduction to Technical Mathematics   **3 hours**
Pre-requisite: MTH092, MTH 098, or appropriate mathematics placement score.
This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills.

MTH 110 Finite Mathematics   **3 hours**
Pre-requisite: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH100 Intermediate College Algebra.
This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Bayes' Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications.

MTH 112 Pre-calculus Algebra   **3 hours**
Pre-requisite: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with C or higher (S if taken as pass/fail) MTH100 Intermediate College Algebra.
This course emphasizes the algebra of functions including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic qualities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

MTH 113 Pre-calculus Trigonometry   **3 hours**
Pre-requisite: A minimum Prerequisite of high school Algebra I, Geometry and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a C or higher (S if taken as pass/fail) MTH 112 Pre-calculus Algebra.
This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

MTH 116 Mathematical Applications   **3 hours**
Pre-requisite: MTH 090 or appropriate mathematics placement score.
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This course meets the minimum mathematics requirement for AAS degrees, but does not meet the minimum mathematics requirement for the AA or AS degrees.

MTH 125 Calculus I   **4 hours**
Pre-requisite: A minimum Prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass MTH 113 or MTH 115 with a grade of C or higher.
This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

MTH 126 Calculus II   **4 hours**
Pre-requisite: A minimum Prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass MTH 125 with a C or higher.
This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

MTH 131 Mathematics in General Education I   **3 hours**
Pre-requisite: As required by program.
This course is designed for general education and for all students in education programs except those who will concentrate on science or mathematics. Emphasis is on the structure of the number system from the integers to the real numbers, logic, numeration systems, prime numbers, basic concepts of algebra, elementary probability and statistics, graphs, informal geometry, and, the metric system. This course does not apply toward the general core requirement for mathematics.

MTH 227 Calculus III   **4 hours**
Pre-requisite: MTH 126.
This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem).

MTH 231 Math for the Elementary Teacher I   **3 hours**
Pre-requisite: As required by program.
This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts.

MTH 232 Math for the Elementary Teacher II   **3 hours**
Pre-requisite: MTH 231.
This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.

MTH 233 Math for the Elementary Teacher III   **3 hours**
Pre-requisite: MTH 232.
This course is the third of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include concepts for plane and solid geometry. Emphasis is on linear measurement as well as fundamental concepts of geometry dealing with lines, angles, triangles, polygons, and solids. The metric system is used for measurement through the course. The use of manipulatives and calculators in the teaching and learning process is emphasized. Upon completion, students will be given exams to test for mathematical proficiency and the learning of teaching concepts. Additionally, students will demonstrate teaching techniques by preparing a lesson and teaching it to the class for their final exam grade.

MTH 238 Applied Differential Equations I   **3 hours**
Co-requisite: MTH 227.
An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models {e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.

MUSIC (MUS)

MUS 101 Music Appreciation   **3 hours**
Pre-requisite: None.
This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of four (4) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

NURSE ASSISTANT/AIDE (NAS) (HHA)

NAS/HHA 115 CPR & Basic First Aid   **2 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course is designed to help the student feel more confident and act appropriately in an emergency situation. Emphasis is placed on providing the student with theoretical concepts to develop skills in basic first aid and cardiopulmonary resuscitation. Upon successful course completion, which includes specific competencies in basic life support, the student will receive appropriate course completion documentation.

NAS/HHA 120 Fundamentals of Nursing Assistant/Home Health Aide   **11 hours**
Pre-requisite: As required by program.
Co-requisite: NAS/HHA 121
This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care, Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of this course, the student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care.

NAS 121 Fundamentals of Nursing Assistant/Home Health Aide Clinical   **3 hours**
Pre-requisite: As required by program.
Co-requisite: NAS/HHA 120
This course is designed for students to apply knowledge and skills needed to perform basic nursing care safely and efficiently in various supervised health care setting. Emphasis is placed on safety, therapeutic communication, infection control, critical thinking, and proper documentation. Upon completion of this course, the student will demonstrate beginning competency in the delivery of care to patients and clients in various health care settings.

NAS/HHA 130 Basic Electrocardiogram Interpretation   **2 hours**
Pre-requisite: As required by program.
Co-requisite: As required by program.
This course provides students with the basic knowledge to interpret electrocardiograms. Students learn to identify the different categories of dysrrthmias on an EKG strip/monitor and acquire the technical skills to perform a 12 lead EKG in the clinical setting. An overview of the electrical conduction of the heart and cardiac circulation is included to assist students to identify common and life threatening dysrrthmias. This course includes both class and lab.

NURSING (ADN and LPN)

NUR 112 Fundamental Concepts of Nursing   **7 hours**
Pre-requisites: Admission to Nursing Program
Co-requisites: BIO 201, MTH 100 or higher
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

NUR 113 Nursing Concepts I   **8 hour**
Pre-requisites: BIO 201, MTH 100 or higher and NUR 112
Co-requisites: BIO 202, ENG 101, PSY 210
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

NUR 114 Nursing Concepts II   **8 hour**
Pre-requisites: BIO 202, ENG 101, NUR 113, PSY210
Co-requisites: NUR 115 and SPH106 or 107
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

NUR 115 Adult Nursing   **2 hours**
Pre-requisites: BIO 202, ENG101, NUR 113 and PSY210
Co-requisites: NUR 114 and SPH106 or 107
This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health and nursing domains.

NUR 209 Concepts for Healthcare Transition Students   **10 hours**
Pre-requisites: BIO 201, BIO 202, ENG 101, MTH 100, PSY210 and SPH106 or 107
This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the life span.

NUR 211 Advanced Nursing Concepts   **7 hours**
Pre-requisites: NUR114, NUR 115, SPH106 or 107
Co-requisites: BIO 220
This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, and medical emergencies.

NUR 221 Advanced Evidence Based Clinical Reasoning   **7 hours**
Pre-requisite: BIO 220 and NUR 211
Co-requisites: Approved Humanities Elective
This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content includes various topics within the nursing and health care domains.

OFFICE ADMINISTRATION (OAD)

OAD 101 Beginning Keyboarding   **3 hours**
Pre-requisite: None.
This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables. Students must complete this course with at least a "C" average to continue to OAD 103.

OAD 103 Intermediate Keyboarding   **3 hours**
Pre-requisite: OAD 101 with a grade of "C" or above; or, permission of instructor.
This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. Student must complete this course with at least a "C" average to continue to BUS 242.

OAD 104 Advanced Keyboarding (Elective)   **3 hours**
Pre-requisite: OAD 103 with a grade of "C" or above; or, permission of instructor.
This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents. Student must complete this course with at least a "C" average.

OAD 125 Word Processing   **3 hours**
Pre-requisite: OAD 101 or permission of instructor.
This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports. Students must complete this course with at least a "C" average to continue to OAD126.

OAD 126 Advanced Word Processing   **3 hours**
Pre-requisite: OAD 125 or permission of instructor.
This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents. Students must complete this course with at least a "C" average.

OAD 130 Electronic Calculations (Elective)   **3 hours**
Pre-requisite: None.
This course is designed to teach the touch system and problem solving. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications. Students must complete this course with at least a "C" average.

OAD 131 Business English   **3 hours**
Pre-requisite: None.
This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to write and speak effectively. Students must complete this course with at least a "C" average.

OAD 133 Business Communications   **3 hours**
Pre-requisite: OAD 101 or permission of instructor.
This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications. Students must complete this course with at least a "C" average.

OAD 135 Financial Recordkeeping (Elective)   **3 hours**
Pre-requisite: None.
This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation. Students must complete this course with at least a "C" average.

OAD 136 Advanced Financial Recordkeeping (Elective)   **3 hours**
Pre-requisite: OAD 135 with a grade of "C" or above or permission of instructor.
This course is designed to provide more in-depth principles and practices of the accounting cycle. Emphasis is on the preparation of financial records such as payroll records, vouchers, accruals and deferrals, and related documents. Upon completion, the student should be able to demonstrate the ability to prepare and manage financial records and information. Students must complete this course with at least a "C" average to continue to OAD 219.

OAD 137 Computerized Financial Recordkeeping   **3 hours**
Pre-requisite: BUS 241 or permission of instructor.
This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student should be able to demonstrate the ability to use a microcomputer system to record financial data. Students must complete this course with at least a "C" average.

OAD 138 Records and Information Management   **3 hours**
Pre-requisite: None.
This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. Students must complete this course with at least a "C" average.

OAD 200 Machine Transcription   **3 hours**
This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings. Students must complete this course with at least a "C" average.

OAD 201 Legal Terminology (Elective)   **3 hours**
Pre-requisite: None.
This course is designed to familiarize students with commonly used legal terms. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology. Students must complete this course with at least a "C" average.

OAD 202 Legal Transcription   **3 hours**
Pre-requisite: OAD 103 with a grade of "C or above or permission of instructor.
This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion, students should be able to demonstrate the ability to transcribe accurately formatted legal documents. Students must complete this course with at least a "C" average.

OAD 211 Medical Terminology   **3 hours**
Pre-requisite: None.
This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology. Students must complete this course with at least a "C" average.

OAD 212 Medical Transcription   **3 hours**
Pre-requisite: OAD 103.
This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. Students must complete this course with at least a "C" average.

OAD 213 Adv. Medical Transcription   **3 hours**
Pre-requisite: OAD 212 or permission of instructor.
This course is designed to develop skill in the transcription of documents generated in the medical office through classroom instruction and outside lab. Emphasis is on diagnostic studies and laboratory, radiology, and pathology reports. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment. Students must complete this course with at least a "C" average.

OAD 214 Medical Office Procedures   **3 hours**
Pre-requisite: OAD 125 or permission of instructor.
This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and outside lab. Emphasis is on medical terms, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. Students must complete this course with at least a "C" average.

OAD 218 Office Procedures   **3 hours**
Pre-requisite: OAD 101.
This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. This course will also incorporate basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, manifest a businesslike personality, and effectively present themselves before coworkers and the public. Students must complete this course with at least a "C" average.

OAD 219 Accounting Concepts and Applications   **3 hours**
Pre-requisite: BUS 242 with a grade of "C or above or permission of instructor.
This course is continuing the study of OAD 136 Advanced Financial Record Keeping. Emphasis is on accounting procedures in accounts receivable, depreciation on long-term assets, merchandising inventory, partnerships, corporations, and statement analysis. This course also implements accounting principles through business applications. Students must complete this course with at least a "C" average.

OAD 232 The Electronic Office   **3 hours**
Pre-requisite: Permission of instructor.
This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and outside lab. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology. Students must complete this course with at least a "C" average.

ORIENTATION (ORI)

ORI 101 Orientation to College   **2 hours**
Pre-requisite: None.
This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

ORI 104 WorkKeys Assessment and Advisement   **1hour**
Pre-requisite: As required by program.
This course provides entering students with an introduction to the ACT WorkKeys System. Students will complete WorkKeys assessments in the areas of Applied Mathematics, Reading for Information, and Locating Information. Upon completion, students will be advised of their performance on the assessments and of the methods available to improve their individual performance levels.

PHYSICAL EDUCATION (PED)

PED 100 Fundamentals of Fitness   **3 hours**
Pre-requisite: None.
This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

PED 118 General Conditioning (Beginning)   **1 hour**
Pre-requisite: None.
This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

PED 119 General Conditioning (Intermediate)   **1 hour**
Pre-requisite: PED 118 or permission of instructor.
This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.

PED 251 Varsity Basketball   **1 hour**
Pre-requisite: Permission of Instructor.
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball.

PED 252 Varsity Baseball   **1 hour**
Pre-requisite: Permission of Instructor.
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

PED 258 Varsity Volleyball   **1 hour**
Pre-requisite: Permission of Instructor.
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

PHILOSOPHY (PHL)

PHL 206 Ethics and Society   **3 hours**
Pre-requisite: None.
This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues. CORE

PHYSICAL SCIENCE (PHS)

PHS 111 Physical Science   **4 hours**
Pre-requisite: None.
This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and Astronomy. A 120 minute laboratory is required. CORE

PHS 112 Physical Science II   **4 hours**
Prerequisite: None.
This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. A 120 minute laboratory is required. CORE

PHYSICS (PHY)

PHY 201 General Physics I _ Trigonometry Based   **4 hours**
Pre-requisite: MTH 113 or equivalent.
This course is designed to cover general physics at a level that assures previous exposure to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A 120 minute laboratory is required. CORE

PHY 202 General Physics II_ Trigonometry Based   **4 hours**
Pre-requisite: PHY 201.
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. A 120 minute laboratory is required. CORE

POLITICAL SCIENCE (POL)

POL 211 American National Government   **3 hours**
Pre-requisite: None.
This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, the media, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, the judiciary, and public policy.

POL 220 State and Local Government   **3 hours**
Pre-requisite: Permission of instructor.
This course is a study of the forms of organization, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S., and function as more informed participants of state and local political systems.

PSYCHOLOGY (PSY)

PSY 200 General Psychology   **3 hours**
Pre-requisite: As required by program.
This course is a survey of behavior with emphasis upon psychological processes. This course also includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

PSY 210 Human Growth and Development   **3 hours**
Pre-requisite: PSY 200.
This course is a study of the psychological, social, and physical factors that affect human behavior from conception to death.

PSY 211 Child Growth and Development   **3 hours**
Pre-requisite: PSY 200.
This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications.

PSY 230 Abnormal Psychology   **3 hours**
Pre-requisite: PSY 200.
This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders, and mental deficiencies will be covered.

READING (RDG)

RDG 080 Reading Laboratory   **1 hour**
Pre-requisite: None.
This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on reading assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in reading courses. A student's success in this course is measured by success in those other reading courses in which the student is enrolled.

RDG 084 Developmental Reading I   **4 hours**
Pre-requisite: Appropriate placement score.
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 085 Developmental Reading II   **4 hours**
Pre-requisite: RDG 084 or equivalent placement score.
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 114 Critical Reading for College   **4 hours**
Pre-requisite: College test score placement or permission of the instructor.
This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

RECREATION (RER)

RER 250 Introduction to Recreation   **3 hours**
This course includes instruction in the philosophy, purpose, objectives, and principles of recreation with emphasis on program content and development.

RELIGION (REL)

REL 151 Survey of the Old Testament   **3 hours**
Pre-requisite: As required by program.
This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.

REL 152 Survey of the New Testament   **3 hours**
Pre-requisite: As required by program.
This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

SOCIOLOGY (SOC)

SOC 200 Introduction to Sociology   **3 hours**
Pre-requisite: As required by program.
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

SOC 210 Social Problems   **3 hours**
Pre-requisite: SOC 200 or PSY 200.
This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research.

SPANISH (SPA)

SPA 101 Introductory Spanish I   **4 hours**
Pre-requisite: None.
This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. CORE

SPA 102 Introductory Spanish II   **4 hours**
Pre-requisite: SPA 101 or Equivalent.
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. CORE

SPEECH (SPH)

SPC 103 Oral Communication Skills   **3 hours**
Pre-requisite: As required by program.
This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, develop a businesslike personality, and effectively present themselves before co-workers and the public. NCA

SPH 106 Fundamentals of Oral Communication   **3 hours**
Pre-requisite: As required by program.
This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. CORE

SPH 107 Fundamentals of Public Speaking   **3 hours**
Pre-requisite: None.
This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized. CORE

THEATER (THR)

THR 120 Theater Appreciation   **3 hours**
Pre-requisite: None.
This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions to modern media. Emphasize playwright, actor, director, designer, and technician to modern media. Attendance at a theater production may be required.

THR 126 Introduction to Theater   **3 hours**
Pre-requisite: As required by program.
This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations.

WELDING TECHNOLOGY (WDT)

WDT 108 SMAW Fillet OFC   **3 hours**
Pre-requisite: As required by instructor.
Co-requisite: WDT 122.
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. This is a **CORE** course.

WDT 109 SMAW Fillet PAC/CAC   **3 hours**
Pre-requisite: As required by instructor.
Co-requisite: WDT 123
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. This is a **CORE** course.

WDT 110 Industrial Blue Print Reading   **3 hours**
Pre-requisite: As required by instructor.
This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. This is a **CORE** course.

WDT 115 GTAW Carbon Pipe Theory (Elective)   **3 hours**
This course is designed to provide the student with the practices and procedures of welding carbon steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, proper joint geometry, joint preparation, and fit-up in accordance with the applicable codes.

WDT 116 GTAW Stainless Pipe Theory   **3 hours**
Pre-requisite: As required by instructor.
Co-requisite: WDT 156
This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code.

WDT 119 Gas Metal Arc/Flux Cored Arc Welding Theory   **3 hours**
Pre-requisite: WDT 109 or permission of instructor.
Co-requisite: WDT 124
This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. This is a **CORE** course.

WDT 120 SMAW Grooves Theory   **3 hours**
Co-requisite: WDT 125
This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. This is a **CORE** course.

WDT 122 SMAW Fillet OFC Lab   **3 hours**
Co-requisite: WDT 108
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code. This is a **CORE** course.

WDT 123 SMAW Fillet PAC/CAC Lab   **3 hours**
Co-requisite: WDT 109
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code. This is a **CORE** course.

WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab   **3 hours**
Co-requisite: WDT 119
This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases. This is a **CORE** course.

WDT 125 Shielded Metal Arc Welding Grooves Lab   **3 hours**
Pre-requisite: WDT 109 or permission of instructor.
Co-requisite: WDT 120
This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes. This is a **CORE** course.

WDT 155 GTAW Carbon Pipe Lab (Elective)   **3 hours**
Co-requisite: WDT 115 or permission of instructor.
This course is designed to provide the student with skills in welding carbon steel pipe with gas tungsten arc weld (GTAW) process using filler metals in the F6 group. Emphasis is placed on welding carbon steel pipe using gas tungsten arc welding technique in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in the 2G, 5G, and 6G position in accordance with the applicable code.

WDT 156 GTAW Stainless Pipe Lab   **3 hours**
Co-requisite: WDT 116 or permission of instructor.
This course is designed to provide the student with the skills in purging and welding stainless steel pipe with the gas tungsten arc weld (GTAW) process using filler metals in the F6 group. Emphasis is placed on purging and welding stainless steel pipe using the gas tungsten arc welding Technique in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the appropriate purging gas and prescribed filler metals in the 2G, 5G and 6G position in accordance to the applicable code.

WDT 217 SMAW Carbon Pipe Theory (Elective)   **3 hours**
Pre-requisite: As required by instructor.
This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

WDT 257 SMAW Carbon Pipe Lab   **3 hours**
Co-requisite: WDT 217 or permission of instructor.
This course is designed to provide the student with skills in welding carbon steel pipe with the shielded metal arc weld (SMAW) process using electrodes in the F4 and F3 group. Emphasis is placed on welding pipe in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with prescribed electrodes in the 2G, 5G, and 6G positions to the applicable code.

