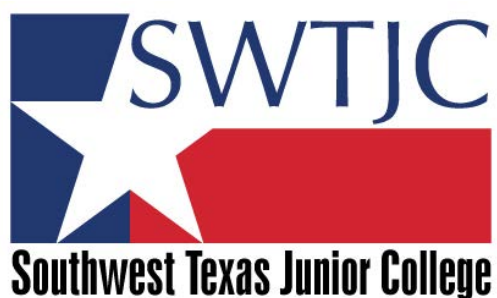


CATALOG NUMBER 65
2022-2023



SWTJC
Southwest Texas Junior College

Southwest Texas Junior College



2022-2023 Catalog

Uvalde
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Uvalde, TX 78801
(830) 278-4401

Del Rio
207 Wildcat Drive
Del Rio, TX 78840
(830) 703-1550

Eagle Pass
3101 Bob Rogers Drive
Eagle Pass, TX 78852
(830) 758-4100

Jack R. Chittim Technical Campus
1980 North Veterans Boulevard
Eagle Pass, Texas
(830)) 758-4125

Crystal City
215 W. Zavala Street
Crystal City, TX 78839
(830) 374-3378

South Texas Regional Training Center
402 Carter Street
Hondo, TX 78861
(830) 426-2018

Pearsall
523 E. Florida Street
Pearsall, TX 78061
(830) 334-5004

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WELCOME FROM THE PRESIDENT

On behalf of the entire faculty, staff and administration, I want to thank you for your interest in Southwest Texas Junior College.

Whether you have already decided to attend classes with us, or are still considering your options, there are several important things you should know about SWTJC.

First off, you need to know that we are committed to your success in higher education. From assistance in applying for and receiving financial aid, to tutoring and career counseling, we offer a wide range of student services aimed at helping every student stay in school and earn their certificate or degree.

Along with our commitment to students, we are also committed to the people and communities across the 11-county region we proudly serve. We work closely with area school districts to expand opportunities in dual enrollment classes and technical programs, as well as providing adult education and literacy classes and a broad range of workforce training and development targeting in-demand jobs throughout the region.

We offer the Associate of Arts, Associate of Science and Associate of Applied Science degrees in a broad range of disciplines. We also offer degrees and certificates in 19 technical programs, from cosmetology and welding to wildlife management, law enforcement and nursing.

Finally, you should know that Southwest Texas Junior College was acknowledged by the prestigious Aspen Institute in our designation as a top 10 college in 2011, and a top 150 college in 2017 and 2019.

Thanks again for your interest in SWTJC and we look forward to having the privilege of helping you succeed in higher education.

Dr. Hector Gonzales
President
Southwest Texas Junior College

Purpose: Southwest Texas Junior College is a comprehensive, public college serving eleven counties in Southwest Texas. The College provides accessible, affordable, high-quality education that prepares students to successfully transfer to senior colleges and universities; enter the job market; pursue their professional and personal goals; and contribute to the economic growth of the region.

Mission Statement: Southwest Texas Junior College enriches lives and advances growth through the education of our diverse communities.

Beliefs and Ways of Being

We aspire to achieve excellence by purposefully:

- committing to success
- inspiring trust, transparency, professionalism and accountability
- engaging all with empathy and care

We embrace inclusivity by:

- valuing every individual as unique and whole
- fostering a culture of acceptance
- respecting diversity of thought

We champion opportunities for:

- life-long learning
- professional, personal, and community growth
- institutional innovation

ACCREDITATION

Southwest Texas Junior College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts in General Studies, Associate of Arts in Teaching, Associate of Science, Associate of Applied Science degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southwest Texas Junior College. Southwest Texas Junior College is also approved by the Texas Education Agency and the Texas Higher Education Coordinating Board.

MEMBERSHIPS

The college holds membership in the Texas Association of Community Colleges, the Commission on Colleges of the Southern Association of Colleges and Schools, the American Association of Community Colleges, and the American Council on

Education.

EQUAL OPPORTUNITY STATEMENT

It is the policy of Southwest Texas Junior College to provide equal opportunities without regard to race, color, religion, national origin, sex, age, disability, or veteran status. This policy extends to employment, admissions, and all programs and activities supported by Southwest Texas Junior College.

CATALOG CHANGES

Requirements, regulations, curricula, tuition and fees in this catalog are subject to change without prior notice, in order to keep the college in compliance with state and federal laws, applicable regulations from the Texas Higher Education Coordinating Board, Texas Education Agency and other accrediting agencies. The provisions of this catalog do not constitute a contract between any student and Southwest Texas Junior College.

HOW TO REQUEST INFORMATION FROM SOUTHWEST TEXAS JUNIOR COLLEGE

Inquiries for specific information should be addressed to the appropriate office as follows:

Southwest Texas Junior College
2401 Garner Field Road
Uvalde, Texas 78801-6297
(830) 278-4401

- ❖ General College Affairs Main College Switchboard
(830) 278-4401
(830) 591-7354 FAX
- ❖ Faculty Appointments and Academic Policies Dr. Mark E. Underwood
Vice-President of Academic Affairs
(830) 591-7286
(830) 591-7354 FAX
- ❖ Instructional Technology Michael D. Sandoval
Vice-President of Administrative Services
(830) 591- 7372
(830) 591-7208 FAX
- ❖ Admissions, Student Records, and Information Margot H. Mata
Vice-President for Student Services
(830) 591-7223
(830) 591-7396 FAX
- ❖ Financial Aid and Student Employment Yvette Hernandez
Student Financial Aid Director
(830) 591-7318
(830) 591-2925 FAX
- ❖ Housing Oscar S. Garcia
Director of Student Housing
(830) 591-7330
(830) 591-7340 FAX
- ❖ Business Office Affairs Anne H. Tarski
Vice-President for Finance
(830) 591-7294
(830) 591-7340 FAX
- ❖ Counseling Services Steve Martinez
Registrar
(830) 591-7280
(830) 591-7396 FAX