WDT 258 Certification Lab (Elective)   **3 hours**
Pre-requisite: As required by instructor.
This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with D1.1 code requirements.

ADULT EDUCATION

The Adult Education Program provides a career pathway to adults who wish to earn their GED or high school diploma, to obtain their Career Readiness Certificate, and to acquire basic skills necessary to gain employment and to enter post-secondary education. The program offers tutoring, mentoring, employment skills training, and career counseling. Adult Education classes are offered day, night, and online in various locations throughout Dallas, Chilton, Lowndes, and Perry counties. Students must attend orientation. For more information, call (334) 876-9369.

GED TESTING

The Adult Education Program offers GED testing as a service to the residents of Alabama. To take the GED test a person must register at www.ged.com prior to the test date, be at least 17 years of age, and not enrolled in school. Persons 17 years of age must have an Exit Interview Form from the last school attended and a notarized permission letter from a parent or guardian. For more information, call (334) 876-9369.

TRAINING FOR BUSINESS AND INDUSTRY

Training for Business and Industry provides courses exclusively for the benefit of a specific company or coalition of companies. Course content is designed to meet specific training objectives that the company has agreed to as being significant to its enterprise. Course enrollment is limited to individuals whose participation has been recommended or required by the client company. Training for Business and Industry courses can be provided through customized course alternative or by regular course alternative. All courses offered are strictly non-credit. Additional information on the Training for Business and Industry Program can be obtained by calling 334-876-9413.

SKILLS TRAINING DIVISION

The Skills Training Division has been established to assist non-traditional college students in obtaining the basic and/or occupational skills necessary to obtain a job in the shortest period possible. The programs are non-credit, non-degree awarding programs. For more information call 334-876-9393.

EDUCATIONAL TALENT SEARCH

Educational Talent Search is a federally funded program designed to assist students in grades 6-12 and out-of-school students in the Selma City, Dallas and Perry County School Systems with the completion of their secondary or postsecondary education. For more information call 334-876-9297.

COMMUNITY EDUCATION

The Community Education program covers the non-credit courses offered by the community college to meet the needs of the community. Registration is open to all individuals who have a desire for knowledge and an interest in a course. The Community Education non-credit courses are offered on a regular basis with a core offering of regular subject areas. Additional subjects are offered each semester to meet the requests of groups or individuals of the community. These courses do not carry credit hours but are given continuing education unit value. The continuing education unit (C.E.U.) is defined as ten contact hours of participation in an organized continuing education experience offered by the community college under capable direction of qualified instructors. The C.E.U. is used as a method of recording and recognizing participation by citizens of the community in an organized program of self-improvement. The general policies as to course offerings, C.E.U. values, and instructor qualifications are determined by the Community Education Advisory Committee. Specific course offerings are determined by community surveys, community interests as reflected by individual requests, or requests from business, industrial, civic, and cultural groups of the community. Instructors are generally members of the community who are recognized for their expertise in a specific area or subject, and who are able to impart this knowledge in an acceptable manner. Wallace Community College Selma receives no state funds to provide Community Education classes.

Course Topics are published each semester via WCCS website, local newspaper and other forms of advertisement.

W C C S

STUDENT HANDBOOK

I. STUDENT SERVICES

PHILOSOPHY
The Division of Student Services emphasizes the College's concern for the student's individuality and the growth of his/her total personality. The College provides opportunities that enhance the cultural, social, intellectual, and physical development of its students.

STUDENT HANDBOOK DISCLAIMER
Failure to read the Student Handbook does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the Student Handbook are subject to change without prior notice.

STUDENT RECORDS POLICY AND PROCEDURES
FOR PRIVACY OF STUDENT EDUCATIONAL RECORDS
For Wallace Community College Selma to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Wallace Community College Selma accords all rights under the law to students who are declared independent. In accordance with this policy, after a student attains the age of 18, the College will not release any information pertaining to the student's academic records without written consent from the student. The student can obtain a *Permission to Release Information Form* from the Office of Student Services. Responsibility for protection of the privacy of students educational records rest primarily with the Dean of Students of the College. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. There are five exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 1998, a publication of the American Association of Collegiate Registrars and Admissions Officers.

A. **Student Access to Educational Records**
  All students have the right to review their educational records with the following exceptions as outlined by FERPA:
    1. Financial information submitted by parents.
    2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.
    3. Confidential letters and statements of recommendation placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admission, application for employment or receipt of honors.
    4. Educational records containing information about more than one student; however, in such cases the College must permit access to that part of the record which pertains only to the inquiring student. To review records, students and former students may go to the Admissions/Records Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record, students may be asked to complete a written request to review records in the Admissions/Records Office. The College may delay to a maximum of 45 days release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

  Wallace Community College Selma does not provide copies of the contents of student records unless a student is not within commuting distance of the College and is, therefore, physically unable to be present to view the records on campus. A copying fee of 25 cents per sheet will be assessed.

B. **Challenge of the Contents of Educational Records**
  Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be in writing and must be submitted to the appropriate records custodian who is responsible for the division in which the students are enrolled. The records custodian must decide within a reasonable period of time whether corrective action will be taken, and the records custodian must provide written notification to the student and the Dean of Students of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Students who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Dean of Students. The following procedures shall apply:
    1. The hearing panel that will adjudicate such challenges will be the Grievance/Appeals Committee.
    2. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Grievance/Appeals Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.
    3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.

4. Decisions made by the Grievance/ Appeals Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision should be delivered in writing to the student and the Dean of Students. Decisions made by the Grievance/ Appeals Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision should be delivered in writing to the student and the Dean of Students.

   a. The Admissions/Records Office will correct or amend the educational record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.

   b. Should Wallace Community College Selma decide not to amend the record in accordance with the student's request, the Dean of Students must inform the student of the following: The student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.

   c. The statement placed in the educational record by the student will be maintained as part of the record for as long as the record is held by Wallace Community College Selma.

5. This record, when disclosed to an authorized party, must include the statement filed by the student.

C. Disclosure of Educational Record Information

Wallace Community College Selma shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must: (1) specify the records to be released, (2) state the purpose of the disclosure, (3) identify the party or class of parties to whom disclosure may be made, and (4) be signed and dated by the student.

FERPA states that certain information from student records may be classified as directory information. The following information has been declared by Wallace Community College Selma as directory information:

Name
Address
Telephone Listing
Place and Date of Birth
Participation in officially recognized activities and sports
Major field of study
Weight and height of a member of an athletic team
Dates of Attendance
Degrees and awards received
Most recent educational institution attended

The information will be released to inquiring individuals or agencies unless students sign a Do Not Release Directory Information Form during the first two weeks of the term. Do Not Release Directory Information Forms are available in the Office of Student Services: Admissions/Records. THIS FORM MUST BE RE-SUBMITTED ANNUALLY.

FERPA established rules stating that some personnel and agencies may have access to students' "educational records" without written consent of the students. Wallace Community College Selma will disclose information from a student's educational record only with the written consent of the student except to:

1. College officials who have been determined by the College to have a legitimate educational interest in the records. College officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional and clerical staff who directly relate to the administrative tasks of the College, College law enforcement officials, and College attorneys.

   A College official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by the Dean of Students about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Wallace Community College Selma.

2. Certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.

3. A student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.

4. State and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.

5. Organizations conducting certain studies for or on behalf of Wallace Community College Selma.

6. Accrediting organizations to carry out their accrediting functions.

7. Parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody when only one parent declares the student as dependent, Wallace Community College Selma will grant equal access to the student's education records upon demonstration of dependency as described above.
8. Appropriate parties in a health or safety emergency, subject to a determination by the President or Deans.
9. Personnel complying with a judicial order or lawfully issued subpoena*, provided that the Admissions/Records Office makes a reasonable attempt to notify students in advance of compliance. (Within 10 calendar days)
10. An alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

*Note: Wallace Community College Selma is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.

Wallace Community College Selma will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the student. Wallace Community College Selma will maintain a record of all requests for, and/or disclosure of, information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

The following is a list of the types of records that Wallace Community College Selma maintains, and their custodians.

Type of Record	Custodian
Admission	Dean of Students
Cumulative (current/ former student)s	Dean of Students
Admission/Academic (new students, currently enrolled)	Dean of Students
Financial Aid	Financial Aid Director
Student Accounts	Dean of Business and Finance
Athletic Eligibility	Athletic Director
Disciplinary	Dean of Students

D. Annual Notification of FERPA Rights
Wallace Community College Selma will give annual notice to current students of their rights under the Act by publishing information in the WCCS Catalog and Student Handbook.

E. Permission to Release Student Information Form
If you register for a WCCS course, you hold the FERPA rights for that course and the College may not release your records for that course (or any other academic records) to anyone (including your parents or spouse) without your written permission. If you wish to release your student information to any other party, you must sign a Permission to Release Student Information Form (available in the Dean of Students' Office) and specifically designate the individuals to whom you wish to have your records released.

F. Facsimile Records (FAX)
Wallace Community College Selma honors FAX requests to send official transcripts to third parties, and Wallace Community College Selma will accept FAX transcripts for advising purposes only. An official transcript is required for admission purposes.

G. Computer Access to Records
Wallace Community College Selma has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirements before it gives them access to the computer system. These school officials are informed of the criteria Wallace Community College Selma uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

H. Students Rights After Ceasing Attendance or Graduation
Students who have ceased attendance or have graduated from Wallace Community College Selma have basically the same FERPA rights as students currently attending, including the right to (1) inspect their educational records, (2) have a hearing to amend an educational record, and (3) have their educational record

privacy protected by Wallace Community College Selma. Former students do not have the right to request of Wallace Community College Selma nondisclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

I.   **Privacy Rights of Deceased Students**
     For twenty-five years following the death of a student, the release of education record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

GUIDANCE AND COUNSELING SERVICES

Guidance and counseling services are available to all students. Counselors assist students in obtaining maximum development of their potentialities and arriving at decisions which further their progress. These decisions most frequently involve one or more of the following: vocational and occupational choice, selection of educational goals, and matters of a social-personal nature.

All incoming freshmen will be tested in English, reading, and mathematics to help ascertain their proper placement in instructional courses. The American College Testing COMPASS test is the primary instrument used by the College for placement testing purposes. Counselors provide immediate feed-back of test results and assist each freshman student in completing the first schedule of classes. At the time of enrollment in both Technical and Academic Programs, a student is assigned a program advisor who guides the student in scholastic matters. Services provided by counselors includes: advising, registering, career assessment, transfer counseling, and limited personal counseling. The Retention Advocate also provides assistance to students considering withdrawing from school or who does not meet academic progress. The Transfer Coordinator provides services to students to assist them in transferring to senior institutions.

An orientation course is available for all new students. The program is designed to provide the new student with knowledge of the physical environment of the campus and the institutional policies, to provide a fundamental knowledge of the educational offerings and requirements of the institution, and to provide the student with specific advising for initial registration.

STUDENT SUPPORT SERVICES PROGRAM

The Student Support Services (SSS) program at Wallace Community College Selma provides opportunities for academic development, assists participants with basic college requirements, and serves to motivate participants toward the successful completion of their postsecondary education. The goals of SSS are to increase the college retention and graduation rates of participants, facilitate the process of transition from one level of higher education to the next. The program is designed to foster an institutional climate supportive of the success of students from groups that are traditionally misrepresented in postsecondary education, individuals with disabilities, homeless children and youth, foster care youth, or other disconnected students. Services provided by the program include the following:

Academic Advising and Counseling

Counselors provide registration advisement and assistance in developing class schedules and course loads. Counselors monitor the academic progress of all participants and conduct individual conferences to keep participants informed of their progress and academic status.

Tutoring Services

Tutorial services are provided to participants on an "as needed" basis in a variety of required courses. Professional instructors and peer tutors perform all tutoring services. The tutors will help participants understand course content, prepare for exams, edit papers, prepare term papers, and manage study time.

Transfer Assistance

The Transfer Coordinator assists participants with transfer requirements to any four-year college or university in the nation. The Coordinator will also assist participants with the Statewide Articulation Reporting System (STARS) agreement.

Financial and Economic Literacy Education

Financial literacy education will teach participants decision-making skills needed to navigate the financial challenges of college life. Financial literacy education can also help participants avoid the negative economic, social, and academic consequences of uninformed spending decisions.

Personal and Career Counseling

Professional counselors are available to help participants understand and cope with the challenges students face in college. Counselors help participants make the transition to college easier and try to resolve problems related to academic success. Counselors can also help participants with decisions regarding college majors and career choices.

Life Skills Workshops and Cultural Enrichment

Each semester, workshops are offered to enhance the academic and personal growth of participants in the program. Workshop topics include financial aid, social and communication skills, self-esteem building, time management, study skills, and goal setting. Cultural enrichment trips introduce participants to the fine arts and an enhanced awareness of cultural diversity. Trips include theatrical and musical productions, museums, and other events and/or exhibitions.

Eligibility Requirements – A student is eligible to participate in SSS if the student meets all of the following requirements:

    (a) Is a citizen or national of the United States or meets the residency requirements for Federal student financial assistance.

    (b) Is enrolled at the Wallace College Selma or accepted for enrollment in the next academic term.

    (c) Has a need for academic support in order to pursue successfully a postsecondary educational program.

    (d) Is a low-income individual, first-generation college student or an individual with disabilities.

Students must apply and be accepted in the program to receive program services. All program services are free to participants. For more information, contact the office of Student Support Services.

AMERICANS WITH DISABILITY ACT (ADA)

Wallace Community College Selma is committed to the achievement of maximum human potential. In keeping with this, the College fully supports and complies with THE AMERICANS WITH DISABILITIES ACT (ADA). The College endeavors to provide students, employees, and the community an opportunity for success with as few deterrents as possible. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. The office of the College's ADA Coordinator (Ms. Sheila Theiss) is located in the Student Services Building. The ADA Coordinator's telephone number is (334) 876-9294.

The following procedures are in place at the College to assist anyone with needs for accommodation and/or with general concerns covered by the ADA:

A. Disabled Students

    1. It is the responsibility of the student to notify the ADA coordinator of his or her need for accommodation (this should be done prior to or upon enrollment at the College) and to provide documentation of the disability. The documentation should address each specific accommodation and should be dated within three years of the enrollment date. Once documentation is filed in the ADA Coordinator's Office, the student's instructors will be notified of the requested accommodations.

    2. It is the student's responsibility to notify the ADA Coordinator of enrollment in his/her initial and successive semesters by bringing a copy of his/her schedule to the ADA Office.

    3. Prospective students are encouraged to contact the ADA Coordinator if assistance is required in applying for college admission or during the registration process.

    4. In general, documentation for ADA accommodations is NOT retroactive. All assignments and test scores received before documentation will apply.

B. Criteria for Disability Documentation

The *Rehabilitation Act of 1973* (Section 504) and the *Americans with Disabilities Act of 1990* state that qualified students with disabilities who meet the technical and academic standards at Alabama College System institutions are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental condition which substantially limits a major life activity, a history of such a condition, or the perception of such a condition. Alabama College System institutions do NOT provide disability documentation for students. It is the student's responsibility to provide appropriate documentation to the College office responsible for handling the request and to request accommodations.

C. Providing Services for Students with Disabilities

Services and reasonable accommodations are provided pursuant to Section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990.* The Alabama College System is committed to working with individuals with disabilities. It is a goal of the Alabama College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life.

All applications must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama College System institutions. Alabama College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements determined by Wallace Community College Selma (WCCS) to be essential or fundamental will not be modified. Alabama College System institutions strive to eliminate barriers to learning or participation in other institutional activities and provide the following services for students and faculty:

    • Screening of disability documentation

    • Determination of appropriate accommodations

- Communication with faculty and/or staff regarding student needs
- Referral to other available campus and/or community resources

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem-solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student.

Wallace Community College offers adaptive technology (equipment and software that assists students with reading, writing and listening) and alternative-format textbooks. Alternative-format textbooks include audio books, scanned textbooks, as well as assistance with text-to-speech solutions which are also available for students with documented disabilities. Students may also bring voice recorders to capture the audio of lectures which they can later upload to a computer and use to review what was said in class. In addition, these students may utilize Peer Note-Taker and may receive extended time for in-class assignments and examinations. Other forms of support may include: tape, braille, enlarged text, use of scribes, readers and private rooms.

FINANCIAL AID
FINANCIAL AID (REVISED 9/30/2013)

The primary purpose of the Office of Financial Aid at Wallace Community College Selma is to assist all students in securing the funds necessary to pursue their educational goals. While students and parents have the primary responsibility for paying the student's educational expenses, the goal of the College is to bridge the financial gap that may exist between the cost of the individual student's education and money available from the student's family, job income, savings, and any other resources. The Office of Financial Aid is committed to providing students and parents with the resources and information needed to become financially responsible.

Wallace Community College Selma offers the following types of student financial aid to those students who qualify:

1. Federal Pell Grant
2. Federal Work-Study Program (FWSP)
3. Federal Supplemental Educational Opportunity Grant (FSEOG)
4. Alabama Student Assistance Program (ASAP)
5. Presidential/Academic/Technical/ Certificate
6. Athletic
7. Senior Citizens
8. Employee Dependent Tuition Waiver Program
9. V.A. Benefits
10. Vocational Rehabilitation
11. Work Force Investment Act (WIA)
12. Alabama National Guard Education Assistance Program (ANGEAP)
13. Simpson Foundation Scholarships
14. American Legion Scholarships

FEDERAL STUDENT FINANCIAL AID PROGRAMS TITLE IV
FEDERAL PELL GRANT PROGRAM

The Federal Pell Grant Program provides direct grants from the U.S. Department of Education to the undergraduate student for educational expenses. Since it is a grant program, the student does not have to repay the amounts received **AFTER 60%.** Federal Pell Grants will range in size from $0 to a maximum of $5,815 per year (amount subject to legislative changes). No eligible student will be denied a Federal Pell Grant. The award year at this institution begins the Fall Semester of each year and ends the Summer Semester of the following year.

To apply, the student, (and if applicable) parents and spouse must complete the Free Application for Federal Student Aid. For aid to be processed in a timely manner, the **Free Application for Student Federal Aid** (FASFA) should preferably be submitted two (2) weeks before registration. IT IS HIGHLY ENCOURAGED THAT THE STUDENT COMPLETES THE FASFA ONLINE (LIMITED PAPER FORMS WILL BE AVAILABLE). A student can apply using the Internet by the following:
1. Creating a FSA ID from the U.S. Department of Education. .
2. Completing the FASFA or renewal FASFA at www.fasfa.ed.gov. The Wallace Community College Selma federal school code is **009980**. The electronic process takes approximately one week for approval.

Once the student has a valid Student Aid Report (SAR) the Office of Financial Aid uses the guidelines set forth by the Department of Education to determine the amount of the grant award. This is accomplished by using the Expected Family Contribution (EFC) number on the ISIR, and the amount assigned to that number on the Pell Grant payment schedule for the current year. It should be noted that this institution does not determine eligibility requirements for a Pell Grant nor the amount of the grants. Awards are made at the time a student has a complete financial aid file. Also, this institution verifies each ISIR that has been selected for verification.

All **credit balances** in the student Pell Grant accounts are disbursed 14 calendar days from the first instructional day of each semester.

VERIFICATION POLICY

Students may be selected on a random basis by the federal government or the Office of Financial Aid to verify the following items: (1) family income, (2) taxes paid, (3) family size, (4) number of family members other than parents attending a postsecondary institution, and (5) any other item identified by the Office of Financial Aid. Failure to submit the requested documentation will cause the student to forfeit entitlement to the financial aid. Students needing to correct their Student Aid Reports (SAR) as a result of verification will be notified at the time of verification or shortly thereafter by mail or email.

AWARDING POLICY

Students must have completed all required financial aid forms by the first day of the semester to avoid having to pay the initial cost of tuition, fees, books, and supplies themselves. Financial aid forms and materials submitted after the beginning of the semester will be processed as quickly as possible. Because FSEOG funds are limited, awards from these programs are made to the neediest Pell Grant recipients until funds are exhausted. In addition to Pell eligibility, preference is given to students with dependents. Federal Work Study is awarded on an ongoing basis to eligible students with interest in, and the skills required for the job assignment.

Please Note: If a student's schedule includes a mini-term course that begins midterm, the amount of the Pell Grant award may change when the mini-term begins. The Office of Financial Aid may be contacted to determine if there will be an adjustment to the Pell Grant award.

DEPENDENT/INDEPENDENT POLICY

The Federal Government has identified, for student financial assistance programs, certain categories of students who must be considered Independent financial aid applicants. A student is considered an independent financial aid applicant if he or she meets one of the following criteria:
- Was born before January 1, 1996
- Is a veteran of the U.S. Armed Forces
- Is on active duty in the U.S. Armed forces
- Is an orphan, were in foster care or ward of the court
- Is/was an emancipated minor
- Is/was in legal guardianship
- Has a legal dependent other than a spouse
- Is a married student
- Is a homeless child/youth
- Is determined homeless by HUD
- At risk for homelessness
- Is working on a masters/doctoral program

- Has a child or children who receive more than half of their support from you.

An Independent financial aid applicant is not required to submit parental information in the application process; however, if the independent applicant is married, spousal information must be reported. A student who cannot meet at least one of the criteria is considered a Dependent Applicant and must provide parental information in the application process.

CAMPUS-BASED PROGRAMS

Wallace Community College's campus-based programs are Federal Work Study (FWS) and Federal Supplemental Educational Opportunity Grants (FSEOG). The institution receives a predetermined dollar amount from the Department of Education for each of these programs, and when that money is distributed, no more awards can be made from that program for that year. The institution determines each student's eligibility and the deadlines to apply for campus-based funds.

FEDERAL WORK-STUDY PROGRAM (FWS)

The Work-Study Program provides jobs for undergraduates and graduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service and work related to each student's course of study. The Office of Financial Aid determines who is eligible for work-study using the federal EFC from a valid SAR or ISIR and institutional cost of attendance. Work-Study applications are available in the Office of Financial Aid.

Students can earn at least the current minimum wage, but the amount may be higher depending on the type of work they perform and the skills required. The total Federal Work-Study award depends on when the student applies, the level of need, and the funding level of the school.

Awards are based on the amount of funds available and given to eligible students according to the priority date published in the school catalog.

Job sites are provided both on and off campus. If the student works on campus, the student is employed by the school. The employer for those students employed off campus will usually be a private non-profit organization or public agency.

The amount a student earns cannot exceed his/her total Federal Work-Study award. When assigning work hours, the Office of Financial Aid will consider the student's class schedule and academic progress. Work-study students may generally work additional hours upon request of the supervisor and approval from the Office of Financial Aid. Students are allowed to work during breaks with approval from the Office of Financial Aid.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)

Federal Supplemental Educational Opportunity Grants are for undergraduates with exceptional financial need, that is, students with the lowest Expected Family Contributions (EFCs). Priority is given to students who receive Federal Pell Grants. FSEOG does not have to be paid back. There is no guarantee that every eligible student will be able to receive FSEOG; students at each school will be awarded these funds based on availability at the institution. Students can receive a minimum of $100 and a maximum of $4,000 a year.

Alabama Student Assistance Program (ASAP)

The Alabama Student Assistance Program funds are awarded to eligible Alabama residents who demonstrate need and who are enrolled at least half time. The institution receives a predetermined dollar amount for this program, and when that money is distributed, no more awards can be made from that program for that year.

OTHER STUDENT FINANCIAL AID PROGRAMS
VETERAN'S BENEFITS

Veterans Educational Benefits are available to qualified Veterans, Dependents of Veterans, National Guard members and Reserve members and Veterans Retraining Assistance Program (VRAP). To receive VA educational benefits, all recipients must be enrolled in an approved course of study. Benefits differ according to the Chapter of VA educational benefits for which the student qualifies. Students receiving VA educational benefits are responsible for registering only for courses that are included on their respective degree plan. Students receiving VA educational benefits must promptly notify the VA Certifying Official, located in the Office of Financial Aid, when withdrawing from a class or all classes. Failure to do so may result in an overpayment from the Department of Veterans Affairs.

The student is liable for the overpayment. To continue receiving VA educational benefits, Veterans must attend their scheduled classes. Instructors will report students who are excessively absent to the Office of Admissions and Records and VA benefits may be reduced accordingly. The Department of Veterans Affairs may require approximately 60 to 90 days to process educational benefits. As a result, Veterans should be prepared to pay tuition and fees at registration.

Before making an application for educational benefits, the Veteran must complete the following:

> Step 1: An Application for Admissions to the College, Transcript Request Form(s) and send to high school and colleges attended, Transcript Request Form to request GED transcript. Sit for the Compass Placement Assessment, if applicable
>
> Step 2: Report to the VA Certifying Official located in the Office of Financial Aid and submit the following documents:

Chapter 30 (Montgomery GI Bill) submit certified copy of DD214 form

Chapter 35 (Veteran Dependents) submit Certificate of Eligibility form

Chapter 1606/1607 (Reserve or Guard) submit Notice of Basic Eligibility Form (NOBE)

Chapter 33–Post 9/11 Veterans submit Certificate of Eligibility

Chapter 31- Disabled Veterans submit Authorization and Certification Certificate

NOTE: Veterans benefits cannot be certified until meeting with the VA Certifying Official, at the College.

Veteran benefits cannot be received for courses previously passed unless an improved grade is required or for auditing courses. The Veteran will not be paid for courses in which an "I" (Incomplete) was previously received or for courses which are not a part of the declared major unless approved as a substitute for a required course by the appropriate Dean. All Veterans should contact the VA Certifying Official during registration in order to complete the proper forms for certification. If the enrollment period is temporarily interrupted, the VA Certifying Official will recertify when notification of reenrollment is received from the Veteran.

Alabama G. I. Dependents Scholarship Program

The Alabama Department of Veterans Affairs offers financial assistance to eligible dependents of disabled Veterans (child, stepchild, spouse or un-remarried widow or widower) who are living or deceased. Qualifying Veterans must have been permanent civilian residents of Alabama prior to entry into military service. Other qualifying veterans' categories are former Prisoners of War (POW), declared Missing in Action (MIA) and those who died in service. The Alabama G. I. Dependents Scholarship Program does not pay for non-credit courses, transitional (remedial) courses and facility and special building fees. In addition, the G. I. Dependents' Scholarship Program does not cover supplies or textbooks for non-credit and/or transitional (remedial) courses. The student is responsible for paying these charges. Veterans Service Officers of the Alabama Department of Veterans Affairs maintain an office in each county of the State. They can provide information and assist in filing the required forms. Their offices are located usually in the county courthouse. The Alabama Department of Veterans Affairs may be contacted directly at the following address: Alabama G. I. Dependents' Scholarship Program, Department of Veterans Affairs, Post Office Box 1509, Montgomery, Alabama 36102-1509. The telephone number is (334) 242-5077.

The following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill—Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U. S. C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.

- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U. S. C. § 3311 (b)(9) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either Chapter 30 or Chapter 33, of Title 38, United States Code.

Alabama National Guard Education Assistance Program (ANGEAP)
The Alabama National Guard Education Assistance Program (ANGEAP) is designed to provide financial assistance to Alabama National Guard members. For additional information and applications, the National Guard member should contact his/her National Guard Unit.

Veterans Educational benefits include Chapters' 30, 1606, 1607, 32 and 35. Chapters' 1606 and 1607 are reserved for National Guard and Reserve members. Under these programs, the student receives an allowance directly from the government; the student is responsible for paying tuition and fees to the College.

Chapter 33 (Post 9/11 GI Bill) covers tuition and fees which are paid directly to the College (according to the percentage of eligibility of the veterans). The student will also receive a housing allowance and books stipend. The student is still responsible for paying any remaining balance. For more information, please visit the Veteran Education Benefits website.

Chapter 35 covers Dependent Survivor benefits. Students receive payment based on enrollment. Funds are paid directly to the student.

Full-time VA Educational benefits will be awarded to a student who enrolls for a minimum of 12 semester hours in his/her VA approved program of study. Awards for students enrolled less than full-time will be decreased proportionately. Students wishing to receive veteran benefits must have their schedules approved by the VA Counselor to assure that their courses are in the approved program of study.

VOCATIONAL REHABILITATION
Students with disabilities may obtain grants covering tuition, fees, books, and tools through the Vocational Rehabilitation Service. For further information and application procedures, students should contact the West Central Alabama Vocational Rehabilitation Center in Selma, Alabama. The telephone number is (334) 872-8421.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
Students desiring to attend the Technical Division may be eligible for assistance (tuition, fees, books, and tools) under the Workforce Innovation and Opportunity Act (W.I.O.A.). Interested students must first apply at the Alabama State Employment Office and be determined eligible for services. For more information regarding W.I.O.A., contact the Selma Career Link at (334) 875-8909, or the Alabama State Employment Office.

ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (ANGEAP)
This program is designed to reimburse the guard member for the amount of tuition, fees, books, and supplies which exceed the National Guard (federal) tuition assistance available for the term. Students desiring this type of assistance should obtain an ANGEAP application from their unit and complete Section I. They should then bring the application along with current bookstore receipts to the Veterans Affairs Office in the Office of Financial Aid. Awards will be determined on a first-in, first-out basis as long as funds are available.

SIMPSON FOUNDATION SCHOLARSHIP
The money for this fund was donated by the Simpson Foundation. Interest income from this fund is used to award one year tuition and fee scholarships. Recipients are selected by the Financial Aid Director of the College. To be eligible to apply for this scholarship, the student must be a resident of Wilcox County. The student must also be a new student and plan to enter a terminal degree program (Associate in Applied Science Degree Program) in the Academic Division of our institution or a Technical Division program. College/University Transfer programs are not eligible under the Simpson Foundation Scholarship. A recipient for the scholarship must maintain an overall "C" average in order to keep the scholarship. A recipient may re-apply for a one year renewal of the scholarship if he or she has maintained the appropriate GPA. Students wishing to apply for this scholarship should submit an application for the scholarship (available at the Office of Financial Aid) with copies of high school and college academic transcripts, a letter of recommendation, and an application for admission to the College to the Office of Financial Aid.

AMERICAN LEGION SCHOLARSHIPS

American Legion Post #20 has established state established scholarships for WCCS students. To be eligible, students must be residents of Alabama. Sons, daughters, grandsons, and granddaughters of veterans of World War I, World War II, Korean War, and Vietnam will receive first priority. Applications may be obtained from the WCCS Office of Financial Aid or from The Department Adjutant, The American Legion, and P. O. Box 1069, Montgomery, AL 36192. The application deadline is April 1 each year.

INSTITUTIONAL SCHOLARSHIPS
PRESIDENTIAL, ACADEMIC, TECHNICAL AND CERTIFICATE SCHOLARSHIPS

There are a limited number of scholarships available to qualified students. To qualify for these scholarships, students must first be admitted to the institution, complete a scholarship application, submit a transcript, verification of ACT scores, and two letters of recommendation from non-relatives.. Scholarships are awarded to first-time freshmen, and recipients of scholarships are notified in writing by the Scholarship Committee Chairperson. Deadline for complete application packets is April 1.

To qualify for a **Presidential Scholarship**, that covers tuition and fees, a student must have a composite ACT score of at least 26. To renew the scholarship for a maximum of four semesters, the student must be enrolled in at least 15 hours each semester and maintain a 3.25 GPA.

To qualify for an **Academic Scholarship**, that covers tuition and fees, a student must have a composite ACT score of at least 22. To renew the scholarship for a maximum of four semesters, the student must be enrolled in at least 15 hours each semester and maintain a 2.75 GPA.

To qualify for a **Technical Scholarship**, that covers tuition and fees, a student must have a composite ACT score of at least 16. To renew the scholarship for a maximum of four semesters, the student must be enrolled in at least 15 hours each semester and maintain a 2.50 GPA. This scholarship covers the Drafting and Design, Electrical Technology, Licensed Practical Nurse and Office Administration Programs.

To qualify for a **Certificate Scholarship**, that covers tuition and fees, a student must have a 2.75 or above Grade Point Average. To renew the scholarship for a maximum of four semesters, the student must be enrolled in at least 15 hours each semester and maintain a 2.50 GPA. This scholarship covers the Cosmetology, Welding, Masonry, and Nursing Assistant Programs.

ATHLETIC SCHOLARSHIPS

Wallace Community College Selma is a member of the Alabama Junior College Conference and the National Junior College Athletic Association(s). WCCS participates in varsity competition in men's basketball, women's basketball, and men's baseball. Athletic scholarships are available for all these sports. These scholarships may cover tuition, fees, and books. Athletes must maintain a 2.0 GPA as determined by the NJCAA Rules of Eligibility to remain on scholarship status. For further information contact the Athletic Director at the College.

SENIOR CITIZENS SCHOLARSHIPS

This is a free tuition program for senior citizens. To qualify, a student must be at least 60 years old, accepted into either the Academic or Technical Division of the institution, and taking credit courses towards a program of study. Please note that this scholarship does not cover any applicable fees.

EMPLOYEE DEPENDENT TUITION WAIVER PROGRAM

This tuition waiver program is designed for all full-time employees of The Alabama College System and their dependents. Any full-time employee of any public two-year college in the State of Alabama or of the Alabama Community College System Education is eligible to apply. Also, the spouse of any full-time employee and unmarried, natural or adopted children, or stepchildren of any full-time employee, residing in the employee's household may be eligible for this scholarship. This program covers tuition only. Applications are available in the Office of Financial Aid and on our website, all applicants must be approved by the President. Recipients of this scholarship must maintain a cumulative 2.00 GPA.

STATE, COMMUNITY, AND OTHER FINANCIAL AID PROGRAMS

A variety of other Financial Aid is provided by state agencies, local community sources such as professional and civic groups, private foundations, and other sources. The types of aid, amounts, qualifications, and application procedures vary widely. The best source of information on these types of scholarships is usually high school counselors. The Office of Financial Aid highly encourages you and/or your parent(s) to visit our website at www.wccs.edu for the most up-to-date information on scholarships.

<p style="text-align:center">**ACADEMIC REQUIREMENTS FOR FEDERAL FINANCIAL AID**</p>

Satisfactory Academic Progress (SAP) will be measured each term according to the guidelines published by the U.S. Department of Education. Students are required under federal regulations to maintain certain standards of progress depending on the number of hours they have attempted in college. It is the student's responsibility to read and understand all policies associated with financial aid funding. Students should regularly check their account for the latest information regarding their Financial Aid Status which can be found under the financial aid tab. After accessing the financial aid tab, click financial status to view any warnings or suspension of financial aid.

1. To be eligible for Title IV Federal Financial Aid, students must meet the standards of progress applicable to all students at the institution.
   a. Maintain Satisfactory Academic Progress (SAP).
   b. Pass a minimum 2/3 of all classes attempted each academic year.
   c. Complete a program of study within 1.5 times the normal length of the program.
      Note: The institution will not include credits that do not count toward your current program.

2. When a student who is eligible for Title IV Federal Financial Aid is suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid for the duration of the suspension. The student will not be eligible again to receive financial aid until he/she makes the cumulative GPA required for the number of credit hours attempted within their program or the semester based upon the escalating GPA scale (at least 12 credit hours attempted at the institution during that semester).

3. Eligible students may receive Title IV Federal Financial Aid for a period of time not to exceed 1.5 times the normal length of specific program (the normal length of a specific program will vary depending on a student's enrollment status).

4. Each student on Title IV Federal Financial Aid must earn each academic year 2/3 of the minimum number of hours required for each academic year to complete a program in the normal length of time allowed. The normal length of time allowed for specific program completion is determined by the institution. If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion.

5. Students cannot be the recipient of more than 12 semesters of full-time Pell Grant.

6. Students who do not meet these standards will be ineligible for Title IV Federal Financial Aid.

7. Each student's academic progress will be evaluated at the end of each semester, after grades are posted. This will be done also at the time the student completes his or her Pell Grant paperwork. A student who is unsatisfactory but who elects to re-enroll at his or her own expense can have his or her progress re-evaluated at the end of each semester to see if he or she has regained satisfactory academic progress by achieving the required overall GPA and/or required semester GPA and by passing the required minimum number of hours.

<p style="text-align:center">**MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**</p>

SAP will be measured each term at WCCS. Students are required under federal regulations to maintain certain standards of progress depending on the number of hours they have attempted in college and their program of study. It is the student's responsibility to read and understand all policies associated with financial aid funding. Students should regularly check their account at My Wallace Selma for the latest information regarding their account. Financial Aid Status can be found under the Financial Aid Tab. After accessing the Financial Aid Tab, click Financial Status to view your SAP status of good, warnings or suspension of financial aid. Click on the blue hyperlink of the SAP status from this page and a personalized explanation will be available to the student to explain his or her SAP status. Title IV financial assistance programs including Federal Pell Grant, Federal Work-Study (FWS), Alabama Student Assistance Program and Federal Supplemental Education Opportunity Grant (FSEOG) are all affected by SAP.

Program Completion, Credit Hours, Grade-Point Averages (GPAs) and Required Pace of Completion
  I.   **Program Completion**
       The maximum time frame allowed to complete a program of study without financial aid penalty cannot exceed 1.5 times the published length of a specific program. For example, a student in Associate in Science, which is 60 semester hours in length, may attempt a maximum of 90 hours. The lifetime limit for Pell Grant funding is 12 full-time semesters.

II. Required Credit Hours

The student must successfully complete a specific percentage of all classes attempted. Please review the chart below for your individual situation. For example, if a student attempts 33 credit hours, he/she must successfully complete at least 22 of the 33 hours. NOTICE: All hours attempted (including those from which the student withdrew, received incompletes, transferred in credit, and/or were paid by sources outside of financial aid) will be included in this calculation.

III. Required Grade Point Average (GPA)

A student enrolled in a Degree Program (AA, AS, or AAS) must achieve the following:
- 1.5 GPA and 67% completion rate after attempting 12-21 credit hours.
- 1.75 GPA and 67% completion rate after attempting 22-32 credit hours.
- 2.0 GPA and 67% completion rate after attempting 33 credit hours.

Students enrolled in Certificate Programs 26 credit hours or less must meet the following standards:
- After attempting 12-17 credit hours, must earn a 1.5 GPA and complete 67% of the enrolled hours.
- After attempting 18 or more credit hours, must earn a 2.00 GPA and complete 67% of the enrolled hours.

All hours attempted, including those in which the student withdrew, will be included in this calculation, even if Financial Aid was not received.

IV. Financial Aid Warning

If a student fails to achieve the required cumulative GPA or does not successfully complete the required percentage of overall hours, he/she will be placed on financial aid warning. Students on warning will be allowed to receive aid and will be notified of their warning status within the MyWallaceSelma account. Warning will be lifted in the subsequent term if the student attains the required cumulative GPA and/or successfully completes the required percentage of hours at the end of the warning semester.

V. Financial Aid Suspension

If a student does not have the required GPA and completion rate after his/her warning semester or if the student fails to follow the Plan he/she will be suspended from federal financial aid. If placed on academic suspension, a student is NOT eligible to receive financial aid for the duration of suspension, even if he/she is readmitted to the College upon academic appeal. The student may regain eligibility for financial aid when the overall satisfactory academic progress requirements are obtained.

VI. Appeal Process

A student who fails to meet satisfactory academic progress requirements may submit a written appeal to the Financial Aid Appeals Committee. The student may appeal that result on the basis of: his injury or illness, the death of a relative, or other special circumstances. The appeal must explain why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to make satisfactory progress at the next evaluation. The student may file an appeal at Wallace Community College Selma by submitting a Financial Aid Appeal Form to the Financial Aid Office. The forms are available in the Financial Aid office and online. Appeals may be submitted to the Office of Financial Aid up until approximately one week prior to term of planned attendance.

If an appeal is approved, the student will be placed on Financial Aid Probation or Plan. The student will be notified by phone or in writing of the Financial Aid Appeals Committee's decision. If the appeal is denied, the student has the right to appeal the Committee's decision to the Dean of Students in writing. The President has the final authority to accept, reject, or modify the decision of the Committee. **Appeals for academic reinstatements granted by other departments do not constitute reinstatement of financial aid eligibility.**

VII. Transfer/Re-Admit Students

All transfer and re-admit students, to the College, must meet the minimum grade-point standards indicated above in order to be eligible for financial aid. Students who do not meet these standards will be ineligible to receive Title IV funds at the College. In addition, students who transfer to Wallace are required to submit an official copy of their academic transcript(s) from all previously attended postsecondary institution(s). Initially, the transcript from the last college attended will be considered to evaluate Satisfactory Academic Progress of transfer students who apply for Federal Student Aid. After the Director of Admissions and Records completes the evaluation of these transcripts, transfer credits that apply to the student's major at the College will be included in the hours attempted and hours earned for future Satisfactory Academic Progress evaluations. However, transfer students GPAs are not included in the Satisfactory Academic Progress evaluations.

VIII.   Monitoring Progress
Academic progress will be monitored each term.

IX.   Repeating Courses
A student receiving a Federal Pell Grant may repeat courses not successfully completed; however, all hours will be included in the satisfactory academic progress calculations. Students may repeat successfully completed courses one additional time.

X.   Developmental Courses
A student may receive financial aid for up to 30 attempted developmental credit hours. If this number is exceeded, financial aid cannot cover any additional developmental classes. If the student enrolls in the same developmental course more than three times, financial aid will not apply for any subsequent enrollment(s) in this course. Developmental courses count the in completion rate calculation for academic progress.

XI.   Audit Courses
Audited courses are not considered credits attempted or earned and students cannot receive financial aid for these courses.

Grades:
W - Withdrawal
A grade of "W" is assigned to a student who officially withdraws or is unofficially withdrawn from the College or from a course prior to 70 percent of the term being completed. This specified date is included in the Student Calendar for each term. It is the responsibility of the student to become familiar with the dates in the Student Calendar in order to know the exact withdrawal dates. A student who is officially withdrawn or is unofficially withdrawn from the College after 70 percent of the semester has been completed will receive the grades that he/she has earned at that time of withdrawal. A grade of "W" earns zero quality points and, for financial aid purposes, is counted in hours attempted by the student. Students who withdraw from classes after receiving Title IV aid face the possibility of being placed on either Financial Aid Warning or Financial Aid Suspension. Additionally, financial aid recipients who completely withdraw are subject to the Federal Return of Title IV Funds Policy (R2T4). This Policy may require Title IV recipients who completely withdraw from all classes before completing 60% of either the semester or the term to repay a portion of any grant funds received to the Title IV Programs.

I - Incomplete
With the permission of the Dean of Instruction, a grade of Incomplete ("I") may be assigned when a student's work in a course is incomplete because of circumstances beyond the student's control, but is otherwise of passing quality. An Incomplete ("I") grade does not count toward course work completed and is not counted as course work attempted. Therefore, the Incomplete ("I") grade does not negatively impact on the incremental measurement of progress. Although the Incomplete ("I") grade is NOT counted in hours earned or attempted, the grade that replaces the "I" is counted in both hours earned and attempted, once the "I" is removed. An "I" grade is intended to be only an interim course grade. Unless the deficiency is made up within the following semester, the "I" automatically becomes an "F" when grades are processed at the end of the next semester. At the time that final grades are entered each semester, an Incomplete Grade Contract form must be signed by the student, instructor, division chair and the Dean of Instruction and submitted to the Office of Admissions and Records.

Students' Rights and Responsibilities
Students have the responsibility of knowing the requirements for applying for financial aid, college refund and repayment policies, procedures relative to guidelines affecting a financial aid award, and procedures relative to disbursement of financial aid. Students also have the right to obtain information about financial assistance programs available at the College. Please email the financial aid office at finaid@wccs.edu if you have any questions.

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APPEAL PROCESS FOR MITIGATING CIRCUMSTANCES

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A student who fails to meet one or more of the satisfactory academic progress requirements may submit a written appeal to the Financial Aid Appeals Committee. The student may appeal that result on the basis of: his injury or illness, the death of a relative, or other special circumstances. The appeal must explain why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to make satisfactory progress at the next evaluation.

If an appeal is approved, the student will be placed on Financial Aid Probation or Plan. The student will be notified by phone or in writing of the Financial Aid Appeals Committee's decision. If the appeal is denied, the student has the right to appeal the Committee's decision of the Dean of Students in writing. The President has the final authority to

accept, reject, or modify the decision of the Committee. **Appeals for academic reinstatements granted by other departments do not constitute reinstatement of financial aid eligibility.**

1. An appeal letter stating mitigating circumstances;
2. Documentation of mitigating circumstances. No documentation could lead to the Appeal not being processed.

This written appeal should explain reasons for noncompliance with the Satisfactory Academic Progress Standards, include an academic plan of study developed with her/his major advisor for bringing her/his grades into compliance with the policy, and steps that will be taken to prevent a reoccurrence of failure to meet SAP. If an appeal is approved, the student will be placed on Financial Aid Probation and awarded financial assistance for this period. Only one appeal per academic year may be submitted.

Mitigating circumstances include, but are not limited to, the death of an immediate family member or an extensive illness of the student or immediate family member for which the student is a care giver. Appeals may be submitted to the Office of Financial Aid up until approximately one week prior to term of planned attendance. The student will be notified of the Financial Aid Appeals Committee's decision. If the appeal is denied, the student has the right to appeal the Committee's decision to the Dean of Students Affairs in writing. The President has the final authority to accept, reject, or modify the decision of the Committee. **Appeals for academic reinstatements granted by other departments do not constitute reinstatement of financial aid eligibility.**

Students' Rights and Responsibilities
- Students have the right to obtain information about financial assistance programs available at the College.
- Students have the right to discuss financial aid decisions with personnel in the Office of Student Financial Aid.
- Students have the right to appeal financial aid decisions.
- Students receiving financial aid are responsible for registering only for courses that are in their degree plan.
- Students are responsible for following application and/or reapplication procedures.
- Students are responsible for informing the Office of Financial Aid of any change in their enrollment status.
- Students are responsible for understanding the Federal Financial Aid Satisfactory Academic Progress Policy.

FEDERAL AND STATE REFUND POLICIES

Federal Refund Policy

Financial Aid recipients, who are awarded Federal Student Aid (FSA) funds and completely withdraw, drop out or otherwise fail to complete the semester will be subject to the Return of Title IV Funds Refund Policy (R2T4). The term "Title IV Funds" refers to the Federal Student Aid (FSA) Programs authorized under the Higher Education Act of 1965, as amended (Title IV, HEA Program) which includes Federal Pell Grant (FPG) and Federal Supplemental Educational Opportunity Grant (FSEOG). The percentage of Title IV aid earned is found by dividing the number of calendar days completed by the student, at the time of withdrawal, by the number of calendar days in the semester. If more than 60% of the semester is completed, the student is considered to have earned 100% of the Title IV aid disbursed. The amount of Title IV aid earned is found by multiplying the amount of aid disbursed for the semester by the percentage of Title IV aid earned. If the amount earned is less than the amount of aid disbursed, the difference must be returned to the appropriate Title IV Program. If the student earned more than what was disbursed, a late disbursement may be due to the student. If the amount earned equals the amount disbursed, no further action is required.

The responsibility to return amounts unearned to the Financial Aid Programs may be shared by both the College and the student. The College is required to return to the Department of Education the lesser of the total amount of unearned Title IV funds or an amount equal to the student's institutional charges multiplied by the percentage of Title IV aid unearned, no later than 45 days after it is determined that the student withdrew. If the College returns less than the amount of unearned aid, the student must return the difference. If the student is required to return unearned aid, this is considered an overpayment and the amount is reduced by 50%. Within 45 days of determining the student's date of withdrawal, the College will send notification to the student of any overpayment. After receiving the written notification, the student is permitted 45 days to make satisfactory payment arrangements with the United States Department of Education. While the overpayment is due, the student will remain eligible for financial aid for 45 days.

State Refund Policy

The State Refund Policy applies if a student attends the College and receives Federal or State financial aid and the withdrawal date is before or during the first three weeks of the term. The refund is calculated as follows:

Partial Withdrawal

Students who do not completely withdraw from the College, but drop a class during the regular drop/add period, will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the class (es) dropped. There is no refund due to students who partially withdraw after the official drop/add period.

Total Withdrawal

Students who are officially or unofficially withdrawn from all classes for which they are registered before the first day of classes will be refunded the total amount of tuition and other refundable fees. Students who officially or are unofficially withdrawn completely on or after the first day of classes but prior to the end of the third week of classes will be refunded according to the withdrawal date as follows:

Total Withdrawal before the official first day of classes	100% refund
Total Withdrawal during first week	75% refund
Total Withdrawal during second week	50% refund
Total Withdrawal during third week	25% refund
Total Withdrawal after the end of the third week	NO REFUND

An administrative fee not to exceed 5% of tuition and other refundable institutional charges or $100 whichever is smaller shall be assessed for each withdrawal within the period beginning the first day of classes and ending at the end of the third week of classes. The first official day of classes is indicated on the Student Calendar as the day that classes begin. The first day of class is the first day classes are offered within any term configuration, including mini-terms. The calendar also indicates the last day to drop/add. For calculating refunds, a week is defined as the first day of class running seven calendar days including Saturday and Sunday. For mini-terms, refunds are calculated on a pro rata basis.

Revision and Cancellation of Financial Aid

The College reserves the right to review, revise or cancel a financial aid award at any time due to changes in financial or academic status, or the student's failure to comply with applicable Federal and/or State laws and/or Regulations or College policies. In addition, a financial aid award is subject to revision should the annual allocation of funds from the Federal government be reduced below the anticipated funding level for a program(s) or should budget limitations be placed upon funds which are intended for student financial aid purposes. In addition, students

cannot receive need-based assistance in excess of their determined financial need. The information contained in this section of the College Catalog is subject to change.

ADDITIONAL FINANCIAL AID INFORMATION

For further information on financial aid, contact the Office of Financial Aid located in the Student Center. The phone number is 334-876-9296.

ID CARDS

Students are required to have their ID cards when they are on campus. Students must show their ID cards to any college representative upon request. Failure to do so may result in disciplinary action. ID cards are used to admit students to college activities and to check materials out of the library. ID cards are issued for two academic years and will be validated each semester when students clear fees. One ID card is issued every two years; replacement cards cost $5.00 each.

LOST AND FOUND

Inquiries pertaining to lost articles should be made to the receptionist at the front desk in the Administration Building and/or the Campus Police Department. Students who find articles may leave them in one of the places mentioned above.

Since the College cannot be responsible for personal property, it is recommended that books and supplies be locked in a car or locker when not in use. An identifying name or mark should be placed in all textbooks, notebooks, and other student-owned materials.

HOUSING

Wallace Community College Selma does not provide on- or off-campus dormitories and does not take a direct or continuing responsibility for student residence.

WCCS CAMPUS POLICE

Mission

The mission of the WCCS Campus Police Department is to work with all members of the campus community to preserve life, maintain human rights, protect property, and promote individual responsibility and fulfill community commitments.

We are committed to enhancing the quality of life on campus by working cooperatively with the public and within the framework of the constitution to enforce the laws, preserve the peace, reduce fear, and provide for a safe environment.

As our mission, we believe in the dignity and worth of all people. We are committed to providing high-quality, community-oriented, sensitive police service; protecting constitutional rights; problem solving; teamwork; openness; continuous improvements; and providing leadership to the police profession. We encourage and seek diversity in our work force, which permits us to grow and respect each person as an individual. We strive for a safe, healthy work force.

We strive to provide a safe environment for students, faculty, staff and other campus visitors. A person who is not a student, officer, or employee of this institution, who is not authorized by employment or by status as a student of this institution to be on campus or at any other facility owned, operated, or controlled by the governing board of this institution, or who does not have legitimate business on the campus or facility, or any other authorization, license, or invitation to enter or remain at the facility, or anyone who is committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of WCCS, may be directed by a campus police officer or other campus official to leave the campus or facility. If the person fails to do so, trespass charges may be pursued by the Campus Police.

We desire to inform all students, staff, and faculty members of the policies and procedures for safety and security at WCCS. This information is published by the WCCS Campus Police Department to meet requirements outlined in Public Law 101-542, the Jeanne Clery Act. It is our wish to keep the campus community informed of any criminal activity which may have an impact on personal safety or security. A copy of this report will be made available upon request. If you wish to obtain a copy, please stop by the WCCS Campus Police Department.

Patrol Procedures

WCCS campus police officers and security monitors perform patrol duties on foot and in vehicles 24 hours a day to protect persons against bodily harm and property against fire, theft, vandalism, and illegal entry. The entire campus receives patrol coverage to detect violations of security and safety. Campus police officers and security

monitors will maintain a log of all persons and vehicles that enter the campus 24 hours a day when classes are not in session.

The Campus Police Department also provides a variety of other services such as security escorts for student/faculty on campus, jump-starting vehicles, unlocking car doors, and providing general information about the campus and events.

Security Monitors are non-sworn employees who control vehicle access to the campus between the hours of 6:00 P.M. and 6:00 A.M. daily and on weekends. Security monitors will maintain a daily log of all persons and vehicles that enter the campus between the hours of 10:30 P.M. and 6:00 AM.

Traffic Rules, Regulations, and Parking
On-campus Parking and Traffic is enforced by the WCCS Campus Police Department. We urge you to help us control our parking and traffic problems for the safety of everyone. The following rules and regulations pertain to all students, staff and the public.
1. The Speed Limit on campus is 15 miles per hour.
2. Parking decal must be placed on the inside of the windshield, driver side lower corner so it may be checked by officers. If you do not have a decal, you may obtain one from the Office of the Campus Police. The first decal will be issued at no cost, and subsequent decals will cost $5.00 each.
3. In case a student needs assistance, contact Campus Police in the Student Center by telephone (334) 375-6036, or contact the evening coordinator at (334) 876-9227.
4. All vehicle operators must comply with campus regulations and the laws of the State of Alabama.
5. No parking will be allowed next to the yellow curbs, loading zones, or ramps.
6. No students, faculty, or staff will be allowed to park in spaces marked visitors or handicapped.
7. Vehicles parked in handicapped spaces must have a handicapped decal displayed.
8. Students requiring handicap parking may obtain a handicap parking placard by reporting to the Campus Police Department.
9. To be legally parked, a vehicle must be within the lines designating the parking spaces.
10. Do not invite theft by leaving articles of value in your automobile. Anything left in vehicle should be locked in the trunk. LOCK YOUR CAR! Thefts, tampering with vehicles, or other offenses should be reported to the Campus Police.
11. The College assumes no responsibility for losses from fire, theft, or from any other cause when vehicles are parked on campus.
12. The registered owner of vehicle is responsible for his vehicle regardless of who is driving. He/she is responsible for all citations issued to the vehicle.
13. Parking or loitering on campus after normal day or evening classes and/or special activities is prohibited. Offenders will be asked to leave by the Campus Police or Security Monitor.
14. Officers will issue citations for violation of the above rules. The fine for each violation is indicated on the citation. If you receive a citation, it must be paid within ten (10) working days. Students with outstanding traffic citations will not be issued transcripts or allowed to register for further course work.
15. The College reserves the right, after a reasonable attempt is made to contact the owner(s), or notice has been posted, to remove and impound illegally parked or abandoned vehicle; or any vehicle found on campus without a decal, with an unauthorized or altered decal, or with no license plate; or any vehicle parked in such a way as to constitute a serious hazard to other vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The College also reserves the right to immobilize any vehicle by use of a wheel lock, and the removal of such wheel lock will require payment of existing fines. The owner(s) shall thereafter be responsible for any cost involved in removing, impounding, and storing of such vehicle. The College shall not be liable for any damage to any vehicle which occurs during the removal or impoundment.

Escort Services
The Campus Police Department will provide escort services to those who wish to be escorted from any location on the campus to their vehicles. If you wish to be provided an escort, contact the Police Department at (334) 876-9248 and give your location. A police officer or security monitor will come to your location and escort you to your vehicle or other location on campus.

Security of Campus Facilities
All classrooms and administrative buildings are opened and secured by the Police Department. All classrooms and administrative buildings are normally opened by 6:30 A.M. and secured by 10:30 P.M., Monday through Friday. During weekends, the classroom buildings are opened and secured as dictated by weekend class schedules.

Buildings/offices will not be unlocked to permit access unless the person seeking entrance has been issued a key for the respective areas and for some reason does not have a key in his or her possession.

Alcohol and Substance Abuse

WCCS is committed to providing a safe, productive, educational, work environment; therefore, WCCS has adopted policies and programs to promote a campus free of alcohol and other drugs.

The unlawful manufacture, distribution, dispersion, possession or use of illegal drugs by students or employees is prohibited at any time on any WCCS property or school activity. No employee who is impaired by any illegal drug or alcohol will be allowed to work or be in the workplace. No student who is impaired by any illegal drug or alcohol will attend classes or any college activity.

It is the responsibility of the Campus Police Department to enforce state and local laws and school policies in regard to alcohol and drug related activities. WCCS will impose sanctions consistent with local, state, and federal laws for employees and students who violate these standards of conduct. Sanctions include but are not limited to:
   a. Referral for prosecution;
   b. Probation, suspension, or expulsion of students; and
   c. Suspension or termination of employees.

Local Law Enforcement Support

The WCCS Campus Police Department will work closely with and receive support from the Selma City Police Department, Dallas County Sheriff's Department, and Alabama State Troopers. These agencies will be contacted in the event such support is required. It is our intention to foster a healthy working relationship with these state, county, and local law enforcement agencies.

Enforcement Authority

All sworn police officers assigned to the WCCS Campus Police Department receive their powers and authority from the Code of Alabama, Title 16, Chapter 22, Sections 1 and 2, which state: "The president or chief executive officer of any state college or university shall have the authority to appoint or employ one or more suitable persons to act as police officers to keep off intruders and prevent trespass upon and damage to the property of the college or university or of the said university. Such persons shall be charged with all the duties and invested with all the powers of police officers.

Any officer appointed pursuant to the provisions of 16-22-1, is a peace officer whose authority extends to any place in the state; provided that the primary duty of any such police or peace officer shall be the enforcement of the law on property owned or leased by the institution of higher education employing such officers; provided further, that he shall not otherwise act as a peace officer in enforcing the law except:
1. When in pursuit of any offender or suspected offender who is charged with the commission of a crime while on the premises of said institution; or
2. To make arrests otherwise lawfully for crimes committed or for which there is probable cause to believe have been committed, within his presence or within the boundaries of said property owned or leased."

EMERGENCY RESPONSE PLAN
PURPOSE

Wallace Community College Selma is committed to supporting the welfare of its students, faculty, staff, and visitors. Preparing a campus crisis/emergency response plan and allocating resources to respond to possible emergencies is one way in which the College offers this support. The plan is fashioned in accordance with appropriate laws, regulations and policies that govern crisis/emergency preparedness and reflects the best and most current thinking in this area. The Emergency Response Plan is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of the College, and assure responsive communications with the community, surrounding neighborhoods, the Alabama Criminal Justice Training Center, and the City of Selma. The plan is set into operation whenever a natural or induced emergency affecting the College reaches proportions that cannot be handled by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. This plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration. The Campus Police will be called in the event of any crisis and the Emergency Response Plan will be activated. Upon resolution of the incident, the Campus Police will prepare an After Action Report.

The plan provides for aiding the local community when appropriate, though the prime responsibility of the plan is to the College community for which it is designed. The intent is for the plan to be viewed as a tool to accomplish the above stated purpose with minimum confusion and wasted effort.

AUTHORITY

The authority to declare a campus state of emergency is the responsibility of the President or his/her designee(s) in consultation with relevant members of the Crisis Management Team, if available. The Crisis Management Team is responsible for establishing the basic policies and procedures that govern the College's emergency response plan, and is the highest level of authority during an emergency.

PROCEDURES

Notification of the Emergency Response Plan

In the event of an emergency situation, the Crisis Management Team in collaboration with the Emergency Response Planning Committee will convene to assess the situation, and determine whether to activate the Emergency Response Plan. Emergency Response Planning Committee and the Crisis Management Team members should bring available lap top computers with them to the Conference Room in the Classroom Building. The alternate location will be the Conference Room on the second floor of the Hank Sanders Technology Center, if the Classroom Building is not available.

Activation of the Emergency Response Plan

Whether the Emergency Response Plan is activated depends upon the type of emergency situation, its potential for escalation, its geographical extent, and other factors. The Emergency Response Plan will be activated whenever a crisis, man-made or natural, disrupts operations, threatens life, creates major damage, and occurs within the college community. While it is likely that outside assistance would be available in most large-scale crisis/emergency situations affecting the College, the College must be prepared to carry out crisis response and short-term recovery operations on an independent basis.

DEFINITION OF AN EMERGENCY

An emergency is any unplanned event that can cause death or significant injuries to faculty, staff, students, or the public, or that can shut down business, disrupt operations, cause physical or environmental damage, or threaten the institution's financial standing or public image.

LEVELS OF EMERGENCY

Emergencies can generally be classified into two levels:

LEVEL I (Disaster)

A level I emergency is an emergency that seriously impairs or halts the operation of the College.

Examples of a level I disaster includes, but is not limited to:
- Mass casualties
- Natural disaster such as hurricane or tornado
- Large-scale hazardous material spill
- Health epidemics
- Major weather emergency

LEVEL II (Campus Emergency—Depending on Circumstances)

A level II emergency is an emergency that completely disrupts one or more operations of the College. An emergency on this level may affect mission-critical functions or personal safety.

Examples of a level II campus emergency include, but are not limited to:
- Hostage situation
- Major fire
- Civil disturbance
- Widespread power outage
- Bomb threat
- Laboratory explosion
- Suicide
- Death of a student, faculty, or staff member (depending on circumstances)
- Violent crimes or assaults (depending on circumstances)
- Shooting or stabbing
- National terrorist incident

EMERGENCY RESPONSE PLANNING COMMITTEE

The Emergency Response Planning Committee is responsible for coordinating the College's Emergency Response Plan. The Emergency Response Planning Committee duties and responsibilities relate closely to their normal authority and functions. In the event of a crisis, however, coordination and organization of all operations at the College shall be directed by the Crisis Management Team. The Emergency Response Planning Committee implements the strategy and planning of the response, communicates with field personnel, issues instructions to particular units, and monitors progress in carrying out the instructions.

The Responsibilities of the Emergency Response Planning Committee include, but are not limited to:
1. Developing an institutional Emergency Response Plan.
2. Insuring that staff and students are familiar with the overall emergency response plan.
3. Train staff to evaluate and respond to emergencies and disasters.
4. Maintaining a call list of departmental employees designated as "essential personnel." This call list will be updated as needed. (This information will be kept in the College Safety Manual).
5. Ensuring the preservation of essential records, or other materials deemed essential.
6. Coordinate off campus resources.
7. Test plan in mock crisis.
8. Review/rehearse plan periodically.
9. Maintain ability to make responses in an immediate and effective manner.

The Emergency Response Planning Committee will meet monthly until the criteria have been established, then at least annually to review and test the plan.

Emergency Response Planning Committee Members

Emergency Response Coordinator (Campus Chief of Police)
Executive Assistant to the President/Dean of Students
Director of Fiscal Affairs
Director of Marketing and College Relations
Director of Information and Technology
Staff Representative
Faculty Representative

CRISIS MANAGEMENT TEAM

The Crisis Management Team collectively makes the decisions in regards to appropriate actions and/or allocating resources of the College during an emergency, in coordination with the Emergency Response Planning Committee.

The responsibilities of the Crisis Management Team include, but are not limited to:
1. Identify the emergency and determine its impact.
2. Decide the necessary level of response required to manage the emergency.
3. Exercise control over emergency operations and provide guidance on matters of policy and decision-making authority.
4. Authorize the evacuation and/or closing of the College facilities, as required.
5. Coordinate the release of all official information and instructions to the public.
6. Maintain adequate emergency resources and equipment particular to the Emergency Response Plan requirements.
7. Ensuring the College is prepared and in the best possible position to respond to an emergency when it occurs.

Crisis Management Team
- President
- Physical Plant Director
- Alabama Criminal Justice Training Center Commander
- Selma Police Department
- Selma Fire Department
- Dallas County Emergency Management Agency

Additional team members and members of the Emergency Response Planning Committee may be asked to join the Crisis Management Team depending upon the type of emergency.

Critical Points For All Emergencies
- Report ALL emergencies to Campus Police by dialing 375-6036, 876-9227 or dial 911
- Instructional activities in the affected area may be suspended for the duration of the emergency and the response
- Follow ALL directives given by college official and emergency responders
- Evacuate/shelter as directed and remain AWAY from the area until directed to return by college official or first responder
- Identify any injured students and assist co-workers and those with special needs
- Be prepared to receive messages and alert notifications via the "PATRIOT ALERT" which is the College's emergency notification system
- Building coordinators will direct the evacuation from their floors and secure doors
- Do not leave campus unless instructed to do so by a college official

- Instructors will take class roll once assembled outside
- Floor coordinators and Instructors will be prepared for periodic drills

Tornado Warning/Severe Weather
- Immediately seek shelter in hallways on the lower level of building away from doors and windows
- Remain in designated shelter until warning expires and given further directions
- Never attempt to outrun a tornado or other severe weather
- Maintain personal belongings such as cell phones, purses, backpacks when possible

Fire/Smoke
- Evacuate building immediately when alarm is activated or there is evidence of a fire. Exit signs are located in all buildings
- Close doors as exiting and activate the nearest fire alarm pull station
- Call 911 to report location of fire or smoke
- Maintain personal belongings such as cell phones, purses, backpacks when possible
- Report to Building Coordinator or Instructor at assembly point

Building/Campus/Area Evacuation
- Remain calm and encourage others to do likewise
- Gather personal belongings if safe to do so
- **DO NOT** delay evacuation; immediately evacuate building using nearest safe exit/stairwell
- **DO NOT** use elevators
- Meet outside of the building at area specified by instructor or Building Coordinator and await further instructions
- Assist persons with special needs when and where possible
- Report to Building Coordinator or Instructor at assembly point

Threatening Person
- **DO NOT** confront the person
- **DO NOT** block the person's access to an exit
- When calling 911, provide as much information as possible about the person and their direction of travel, vehicle description, etc.

Active Shooter
- If you hear gunfire or see a person with a gun, take immediate steps to protect yourself
- If possible, call 911 and provide as much information as possible about the shooter, to include sex, race, clothing, type weapon used, accomplices, and direction of travel and if there are any wounded students or staff nearby.
- If barricaded, turn all cell phones to vibrate or silent so as not to alert the shooter of your location.
- **DO NOT** disconnect from 911 call taker
- If you encounter the shooter, do not attempt to block his/her access to an exit
- Try to escape the area if at all possible. If unable to escape, immediately close and lock or barricade the door with furniture, chairs, and desks.
- Turn off all lights, hide behind heavy furnishing, and stay away from windows and out of view
- If you are in an open area and cannot escape, find best protected location to hide safely
- If the shooter approaches you, your actions will depend solely on your judgment and capabilities and there may be no "best strategy" for confronting the shooter
- Any offensive measures taken against the shooter should be taken in unison with others in your immediate area if possible
- If the shooter is attacked, use any available items to overtake him/her, such as books, backpacks, or chairs
- If the shooter is overtaken and subdued, leave the area immediately with your hands where oncoming law enforcement officers and other first responders can determine who you are while fleeing the area. NEVER assume that first responders know who you are just because the actual shooter is not in your area
- Follow ALL directives given by law enforcement officers, first responders, and other college personnel
- Report to Building Coordinator or Instructor at assembly point
- Campus Police will secure gates until relieved by Department of Public Safety personnel

Bomb Threat
- Keep the caller on the line as long as possible and obtain any information conveyed including location of bomb, when is it set to explode, what type of explosive, and any personal information about the caller (name, sex, age, race), background noises/call quality
- Immediately call Campus Police (375-6036/9227) or dial 911 to report the incident
- Follow directives from college officials and first responders regarding evacuation
- If directed to evacuate, assist those with special needs if and when possible
- Report to Building Coordinator or Instructor at assembly point

Shelter In Place
- Remain calm and encourage others to do likewise
- Stay away from exits, outside doors, windows and dangerous heavy equipment
- Maintain personal belongings such as cell phones, purses, backpacks when possible
- Do not attempt to leave the sheltered area until directed to do so by college official, first responder or law enforcement officers

WHAT TO DO IN CASE OF AN EVACUATION

1. There are emergency exit diagrams posted on the walls of each room. Instructors should make students aware of these plans at the beginning of each semester, pointing out the exit door that applies to that location and the proper method from which to exit the room. Supervisors in offices are responsible for informing their employees of the exit plan for that location.
2. When a staff member or student becomes aware of an emergency situation, it is that person's responsibility to notify the Campus Police. The Campus Police will notify appropriate personnel.
3. When the emergency system is activated, **everyone must immediately** stop all activity and prepare to leave the building.
4. Lights and equipment are **not** to be turned off.
5. Doors are **not** to be closed (unless there is a fire).
6. All persons should walk at a steady pace, in a single file, on each side of the hallway. Don't panic, but proceed immediately to the exit door designated for your location.
7. Classes should stay together and the faculty member in charge of the class should conduct a check of students to determine who has evacuated the building. Supervisors are responsible for their areas.
8. All persons are to move at least 200 feet away from the building.
9. **NO ONE** is to re-enter the building. If someone is missing, do not go back into the building, go to the designated area for each building as outlined, and inform a Campus Police staff member. All buildings will be locked by the Campus Police or Maintenance personnel to prevent re-entry until official "all clear" signal to return.
10. A college official will determine when the all clear signal to re-enter the building will be given. ONLY when a verbal clearance is given will re-entry to the building be allowed. If your designated area is inaccessible, proceed to the nearest accessible location.
11. Staff of the Alabama Criminal Justice Training Center will secure the front gates and perimeter of the campus.

ASSISTING THE DISABLED IN AN EMERGENCY EVACUATION

1. Each instructor or supervisor should survey their class or area(s) at the beginning of each semester to identify persons with a disability that limits their ability to readily evacuate a building in case of an emergency. These students will need assistance case of a building evacuation.
2. Disabled students are located in accessible buildings and classrooms and emergency exits for the disabled are the normal emergency exits and diagrams are posted in each building.
3. In the event that there is a fire blocking one of the designated exits, the instructor should obtain assistance from other faculty/staff to carry the disabled person to safety. Only if other faculty/staff are unavailable, should students be asked to assist with this task.

CRISIS ASSEMBLY POINTS

Location	Designated Area
Hank Sanders Technology Center	Grassy area down the hill east of the building
Technical Division	Baseball Diamond
C. Byrd Arts & Science Building	Grassy area in front of the Classroom Building
Health/Science Building	Grassy area down the hill east of the building
Earl Goodwin Theatre	Grassy area in front of the Classroom Building
Classroom Building	Grassy area in front (west) of building
J. M. Mitchell Student Center	Baseball Diamond
Old Student Center	Baseball Diamond
Library/Gym Complex	Grassy area in front of Classroom Building
Administration Building	Grassy area in front of Classroom Building

AREAS OF RESCUE

Hank Sanders Technology Center	Second Floor
	East stairwell (primary)
	Center stairwell (alternate)
	Third floor
	East stairwell (primary)
	Center stairwell (alternate)
Health Sciences Building	Second floor
	South stairwell (primary)
	West Stairwell (alternate)
Charles Byrd Building	Second floor
	West Stairwell (primary)
	East stairwell (alternate
J. M. Mitchell Student Center	Second Floor
	Center Stairwell (primary)

BUILDING COORDINATOR ASSIGNMENTS

Deans and Directors will designate Building Coordinator(s) as indicated below:

- Mrs. Donitha Griffin, Dean of Students, will designate the Building Coordinator(s) for the Administration Building and the Student Center
- Mrs. Jacqueline Smith, Director of Fiscal Affairs, will designate the Building Coordinator(s) for the Hank Sanders Technology Center
- Mrs. Donitha Griffin, Dean of Instruction, will designate the Building Coordinator(s) for the Classroom Building, Byrd Building, Library/Gym and the Health Sciences Building
- Mr. Raji Gourdine, Assistant Dean of Instruction, will designate the Building Coordinator(s) for the Technical Buildings
- Mrs. Felicia Pettway, Interim Director of Advance Visualization Center, will designate the Building Coordinator(s) for the Earl Goodwin Theatre
- Mr. Jimmy Goldsby, Physical Plant Director, will designate the Building Coordinator(s) for the Print Shop, Transportation, and Maintenance Department

Notification and Activation of the Emergency Response Planning Committee

In the event of an emergency situation, The CMT in collaboration with the ERPC will convene to assess the situation, and determine whether to activate the Emergency Response Plan. ERPC and CMT members should bring available lap top computer with them to the large conference room in the Administration building.

Emergency Response Policy

The ERPC will maintain a current and minimally disseminated emergency response policy, train personnel to evaluate and respond to emergencies and disasters, and maintain ability make such responses in an immediate and effective manner.

EMERGENCY PHONE LIST

All Emergencies, Police, Fire, Medical Calls, etc. 911
All Non-emergencies, Police, Fire, Medical Calls, etc. 334-375-6036 or 334-876-9227.

II. STATEMENT ON HARASSMENT

Wallace Community College Selma complies with the policies of the Alabama Board of Trustees which is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of the Board of Trustees policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated on any campus, site, or in any division or department by any employee, student, agent, or non-employee on any institution's property and while engaged in any institutionally-sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the College community are respected, that harassment of students and employees is unacceptable conduct and will not be tolerated at any of the institutions that comprise The Alabama College System.

NON-DISCRIMINATORY ENVIRONMENT

A nondiscriminatory environment is essential to the mission of The Alabama College System. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. It is essential that the institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. The institutions of the Alabama College System will take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy will be disciplined as appropriate to the severity of the offense.

Employees and students of The Alabama College System will strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff will adhere to the highest ethical standards to ensure professionally functioning institutions and to guarantee equal educational opportunities for all students.

For these purposes, the term "harassment" includes, but is not necessarily limited to: Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Harassment of employees or students by non-employees is a violation of this policy. Any employee or student who becomes aware of any such harassment should report the incident(s) to the appropriate college official. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advance, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or educational opportunities;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive work or educational environment.

Any incident of sexual harassment will be reported to the grievance officer as promptly as possible after the harassment occurs.

The employees of the institutions within The Alabama College System determine the ethical and moral tone for these institutions through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between college personnel of different ranks which involve partiality, preferential treatment, or the improper use of position will be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor or any student for whom he or she has responsibility, between any supervisor and an employee, or between a college employee and a student where preferential treatment results. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel will be aware that any amorous relationships (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the grieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who will be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of sexual harassment to contact the grievance officer or other appropriate official at the institution where the alleged incident occurred. Any reprisals will be reported immediately to the grievance officer or other appropriate official.

This policy will be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program will be utilized to assist all members of the college community to understand, prevent, and combat harassment. The Chancellor will issue guidelines to ensure the adherence to, implementation of, and enforcement of this policy.

A. Definition of Sexual Harassment
Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:
1. Physical assault;
2. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student's academic status;
3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity;
5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (i) comments of a sexual nature; or (ii) sexually explicit statements, questions, jokes, or anecdotes;
6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following: (i) touching, patting, pinching, hugging, or brushing against another's body; (ii) commentary of a sexual nature about an individual's body or clothing; or (iii) remarks about sexual activity or speculations about previous sexual experience(s);
7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;

8. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or education environment, and serve no educational purpose related to the subject matter being addressed.

B. Reporting Acts of Sexual Harassment

Harassment against another student, faculty member, staff member, or administrator should be reported to the Dean of Students. If the student experiences sexual harassment from a person who is not a WCCS student or employee, the student should contact the College Security Office and the Dean of Students. Wallace Community College Selma is committed to providing a positive, discrimination-free educational environment.

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STUDENT GRIEVANCE PROCEDURES

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Any student who has a grievance against any other student or against a member of the WCCS faculty, staff, or administration concerning any form of race discrimination (Title VI, Civil Rights Act of 1964), sex discrimination (Title IX of the Educational Amendments of 1972), sexual harassment (Title VII), or violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) should first attempt to informally resolve the matter with the individual involved and should contact the Dean of Students. **(Discrimination and Harassment Policy)**

Appropriate corrective action will be taken immediately; however, if the grievance cannot be informally resolved, the formal procedures listed below should be followed. These procedures attempt to protect the student's right to file a grievance and provide the right of due process for all parties involved in the grievance.

A. Responsibilities of the President and the Dean of Students

The Dean of Students, as the President's designee, has the responsibility of officially convening the Grievance Committee for the purpose of dealing with acts of race discrimination, sex discrimination, sexual harassment, or violation of the rights of the disabled. *Note: In the event that a grievance is filed against the Dean of Students, the President will designate another person to serve in lieu of the Dean of Students in the procedural due process outlined.*

<u>The Dean of Students will convene the Grievance Committee only after the following procedures have been implemented:</u>

1. Grievance charges made by the student(s) must be submitted in writing to the Dean of Students. The grievance must be signed and as detailed as possible.
2. If charges so warrant, the Dean of Students may recommend that the President suspend, with pay, the faculty member, staff member, or administrator being charged until a hearing decision is rendered on the grievance charges.
3. The Dean of Students will notify the student(s) or member of the WCCS faculty, staff, or administration of the charges(s) against him or her within five days (excluding Saturday, Sunday, and holidays). The notification will be in writing and will be mailed certified/return receipt mail.
4. The accused must set up an appointment with the Dean of Students who will provide documentation of the charges.
5. After meeting with the Dean of Students, the student or member of the WCCS faculty, staff, or administration who is charged may request a Grievance Committee hearing.
6. The Dean of Students will contact the President and inform him of the request made by the accused. The Grievance Committee will consist of two faculty members and one administrator or staff member named by the President to serve along with the Dean of Students who is a non-voting member of the committee.
7. After the Grievance Committee members are named, the Dean of Students will notify the complainant(s) and the accused of the time, date, and location of the Grievance Committee hearing. The notification will be in writing and delivered by certified/return receipt mail. A student(s) who has demanded a hearing before the Grievance Committee and who fails to appear at the designated date, hour and place of the hearing, after notice thereof, shall be deemed to have waived the right to a hearing and the right to appear before the Grievance Committee. The Grievance Committee may then proceed with the hearing. In the event the accused student(s) shall be unable to attend the hearing for good cause at the appointed time, prior written notice of the inability to attend shall be submitted to the Dean of Students whereupon a new date shall be set by the Dean of Students. Only one such extension shall be granted except where failure to grant additional extension would cause undue hardship to the student(s).
8. All parties involved may be advised by a counsel during the hearing. Counsel will not be allowed to ask or answer questions.

9. Refusal by the student(s), faculty member, staff member, or administrator to answer questions will not be construed as an admission of guilt.
10. At the conclusion of the hearing, the Grievance Committee will render a decision by a majority vote and make recommendations.
11. The Dean of Students will forward to the President, within five working days, a copy of the written decision and recommendations issued by the Grievance Committee.
12. The President has the final authority to accept, reject, or modify the decision of the Grievance Committee. The President's decision will be forwarded to the accused within ten working days.

B. Right of Appeal

If the President's decision does not satisfy the complainant and should the grievance allege race discrimination (Title VI), sex discrimination (Title IX), sexual harassment (Title VII), or violation of the rights of the disabled (Section 504 and ADA), the complainant may file a written grievance with one or more of the following:

13. The Chancellor as defined in the State Policy and Procedure Manual.
14. The regional office of the Office of Civil Rights of the U.S. Depart. of Education within 180 days of the act.
15. The Equal Employment Opportunity Commission within 180 days of the decision issued by the institution.

C. Reference

Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX of the Educational Amendments of 1972 states, "No person in the United States shall on the basis of sex, be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 as amended in 1974 states, "No otherwise qualified disabled individual in the United States, as defined in Section 706 (6) of this title, shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits or, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Americans with Disabilities Act of 1990 states in part: "No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or local government. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of goods, service, facilities, privileges, advantages, and accommodations of any place of public accommodation. ...shall ensure that interstate and intrastate telecommunications relay services are available for the hearing-impaired and speech-impaired individuals in the United States."

<div align="center">**STUDENT CHALLENGE/APPEAL PROCEDURE**</div>

Purpose
WCCS Student Challenge/Appeal Procedure is to ensure that WCCS students' problems and potential problems (except for discrepancies already addressed) are handled in a fair, equitable and orderly manner.

Procedures
Step One:
Informal Challenge:
When appropriate, the student must discuss the challenge with the appropriate faculty, staff, administration or other student within five (5) school calendar days after the incident. Most incidences can be resolved through this process. If the challenge is not resolved, a written challenge may be submitted by the student to the Department Chair/ Program Director.

Step Two:
Formal Challenge:
If the student is not satisfied with the results of the discussion with faculty, staff, administration or other student, a written challenge will be submitted by the student to the Department Chair/ Program Director. A statement regarding the nature and date of the challenge and any other relevant information; along with the names of all persons involved must be included in the written statement.

Step Three:
After receiving the written challenge, the Department Chair/ Program Director will respond to the challenge within five (5) school calendar days by scheduling an appointment with all persons cited. All persons cited shall be notified by the Department Chair /Program Director. Written documentation shall be made of this meeting with the Department Chair/Program Director. If the challenge directly involves the Department Chair /Program Director, the same procedure shall be followed.

Step Four:
The decision of the Department Chair/Program Director may be appealed to the Vice-president for Instruction for an academic challenge or the Dean of Students for a non-academic challenge; For final grade appeal procedure students must use the procedure listed on page 207 of the WCCS Student Handbook.

The chain of communication is the instructor, the program director/ department chair, dean of instructions or dean of students, and president. No grievance will be heard at a higher level unless the student has gone through the proper chain of communication, in writing and within the designated time frames.

Step Five:
If the student is not satisfied with the results, the college appeal process on page 197 of the WCCS Student Handbook should be followed.

<div align="center">**III. ACTIVITIES AND ORGANIZATIONS**</div>

<div align="center">**ATHLETICS**</div>
Wallace Community College Selma participates in varsity competition in basketball, baseball, and volleyball. WCCS is a member of the Alabama Community College Conference and the National Junior College Athletic Association. The College participates against other members of the conferences and other Alabama community colleges and community colleges in other states. A balanced and well-rounded program of activity courses, professional courses, intramural competition, extramural competition, and varsity athletics is available.

<div align="center">**INTRAMURALS**</div>
Intramural sports at Wallace Community College Selma are based upon student interest. An active intramural sports program is available to all students during the academic year. Activities that have previously been offered include badminton, basketball, table tennis, road runs, tennis, and bowling.

STUDENT ACTIVITIES AND ORGANIZATIONS

The student governing body of this Institution is the Student Government Association. The purpose of this organization is to serve the student body; to serve and work toward the betterment of the institution and surrounding communities; to provide and unify a sound student body in the common motive of democratic self-government; to encourage cooperation among students, faculty, and administration; to promote a sense of loyalty and school spirit to Wallace Community College Selma; to help provide various campus activities to enhance students' enjoyment of college life; and to stimulate personal growth and social development.

Any student organization requires approval of the college administration and the majority vote of the Student Government Association. A written statement of purpose and student interest must be presented to and approved by the Dean of Students prior to organization and must include the following criteria:

1. Official name of the proposed organization;
2. Name of faculty advisor;
3. Statement of when, where, and how often meetings will be held;
4. Statement acknowledging that the proposed organization is subject to all college regulations and policies.

All student activities and organizations require faculty supervision and require prior approval of the Dean of Students or the President's designee. Any student group wishing to sponsor a student activity must identify faculty to provide supervision of the activity and must obtain approval from the Dean of Students to conduct the activity.

Funds supporting student organizations or activities must be deposited in the Business Office along with other institutional funds. Expenditure of funds for student activities must be initiated by purchase requisition and/or check request and approved by the Dean of Students and the Dean of Business and Finance.

All student organizations are open to all students of this institution who qualify for membership. No student will be denied membership in any organization nor participation in any approved activity by reason of race, sex, religion, age, or national origin.

BIOLOGY CLUB

The WCCS Biology Club is a student organization founded in 1995 by a WCCS biology instructor and a small group of enthusiastic students. The purposes of the organization are four-fold:

1. to promote environmental and biological education;
2. to provide service to the college and community, particularly in environmental awareness and related areas;
3. to provide social and educational opportunities to the members via field trips, camping, and a host of other activities;
4. to provide a clearinghouse for educational and employment opportunities in the biological and related areas. Full membership is open to all WCCS students and staff, including past students interested in the sciences and/or environmental concerns.

HOMECOMING COURT

A male and female homecoming court is selected by popular vote on an annual basis by the student body. Each court consists of two freshmen attendants, two sophomore attendants, and a sophomore queen and king. Full-time female and male students with a minimum GPA of 2.00 are eligible to enter the competition. The sophomore male and female receiving the most votes will be crowned Homecoming King and Queen. The homecoming court reigns during the homecoming basketball game and festivities.

PHI THETA KAPPA

Phi Theta Kappa is the International Honor Society in American junior and community colleges. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Alpha Eta Tau, the local chapter at WCCS, has been classified as an active chapter and is fully affiliated with the International Headquarters. To be eligible for Alpha Eta Tau Chapter of Phi Theta Kappa, a student must be enrolled in a degree program, have accumulated at least 12 semester hours, have an overall GPA of 3.5 or better, be of good moral character, and shall possess recognized qualities of citizenship.

194

STUDENT GOVERNMENT ASSOCIATION

This organization seeks to provide effective representation of student opinion in all phases of college life; to provide an effective organization for the administration of student activities; to stimulate student activity in college affairs; to improve student physical, social, and cultural welfare; and to promote full cooperation between students, faculty, and administration. SGA officers are elected each spring semester.

WCCS Campus Ambassadors

The **WCCS Campus Ambassadors** program seeks to provide opportunities for outstanding students to develop leadership and communication skills through involvement in student recruitment and community relations activities at the College. WCCS Campus Ambassadors assist with new student recruitment activities, serve as campus tour guides for prospective students and special guests of the College, and represent the student body at official functions.

Membership:

Membership in the WCCS Campus Ambassador Program shall be based on a selection process.

Eligibility Requirements:

Students seeking consideration for the WCCS Campus Ambassadors Program must meet the following general eligibility requirements:

1. Be enrolled at WCCS as a full-time student,
2. Have completed 12 semester hours at WCCS,
3. Possess a cumulative GPA of 3.0 or higher,
4. Demonstrate leadership potential at WCCS or from high school,
5. Demonstrate excellent communication skills (written and verbal),
6. Be a positive, productive team member,
7. Exhibit strong interpersonal skills,
8. Be willing to serve and represent WCCS and interface with the many communities which the College serves,
9. Appreciate WCCS' institutional mission and goals,
10. Attend scheduled mandatory training,
11. Commit to a minimum of 3 hours per week to WCCS Campus Ambassador's duties.

Selection Process:

Students who wish to apply for the WCCS Campus Ambassadors Program will be asked to complete an application. Upon submitting a completed application, applicants will be required to participate in an interview process with a screening committee.

Students will be critiqued on grades, knowledge of WCCS, personality, communications skills, appearance, extracurricular involvement, and demonstrated leadership potential. The committee will select a group of finalists who will be invited to participate in the final phase of the selection process.

Based on the finalists' performance, the selection committee will choose those individuals who will be recommended to the WCCS Campus Ambassador Advisor for membership in the program.

Program Requirements:

During their tenure in the program, WCCS Campus Ambassadors will be required to enroll as full-time students, maintain a 3.0 or higher grade point average, participate in required activities, maintain appropriate conduct, with no disciplinary actions, and participate in periodic training and leadership development activities. WCCS Campus Ambassadors will be asked to sign a contract, which specifies their responsibilities and the expectations for the position. Failure to satisfactorily fulfill any of the expected duties and responsibilities may result in expulsion from the program.

Incentives and Rewards

Students who successfully participate in the WCCS Campus Ambassador Program will receive the following benefits:

1. Letter of commendation from the President of WCCS to be used for seeking employment or transfer scholarships
2. Leadership experience
3. Opportunity to refine communications skills
4. Wardrobe items for official use

For more information, please contact WCCS Campus Ambassador Adviser:

Shuntelra Logan
Enrollment Management Specialist/Academic Adviser
WCCS Campus Ambassadors Adviser
Wallace Community College Selma
3000 Earl Goodwin Parkway
Selma, AL 36702
334.876.9287

SKILLS USA

Membership in Skills USA is open to all students enrolled in the technical education programs. The club motto is: "Preparing for Leadership in the World of Work." Skills USA Olympics competition is held annually on the local, state, and national levels. Interested students should see the Skills USA advisors or contact a counselor for additional information.

WHO'S WHO AMONG STUDENTS IN AMERICAN COMMUNITY COLLEGES

Who's Who Among Students in American Community Colleges is an organization that recognizes outstanding achievement among community college students. Membership is by selection and is based on scholarship, leadership, participation in extracurricular activities, and general citizenship. Selections are made yearly from sophomore students.

IV. CAMPUS FACILITIES

WCCS BOOKSTORE

WCCS Bookstore is located in the Student Center. New and used textbooks, supplies, and tools are available. The Bookstore also carries a line of emblematic clothing and accessories. WCCS Bookstore is open from 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to 12:00 noon on Fridays. For additional information call 334-876-9284, visit wccs.bncollege.com, or "Like" on Facebook at WCCS Bookstore.

HEALTH SERVICES AND FIRST AID

First aid kits are located in the technical shops, science laboratories, and other buildings throughout the campus. Accidents or illnesses that require more than first aid are referred to the local hospital which is located within a ten-minute drive of the College. The expense of hospitalization or emergency treatment will be borne by the student.

STUDENT CENTER

The Student Center is provided for the convenience of the students and affords a congenial meeting place between classes. Because space is limited, identification cards will be checked from time to time to assure maximum use by students rather than non-students.

TELEPHONES AND MESSAGES

College telephones may be used by students only in emergency situations.

The College will accept messages for students in case of emergencies such as family illness, accident, or death. In such instances, every effort will be made to locate the student.

In the interest of respect for faculty and fellow students, an in order to facilitate learning, students should set their cell phones to 'off,' 'silent,' or 'vibrate' while in class or in the College Library. In addition, a student may not receive cell phone calls while in class or in the College Library unless the student is an active-duty public service officer (fire, police, EMT), or provides the College (in advance) with documentation of a disability for which they need a cell phone.

LIBRARY

The Library is located in the Library-Gymnasium Complex. The spacious facility has a book collection of approximately 16,000 volumes, approximately 4,350 different units of media along with facilities for their use, and periodical materials. The Library and Reading Room are available for student and faculty use from 7:00 a.m. to 8:30 p.m., Mondays through Thursdays, and from 7:00 a.m. to Noon on Fridays. Hours may vary during the Summer Semester. For additional information dial 334-876-9344.

WI-FI TECHCHNOLOGY

Laptops, smart phones, and other wireless devices, may be freely connected to the WCCS public hotspot named "WCCS Connect!"

V. PROCEDURES OF EXPRESSION

BULLETIN BOARDS AND POSTERS

The bulletin boards located in the Student Center, Library-Gym Complex, and the Administration Building may be used by students to display announcements of interest. These announcements must be approved prior to posting by the Dean of Students. Students have the responsibility of removing the announcement when expired.

STUDENT PARTICIPATION IN GOVERNMENT AND INSTITUTIONAL DECISION-MAKING

The college organizational structure provides for and encourages student involvement in the affairs of the college through the Student Government Association. The SGA meets at regular intervals, and the meetings are open to all students who wish to observe the proceedings. Every student should feel at liberty to make suggestions to the SGA, to any committee, or to any office of the college administration.

The president of the SGA serves as a member of the Admissions Committee, the Student Activities Committee, and the Disciplinary Appeals Board. Additional student involvement is obtained through student representation on various committees including the Admissions Committee, Disciplinary Committee, Student Activities Committee and the Disciplinary Appeals Board.

Full democratic student participation is expected and encouraged. Ultimately, legal responsibility for the administration of the College rests with the College president, and all actions are subject to his review and approval.

VI. STUDENT CONDUCT

CODE OF STUDENT CONDUCT

By publication of this Code of Student Conduct, Wallace Community College Selma calls to the special attention of students and organizations the standard of conduct by which they are expected to abide. Students and organizations shall be aware of the Code and should know they will be held accountable for its provisions. By enrollment at the College, a student or organization neither relinquishes rights nor escapes responsibilities of local, state, or federal laws and regulations. The College has an interest in the maintenance of a campus environment that is conducive to the educational mission in addition to the safety, health, and well-being of all students and other persons on campus. Students at the College are considered to be responsible adults, serious of purpose, and enrolled for the primary purpose of further educational goals. It is assumed that students enrolling in the College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person: whether a student, member of the College community, visitor, or the College itself, is strictly prohibited.

APPLICATION

The Code of Student Conduct applies to individual students as well as formal and informal groups thereof, and is applicable to the behavior of students and organizations on and off the College campus which is determined to be incompatible with the educational environment and mission of the College.

MISCONDUCT

Each student's and organization's conduct is expected to be in accordance with standards of common decency and decorum, with recognition and respect for the personal and property rights of others and the educational mission of the College. A student or organization may be disciplined and is deemed in violation of the Code of Student Conduct for the following:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties;
2. Use of profane language or verbal abuse toward any College employee or student;
3. Forging, alteration, or misuse of College documents, records, or identification;
4. Repetitious issuance of worthless checks made payable to the College and/or its subdivisions;
5. Failure to comply with the authority of College officials acting within the capacity and performance of their positions;
6. Violation of written College rules, policies and regulations;
7. Obstruction or disruption of teaching, research, administration, service, disciplinary procedures, other College activities, or other activities on College premises by either College or non-College persons or groups;
8. Destruction, damage, or misuse of the College's, public or private property;
9. Conduct in violation of federal or state statutes or local ordinances which threatens the health and/or safety of the College community or which adversely affects the educational environment of the College;
10. Conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
11. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services;
12. Hazing, i.e., any mental or physical requirement or obligation placed upon a person (e.g., a student) by a member of an organization, an individual, or group of individuals which could cause discomfort, pain, or injury, or which violates any legal statute or College rule, regulation, or policy. [Hazing has been defined as, but not limited to, the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing is any action taken or situation created, whether on or off the campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.
    Hazing is also considered to be the creation of a situation which results in or might result in mental or physical discomfort, embarrassment, harassment or ridicule, including servitude often called "personal favors." Wallace Community College Selma does not approve or condone hazing; thus activities of this nature shall be dealt with promptly and sternly];
13. Lewd, obscene, licentious or indecent conduct or the verbal or written threat of such action against another person;
14. Lewd, obscene, licentious, indecent, or inappropriate dress;
15. Harassment, intimidation, bribery, physical assault, etc., or any other means, implied or explicit, to influence any member of a judicial body named in the Code, including witnesses, faculty and staff members, students, before, during, or after a hearing. [Organizations shall be responsible for the actions of their individual members, alumni, advisors, etc., in this type of situation];
16. Possession, while on College-controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities;
17. Possession and/or consumption of alcoholic beverages or non-prescribed drugs on College property or at a student- or College-sponsored function;
18. Being under the influence of alcoholic beverages or non-prescribed drugs on College property or at a student or College sponsored function;
19. Unauthorized manufacture, sale, delivery or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
20. Theft, accessory to theft, and/or possession of stolen property;
21. Physical abuse, threat of violence, intimidation, and physical or mental harassment;

22. Trespassing or unauthorized entry;
23. Triggering or tampering with fire extinguishers, alarms, or other safety equipment;
24. Any participation in a violation of the College visitation policy;
25. Placement, establishment, or maintenance of any mobile, impermanent or temporary living quarters on property of the College which shall include, but not be limited to, tents, mobile homes, camping devices, trailers, vans, and motor homes, and sanitary facilities;
26. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College for the purpose for which the College exists–the right to utilize and enjoy facilities provided to obtain an education. This prohibits the playing of radios inside buildings, on sidewalks, on lawns, and at any other location which would cause disruption of college activities;
27. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property, or the educational environment of the College.

DISCIPLINARY PROCEDURE

1. A complaint regarding the conduct of any student or organization may be filed by any person having knowledge of the alleged activity. The College may also file a complaint.
2. Such complaints must be made in writing and directed to the Dean of Students.
3. The Dean of Students shall make a thorough investigation of the allegations within the complaint. If the Dean of Students determines there is probable cause to believe that the student or organization in question indeed violated the Code of Student Conduct, a written notice of the nature of that offense shall be sent via certified mail, return receipt requested, to the student's or organization's address of record. Alternatively, mail delivery may be performed by a College employee. The notice shall require the student or organization's officer(s) to make an appointment within five calendar days of receipt of said notice to discuss the charges with the Dean of Students. Failure to arrange said appointment shall be taken as an admission of the allegations contained in the complaint and a waiver of a hearing, and the Dean of Students shall assign a sanction(s) deemed appropriate.
4. Pursuant to paragraph 3, the Dean of Students shall meet informally with the accused student or organization and present the student or organization with the complaint. If the Dean of Students believes probable cause exists that the student or organization is in violation of the Code of Student Conduct, the student or organization may be offered the opportunity of executing a statement accepting the sanction deemed appropriate by the Dean of Students and waiving the right to a hearing before the Discipline Committee. Any student or organization who fails to execute the statement aforementioned shall be deemed to have demanded a hearing before the Discipline Committee.
5. In the event that the student or organization demands a hearing before the Discipline Committee, the student shall be provided with a written statement of the charges as filed in order to provide the student or organization reasonable notice of the conduct or circumstances on which the alleged violation is based. Said statement shall advise the student or organization that it is permissible to appear alone or with counsel before the Discipline Committee, and to be present during all phases of the hearing except during the Committee's deliberation. Counsel shall not speak for or in behalf of the accused student or organization but may only act in an advisory capacity. In the event of a closed hearing, the Discipline Committee may allow the student or organization to have a maximum of three observers in the hearing. Additionally, the statement shall set out that the student or organization will be provided the opportunity to present evidence and to have reasonable cross-examination of witnesses. The student or organization shall be required to give written notice, within 48 hours, whether the hearing shall be open or closed; failure to do so shall be taken as a request for a closed hearing.
6. The hearing before the Discipline Committee will be scheduled as soon as practical, but not sooner than five calendar days, nor later than thirty calendar days from the date of the student's or organization's meeting with the Dean of Students.
7. A student or organization who has demanded a hearing before the Discipline Committee and who fails to appear at the designated date, hour and place of the hearing, after notice thereof, shall be deemed to have waived the right to a hearing and the right to appear before the Discipline Committee. The Discipline Committee may then proceed with the hearing. In the event the accused student or organization shall be unable to attend the hearing for good cause at the appointed time, prior written notice of the inability to attend shall be submitted to the Dean of Students whereupon a new date shall be set by the Dean of Students. Only one such extension shall be granted except where failure to grant additional extension would cause undue hardship to the student or organization.
8. The hearing before the Discipline Committee shall not be strictly legal in nature, but shall proceed as follows:

a. The Discipline Committee shall be composed of three (3) faculty or staff members and two (2) students appointed by the President of the College. One of said faculty members shall serve as Chairperson of the Discipline Committee. The Dean of Students shall screen the committee members prior to the hearing for any prejudicial knowledge. Any member determined to possess prejudicial knowledge may be replaced with other qualified faculty members and/or students.

b. Chairperson of the Discipline Committee shall instruct all persons other than the student's or organization's advisor(s), three observers, the Dean of Students, the College's Counsel, and the remaining members of the Discipline Committee to leave the room. In the event of an open hearing, anyone may be present, so long as his or her presence does not disrupt the hearing process. The Chairperson of the Discipline Committee shall have the authority to remove anyone who disrupts a disciplinary hearing. Only upon the express written consent of the accused student or organization is the hearing of the Discipline Committee open to the public.

c. A record of all proceedings shall be kept in the form of a tape recording, and a copy may be reproduced at the expense of the accused student or organization.

d. The proceedings shall open with the Chairperson of the Discipline Committee reading the charge against the student or organization. The student or the organization's representative shall then make a plea of guilty or not guilty.

e. The Dean of Students shall present the evidence against the accused student or organization with the accused student or organization afforded the opportunity for reasonable cross-examination.

f. The accused student or organization then may present evidence by oral testimony, witnesses, and/or written sworn affidavits, and the Dean of Students shall be afforded the opportunity for reasonable cross-examination.

g. Rebuttal evidence may be presented by either party as necessary but not so as to be redundant.

h. The accused student or organization may make a closing statement, and the Dean of Students may make a closing statement.

i. The Discipline Committee may have an attorney present to act as an advisor to the Discipline Committee. This attorney shall not question witnesses or have any role other than to act as an advisor to the Committee and inform both parties of their legal rights.

j. After the presentation of all evidence, the Discipline Committee shall retire in closed session. The Committee shall deliberate and make its determination by a majority vote.

k. The Discipline Committee can determine that the accused student or organization in fact did commit the act as charged only if it is reasonably satisfied that the evidence supports the charge.

l. Once the Discipline Committee has reached its decision, the student or organization and the student's or organization's counsel or advisor may return and be informed of the result.

m. Other than rules of evidence regarding search and seizure, formal rules of evidence shall not be observed in proceedings before the Discipline Committee. However, decisions of the Committee on the issue of violation(s) of the Code of Student Conduct will be based solely upon evidence introduced at the hearing. Evidence of previous violations of rules and regulations or violations of local, state or federal laws, ordinances, and regulations shall not be considered in any way by the Committee in determining whether the violation charged was in fact committed, but such evidence may be considered by the Committee in consideration of the appropriate sanction.

n. If the accused student or organization is found innocent, then the hearing is ended. However, if the student or organization is found guilty, the Dean of Students may recommend sanctions to be imposed. The student or organization shall then have an opportunity to make a statement to the Discipline Committee.

o. The Discipline Committee shall then deliberate the sanctions in closed session with only members of the Committee present. The Discipline Committee may consider the sanctions recommended to it, but it may impose lesser or greater sanctions than recommended. The determination of sanctions will be by a majority vote.

p. Once the Committee has reached its decision, the student or organization, their counsel or advisor(s) and the person presenting the case then may return and be informed of the results.

q. The Disciplinary Chair shall provide the student or organization a written statement of the determination of the Discipline Committee within 72 hours of the close of the hearing.

r. The student may appeal the decision of the Discipline Committee to the President. Such an appeal must be in writing, signed, and filed in the President's Office within seven (7) calendar days of the decision.

s. The President may approve, overturn, or amend any recommendation of the Disciplinary Committee.

SANCTIONS

A student or group of students deemed to be in violation of the Code of Student Conduct is subject to the imposition of the following sanctions upon individual students or organizations, either separately or severally:

a. Reprimand– A written notice that the continuation or repetition of specific conduct may be cause for further disciplinary action.

b. Restitution– Compensation for damages to a property right limited to the actual cost of repair or replacement.

c. Probation– This sanction may include the exclusion from participation in privileges, such as extra-curricular activities, the suspension of activity card, and/or suspension of on-campus driving privileges. Additionally, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Code of Student Conduct, the student may be either suspended or expelled. The provisions of the probationary period shall be determined and expressed by the committee.

d. Voluntary Withdrawal– A student may be given the option of voluntarily withdrawing from the College. The Discipline Committee may specify a period of time before the student may apply for readmission. To qualify for readmission, the student must receive approval from the Dean of Students and meet the academic standards for readmission.

e. Suspension– Separation from the College for a definite period of time. A student may be suspended for a specific period of time not to exceed two years. To qualify for readmission after suspension, a student must receive the approval of the Dean of Students and meet the academic standards for readmission.

f. Expulsion– An indefinite termination of student status from the College for a period of not less than two years. To qualify for readmission after expulsion, a student must receive the approval of the Dean of Students and meet the academic standards for readmission.

g. Interim Suspension– Any indication of facts that could cause imminent danger or harm to the health, safety, and welfare of the accused, students, faculty, other persons or College property or any indication of mental or physical harassment of students (hazing) by an organization or student may result in immediate interim suspension of the organization or student by the Dean of Students. This interim suspension may continue until such time as a disciplinary hearing is held to consider the matter.

The imposition of the herein above enumerated sanctions may be stayed pending appeal, at the discretion of the President of the College upon written request by the student or organization.

APPEAL

1. A failure to request an appeal as stated herein shall be an admission of the charges and consent to the sanctions imposed by the Discipline Committee.

2. A written appeal must specifically state the grounds of such appeal, which are limited to newly discovered evidence, violation of procedure, or that the imposed sanction was unduly harsh, improper, or lenient under the circumstances.

3. The Dean of Students may appeal the decision of the Discipline Committee to the President if the sanctions delivered are deemed inappropriate or the Committee failed to act.

4. The student or organization shall be provided with a written statement of the decision of the President within ten working days from the date of filing the request for appeal.

5. The President may approve, overturn, or amend any recommendation of the Discipline Appeal Board. The President shall notify, in writing, the student(s) or organization, the Discipline Committee, the Discipline Appeal Board, and the Dean of Students of the decision(s) rendered.

ACADEMIC HONESTY POLICY

One of the chief goals of Wallace Community College Selma is to promote *academic honesty*. Student actions which deter or discourage intellectual growth are defined as *academic dishonesty* and are listed as follows:

a. Any form of cheating on any exam, quiz, problem, or other exercise which is a requirement of a course.

b. Plagiarism on an assigned paper, theme, report, or other written material submitted to meet course requirements.

c. Use of papers or any other materials from Internet sources and submitted as the student's own.

d. Having in the immediate testing area materials or devices not expressly authorized by the test administrator.

e. Intentionally providing false information to any College official.

f. Alteration or unauthorized use of any College record or document.

g. Unauthorized use of College Computer facilities, programs, and/or data.

h. Presenting as genuine any invented or falsified citation or material.

ACADEMIC HONESTY DISCIPLINARY PROCEDURE

1. A complaint of academic dishonesty against a student may be made by any person (faculty, staff or student) having knowledge of the alleged activity. If a faculty member initiates the complaint, he/she may not confiscate exam/assignment materials immediately, but will notify the student after the exam/assignment is completed that he/she will have a hearing on possible cheating. Such a complaint must be made in writing, signed, addressed to the Dean of Students, and filed in the Dean of Students Office within seven (7) calendar days of the alleged activity.

2. The Dean of Students shall investigate the allegations made in the complaint within seven (7) calendar days of receipt of the complaint. If the Dean of Students determines there is reasonable cause to believe that the student violated the Academic Honesty Policy or the items under "Misconduct," the Dean will notify the student in writing of the specific charges against him/her. The notice shall require the student to make an appointment within seven (7) calendar days of receipt of said notice to discuss the complaint with the Dean of Students. Failure to arrange said appointment shall be taken as an admission of the allegation(s) contained in the complaint and a waiver of request for a hearing. Consequently, the Dean of Students shall assign a sanction deemed appropriate.

3. Pursuant to paragraph 2, the Dean of Students shall meet informally with the accused student and present the complaint. If the Dean of Students determines that reasonable cause exists that the student is in violation of the Academic Honesty Policy, the student may be offered the opportunity of executing a statement accepting the sanction deemed appropriate by the Dean of Students and waiving the right to a hearing before the Discipline Committee. Any student who fails to execute the aforementioned statement shall be deemed to have demanded a hearing before the Discipline Committee. The purpose of this hearing is to permit both the student and the complainant to present their respective sides of the alleged incident.

4. In the event that the student demands a hearing before the Discipline Committee, the rules of notice and hearing are the same as described in the Disciplinary Procedure section of the College Catalog/Student Handbook.

5. Upon conclusion of the hearing, the Committee Chair will explain to the student the results of the hearing and any penalty that will be imposed on the student. If the student is determined innocent, the exam/assignment will be graded following the hearing. If student guilt is established through the due process procedure for policy items "a" through "d" above, only then may the instructor assign a grade of "0" or "F" on the assignment in question. For violations involving policy definitions "e" through "h" above, the Discipline Committee may suspend the student for a specific period of time or expel the student from the College.

6. The student may appeal the decision of the Discipline Committee to the President. Such an appeal must be in writing, signed, and filed in the President's Office within seven (7) calendar days of the decision.

VII. FINAL GRADE APPEAL PROCEDURE

Any student wishing to file an appeal of a final grade must employ the following procedure.

An appeal of a final grade must be made in writing and directed to the Dean of Instruction. The letter of appeal must have the following characteristics:

    a. Word-processed, or typed; not hand-written;
    b. Signed;
    c. Dated;
    d. Current home address (not P.O. Box);
    e. Current telephone number.

1. A student may appeal final grades of A, B, C, D, and F. A student may not appeal final grades of I or W. Each grade appeal must be filed separately – i.e., if a student wishes to appeal two or more final grades awarded in a given semester, each appeal must be filed separately. The appeal must be filed no later than the end of the term (fall, spring, or summer) following the term in which the final grade in question was received. For example, in order to appeal a final grade received in the spring semester, a student must file the appeal not later than the end of the next (i.e., summer) term.

2. The Dean of Instruction shall make a thorough investigation of the grade appeal. If the Dean of Instruction determines there is insufficient evidence to support an appeal or lack of evidence, a written notice shall be sent to the student explaining the findings and course of action available to the student. The Dean of Instruction will give such notice to the student not later than 28 calendar days from receipt of the student's letter of appeal. The student has the right to appeal the decision of the Dean of Instruction to the President within seven (7) calendar days of receipt of the decision. An appeal to the President must be constructed in the same format as described in VII-1 above.

3. If an official hearing is needed, a Grade Appeals Committee consisting of three WCCS faculty members and two WCCS students will be formed by the President to hear the final grade appeal. A student may present evidence by oral testimony, witnesses, and/or written sworn affidavits to support the appeal request. The instructor in question will be afforded the opportunity for reasonable cross-examination of all evidence submitted at the hearing.
4. The student shall be notified in writing by the Chair of the Grade Appeals Committee within seven (7) calendar days of the decision of the committee.
5. A student has seven (7) calendar days from the date of the notification of the decision of the Grade Appeals Committee to appeal to the President.
6. The President may approve, overturn, or amend any recommendation of the Grade Appeals Committee. The President shall notify, in writing, the student, the Dean of Instruction, and the Grade Appeals Committee of the decision(s) rendered.

VIII. DRUG AND ALCOHOL ABUSE POLICY

INTRODUCTION

It is the policy of Wallace Community College Selma that during the month of September of each year, the information contained in this document shall be distributed to each student and employee of Wallace Community College Selma. It is further the policy of Wallace Community College Selma that during May of 1991 and every other May thereafter, a committee assigned by the college president shall review its Drug and Alcohol Abuse Prevention Program and shall:

1. Determine the effectiveness of its program and report to the president any revisions needed in the program to make it more effective;
2. Ensure that the standards of conduct are fairly and consistently enforced; and
3. Submit a written report to the President stating the findings and recommendations of the committee.

Each new academic year, the President shall direct the implementation of any revisions made by the committee which the President deems appropriate.

STANDARDS OF CONDUCT AND ENFORCEMENT THEREOF

Wallace Community College Selma is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drugs by any student, employee, or visitor. In the event of confirmation of such prohibited possession, use, or distribution by a student or employee, Wallace Community College Selma shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, suspension, termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitors engaging in any act prohibited by this policy shall be called upon to immediately desist from such behavior.

If any employee, student or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

LEGAL SANCTIONS REGARDING UNLAWFUL USE, POSSESSION, OR DISTRIBUTION OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS

Activities which violate Alabama laws concerning illicit possession, use, and distribution of alcoholic beverages or drugs include, but are not limited to, the following. (Those provisions which refer to drug "Schedules" are making reference to the authorization by the State Legislature for the State Board of Health to classify drugs in terms of their potential for abuse and their current usage in medical treatment. Schedule I consists primarily of "street drugs" such as heroin, morphine, marijuana, LSD, mescaline, etc. Schedule II includes opium, cocaine, and methadone, among other illicit drugs. Schedule III drugs include those which have less potential for abuse than Schedule I or II, and those substances with the least potential for abuse are included in Schedule IV and V. The Schedules may be found at **Code of Alabama** [1975].

WHERE TO GET ASSISTANCE:

There is help available for persons who are in need of counseling or other treatment for substance abuse. Listed below are several agencies and organizations which can assist persons in need of such services.

NATIONAL HOTLINES

1-800-729-6686 (M-F, 8:30 am - 4:30 pm) National Institute of Drug Abuse Information and referral line

1-800-662-4357 National Institute of Drug Abuse Hotline

1-800-622-2255 National Council on Alcoholism

1-212-269-7797 National Council on Alcoholism and Drug Dependence, Inc.

Local Information and Referral Numbers:

Cahaba Center for Mental Health/Mental Retardation Services (A/D)
1017 Medical Center Parkway
Selma, AL 36701
PH (334) 875-2100

Cahaba Cares
912 J. L. Chestnut Boulevard
Selma, AL 36701
PH (334) 874-2600

Chilton/Shelby Mental Health Center
110 Medical Center Drive
Clanton, AL 35045
PH (205) 755-5933

Hill Crest Behavioral Health Services
6869 5th Avenue South
Birmingham, AL 35212
PH (205) 833-9000

Behavioral Medicine PC
1306 Old Orrville Road
Selma, AL 36701
PH (334) 877-3322

Salvation Army
2104 Franklin Street
Selma, AL 36701
PH (334) 872-1646

COLLEGE STAFF DIRECTORIES
ADMINISTRATIVE STAFF

Mitchell, James M.
President
    B.A., Shaw University
    M.A., Fayetteville State University
    Ed.D., Fayetteville State University

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Director of Technology Planning & Information Services
    B.S., Auburn University at Montgomery

Griffin, Donitha
Dean of Students
Executive Assistant to President
    A.S., Wallace Community College Selma
    B.S., University of Alabama
    M.S., Troy University at Montgomery

Smith, Jacqueline T.
Dean of Business and Finance
    B.S., Faulkner University
    M.S., Faulkner University

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    A.S., Wallace Community College Selma
    B.S., Athens State University
    Certificate in Masonry, WCCS

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AMSTI Math Specialist
    B.S., Alabama State University

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    B.S., Jacksonville State University
    M.S., Nova Southeastern University

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    B.S., Auburn University at Montgomery
    M.Ed., Livingston University

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    B.S., Auburn University
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    M.S., Alabama State University

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    B.S., Livingston University

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    M.S.N., Troy University at Montgomery

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    M.S.N., South University

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    B.S., Livingston University
    M.S., University of West Alabama

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    B.A., San Diego State University
    M.A., California State University Los Angeles
    Ph.D., Howard University

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    M.S. Counseling Psychology, University of West Alabama

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    M.S.C., Troy University at Montgomery

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B.S., Georgia State University
M.A.T., University of West Alabama

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M.S. Jacksonville State University

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M.A., University of Montevallo

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M.S.C.E University of West Alabama

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Ed. S., Walden University

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M.S. HRM, Troy University

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M.S., Alabama State University

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D.N.P., Troy University

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M.S.W., University of Alabama

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M.C.M., New Orleans Baptist Theological Seminary

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Bell, Vickie
Secretary to Dean of Business and Finance
Bennett, Jarrick
AMSTI Warehouse Worker
Berry, Lee
Security Monitor/Game Room Attendant
Coleman, Steffan
AMSTI Warehouse Manager
Coleman, Myron
Campus Police Officer
Cosby, Helen
Secretary to Assistant Dean of Instruction
Curtis, Valerie
Information Technology Secretary
Davis, Mary
Accounts Receivable Clerk
Dixon, Colleen
Secretary to LPN/PCT Programs
Evans, Naopi
Accounts Payable
Glover, Virginia
Secretary to the President
Gutheridge, Nigel
AMSTI Warehouse Worker
Haralson, Isaiah
Maintenance Technician
Harris Douglas
Welding Assistant
Harvell, Robert
Maintenance
Heard, Anthony
Building/Custodial Maintenance
Headley, Linda
Records Custodian for Student Services
Helms, Tammy
Clerk/Cashier/Community Ed. Coordinator
Jackson, Jean
Testing Specialist for Student Services
Jefferson, Shelia
Secretary to Student Services
Jones, Joseph
Maintenance Repair
Jones, Natasha
Secretary to Talent Search/Security
Light, Suzanne
Switchboard Operator
Marshall, Teresa
Secretary to Associate Dean of Learning
Melton, Elaine
Secretary to Financial Aid
Moore, Derrick
AMSTI Warehouse Worker
Moore, Pamela
Secretary to Dean of Instruction

Moore, Timothy
Building Maintenance
Moultrie, Eddie
Transportation Supervisor
Newman, Sunette
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Patterson, Ray
Audio Visual Technician
Pearson, Andre
AMSTI Warehouse Worker
Pettway, Alonzia
Custodian
Pettway, Charles
Building Maintenance
Pullum, Quanda
Secretary to AMSTI
Purdie, Christy
Human Resource Coordinator
Reynolds, Jennifer
Assistant Financial Aid Director/Counselor
Roberson, Erika
AMSTI Bookkeeper
Rose, Ebony
Job Placement Coach
Simmons, Gloria
Student Coach
Smith, Leigh Ann
Restricted Account Accounting Clerk
Spears, Brandi
Secretary to Institutional Effectiveness
Stevenson, Donte
Electrical Assistant
Thomas, Gloria
Secretary to Business and Computer Science
Vance, Laura
Comptroller
Walker, Sharon
Secretary to Library Director
Waller, Kamala
Campus Police Officer
Whatley, Andrew
Night Security Monitor
Williams, Angelica
Secretary to Adult Education
Williams, Roosevelt
Custodian Maintenance
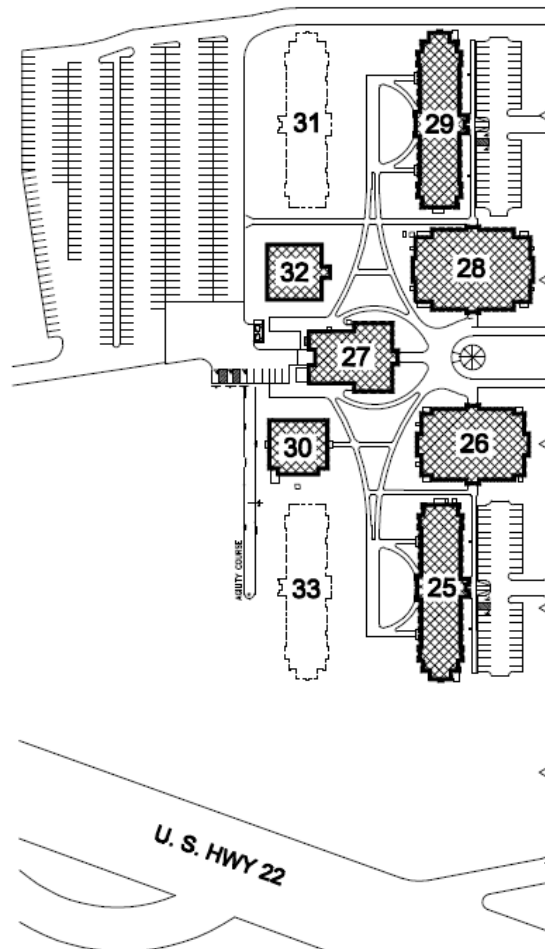**Zimmerman, Sheri**
Secretary to Student Services

Map Legend

Wallace Campus Buildings

1 GOODWIN THEATRE, ADVANCED VISUALIZATION CENTER (AVC) OFFICES, EXPERIENCE & DISCOVERY LAB, IMMERSIVE FLOATING MODEL LEARNING LAB, BROADCAST & STUDIO LAB, I 3D OBJECT DEVELOPMENT LAB, TELECONFERENCING LAB

2 CAFETERIA

3 ADMINISTRATION BLDG. - E-LEARNING, ADULT EDUCATION, ARTS & SCIENCES FACULTY OFFICES

4 ADMINISTRATION BLDG.- CAMPUS POLICE

5 STUDENT SUPPORT SERVICES

6 COSMETOLOGY PROGRAM

7 INDUSTRIAL MAINTENANCE TECHNOLOGY PROGRAM

8 ELECTRICAL TECHNOLOGY PROGRAM

9 WELDING TECHNOLOGY PROGRAM

10 PHYSICAL PLANT

11 PRINT SHOP

12 WELDING TECHNOLOGY PROGRAM

13 MASONRY & BUILDING TRADES EVENING LABS

14 MASONRY & BUILDING TRADES PROGRAM

15 CLASSROOM BLDG.(CB)- VICE PRESIDENT COMMUNICATION SKILLS LAB, WRITE NOW! DIRECTOR & COORDINATOR OFFICES, WRITE NOW! TUTORING LABS, OPEN COMPUTER LAB, MATH LAB, CB CLASSROOMS

16 DRAFTING & DESIGN TECHNOLOGY PROGRAM CB 124 - CB 125, RAPID PROTOTYPING LAB CB 126

17 STUDENT CENTER

18 LIBRARY & CLASSROOMS-(LG) LG 1 - LG 4

18A AVC - USE OF FORCE LAB LG 12

19 GYMNASIUM & CLASSROOMS-(LG) LG 5 - LG 8

20 CHARLES M. BYRD SCIENCE NURSING BLDG.-(S/N) CLASSROOMS, SCIENCE LABS, FACULTY OFFICES

21 FACULTY OFFICES

22 DR. JAMES M. MITCHELL STUDENT SERVICES BLDG. ADMISSIONS, STUDENT SERVICES, FINANCIAL AID, BOOKSTORE ,TUTORING, TESTING LAB

23 HANK SANDERS TECHNOLOGY BLDG.(HSTC) -PRESIDENT BUSINESS EDUCATION PROGRAM , IT DEPARTMENT , CLASSROOMS

24 HEALTH SCIENCES BLDG.-(HSB) ADN NURSING PROGRAM, LPN NURSING PROGRAM, NURSING ASSISTANT PROGRAM, FACULTY OFFICES
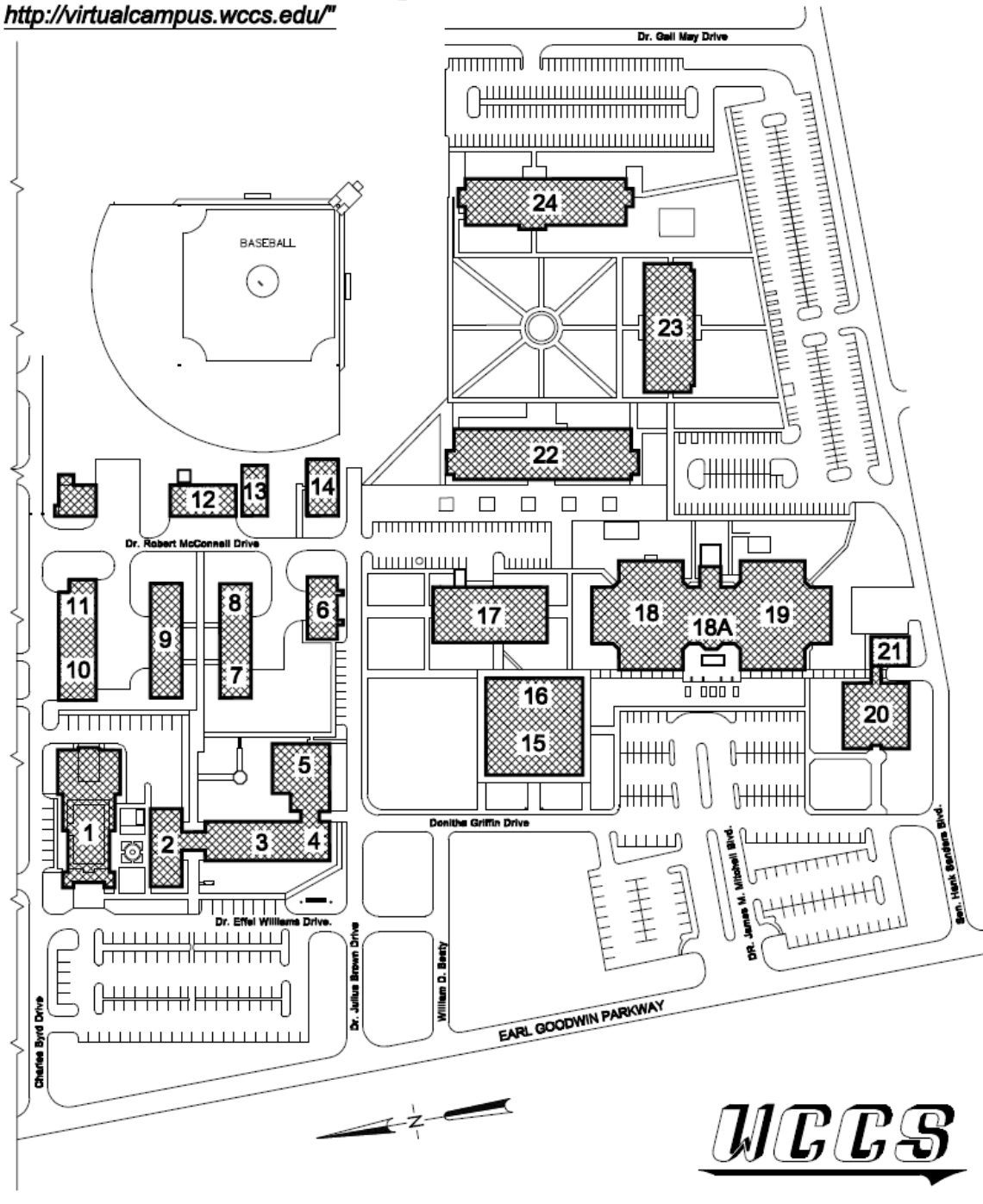
Criminal Justice Academy Buildings

25 DEPT. OF CORRECTIONS DORM

26 DEPT. OF CORRECTIONS ACADEMY

27 CRIMINAL JUSTICE ACADEMY CAFETERIA

28 DEPT. OF PUBLIC SAFETY ACADEMY

29 DEPT. OF CORRECTIONS DORM

30 CRIMINAL JUSTICE ACADEMY FITNESS CENTER

31 FUTURE DEPT. PUBLIC SAFETY DORM

32 CRIMINAL JUSTICE ACADEMY AUDITORIUM

33 FUTURE DEPT. OF CORRECTIONS DORM

U. S. HWY 22

Main Campus Map

BASEBALL

Dr. Gail May Drive

Dr. Robert McConnell Drive

Dr. Effel Williams Drive.

Donitha Griffin Drive

Charlie Byrd Drive

Dr. Julius Brown Drive

William D. Beaty

Dr. James M. Mitchell Blvd.

Sen. Hank Sanders Blvd.

EARL GOODWIN PARKWAY

WCCS

213

WCCS Emergency Response Plan

Wallace Campus Buildings

EMERGENCY EVACUATION PLAN BUILDING CONTACTS

HANK SANDERS TECHNOLOGY CENTER
- 1st Floor- Mr. Robby Bennett
- 2nd Floor- Mrs. Kathleen Holloman
- 3rd Floor- Mrs. Jackie Smith

DR. JAMES MITCHELL BLDG./ NEW STUDENT CENTER
- 1st Floor- Ms. Christa Purdue
- 2nd Floor- Mrs. Dontha Griffin

HEALTH SCIENCES BLDG.
- 1st Floor- Mrs. Veronica Brown
- 2nd Floor- Mrs. Becky Casey

CHARLES M. BYRD ARTS & SCIENCES BLDG.
- 1st Floor- Mrs. Shirley Barker
- 2nd Floor-

LIBRARY AND GYMNASIUM BLDG.
- 1st Floor- Mrs. Minnie Centanphen
- 2nd Floor- Any Coach

CLASSROOM BLDG.
- Mr. Raji Gourdine (Classrooms)
- Mr. David Hobbs (Drafting & Design)

OLD STUDENT CENTER BLDG.
- Mrs. Shandra Smith

A & S ADMINISTRATION BLDG.
- Mrs. Tammie Briggs

EARL GOODWIN THEATRE BLDG.
- Mrs. Felicia Pettaway

COSMETOLOGY BLDG.
- Mrs. Connie Wallace

MASONRY BLDGS.
- Mr. Kenny Allen

INDUSTRIAL MAINTENANCE & ELECTRICAL TECHNOLOGY BLDG.
- Mr. Eric Rogers

WELDING TECHNOLOGY BLDGS.
- Mr. Pete Griffin

AUTO SHOP BLDG.
- Mr. Eddie Mculra

A & S PHYSICAL PLANT & PRINT SHOP BLDG.
- Mrs. Tampatha Austin

Criminal Justice Academy Buildings

25 DEPT. OF CORRECTIONS DORM

26 DEPT. OF CORRECTIONS ACADEMY

27 CRIMINAL JUSTICE ACADEMY CAFETERIA

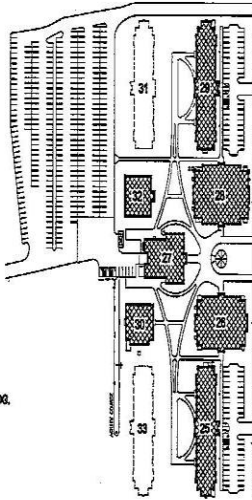28 DEPT. OF PUBLIC SAFETY ACADEMY

29 DEPT. OF CORRECTIONS DORM

30 CRIMINAL JUSTICE ACADEMY FITNESS CENTER

31 FUTURE DEPT. PUBLIC SAFETY DORM

32 CRIMINAL JUSTICE ACADEMY AUDITORIUM

33 FUTURE DEPT. OF CORRECTIONS DORM

WCCS Emergency Response Map

Crisis Assembly Point

214