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SOUTHWEST TEXAS JUNIOR COLLEGE
 CALENDAR FOR THE 2022 - 2023 ACADEMIC YEAR
FALL SEMESTER 2022
1st 8 -Week Semester (August 22nd – October 14th)

April 4 – August 12.....**REGISTRATION**

August 5, Friday.....Last Day to Apply for Admission (1st 8- week semester)

August 12, Friday, 4:00 p.m.....Payment Due

August 15 – August 23, Monday - Tuesday.....Late Registration (Pay as you go)

August 17, Wednesday, 8:00 a.m.....Dormitories Open

August 18, Thursday, 8:30 a.m.....General Faculty Meeting

August 22, Monday, 8:00 a.m.....First Day of Classes

August 29, Monday.....6th Class Day (Official Census Date)

September 5, Monday.....Labor Day Holiday

September 23, Friday, 4:00 p.m.....Withdrawal Deadline

October 12, Wednesday.....Fall 1st 8-Week Semester Final Exams

October 14, Friday, 12:00 p.m.....All Grades Due

November 4, Friday, 4:00 p.m.....Application Deadline – Fall Graduation

SOUTHWEST TEXAS JUNIOR COLLEGE
 CALENDAR FOR THE 2022-2023 ACADEMIC YEAR
FALL SEMESTER 2022
16-Week Semester (August 22nd – December 9th)

April 4 – August 12.....**REGISTRATION**

August 5, Friday..... Last Day to Apply for Admission (16 week semester)

August 12, Friday, 4:00 p.m.....Payment Due

August 15 – August 23, Monday - Tuesday.....Late Registration (Pay as you go)

August 17, Wednesday, 8:00 a.m..... Dormitories Open

August 18, Thursday, 8:30 a.m. General Faculty Meeting

August 22, Monday, 8:00 a.m. First Day of Classes

September 5, Monday..... Labor Day Holiday

September 7, Wednesday 12th Class Day (Official Census Date)

October 14, Friday, 12:00 p.m. Mid-Semester Grades Due

November 4, Friday, 4:00 p.m. Application Deadline – Fall Graduation

November 21, Monday, 6:00 p.m..... Withdrawal Deadline

November 23 - 25, Wednesday - Friday..... Thanksgiving Holiday

December 3 - 8, Saturday - Thursday..... Fall Semester Final Exams

December 9, Friday, 12:00 p.m. All Grades Due

December 13, Tuesday, 4:00 p.m..... All offices close for Winter Break

SOUTHWEST TEXAS JUNIOR COLLEGE
 CALENDAR FOR THE 2022 - 2023 ACADEMIC YEAR
FALL SEMESTER 2022
2nd 8-Week Semester (October 17th – December 9th)

April 5 – October 7..... EARLY REGISTRATION

September 30, Friday Last Day to Apply for Admission (2nd 8-week semester)

September 8 – October 7 Early Registration Resumes

October 7, Friday, 4:00 p.m. Early Registration Payment Due

October 10 -18, Monday - Tuesday Late Registration (Pay as you go)

October 17, Monday, 8:00 a.m. First Day of Classes

October 24, Monday 6th Class Day (Official Census Date)

November 4, Friday, 4:00 p.m. Application Deadline – Fall Graduation

November 21, Monday, 4:00 p.m. Withdrawal Deadline

November 23 - 25, Wednesday - Friday Thanksgiving Holiday

December 7, Wednesday Fall 2nd 8-Week Semester Final Exams

December 9, Friday, 12:00 p.m. All Grades Due

December 13, Tuesday, 4:00 p.m. All offices close for Winter Break

SOUTHWEST TEXAS JUNIOR COLLEGE
 CALENDAR FOR THE –2022 - 2023 ACADEMIC YEAR
SPRING SEMESTER 2023
1st 8 -Week Semester (January 17th – March 10th)

October 31 – January 6..... REGISTRATION

December 30, FridayLast Day to Apply for Admission (1st 8-week semester)

January 2, Monday Offices Open After Christmas Holidays

January 6, Friday, 4:00 p.m.Payment Due

January 9 - 18, Monday - WednesdayLate Registration (Pay as you go)

January 10, Tuesday, 8:30 a.m.General Faculty meeting

January 11, Wednesday, 8:00 a.m. Dormitories Open

January 16, Monday Martin Luther King Jr. Holiday

January 17, Tuesday, 8:00 a.m. First Day of Classes

January 24, Tuesday 6th Class Day (Official Census Date)

February 18, Friday, 4:00 p.m. Withdrawal Deadline

March 8, WednesdaySpring 1st 8-week Semester Final Exams

March 10, Friday, 12:00 p.m. All Grades Due

March 13 - 17, Monday - Friday Spring Break

March 31, Friday, 4:00 p.m.Application Deadline – Spring Graduation

SOUTHWEST TEXAS JUNIOR COLLEGE
 CALENDAR FOR THE –2022 - 2023 ACADEMIC YEAR
SPRING SEMESTER 2023
16-Week Semester (January 17th – May 12th)

October 31 – January 6..... REGISTRATION

December 30, Friday Last Day to Apply for Admission (16 week semester)

January 2, Monday Offices Open After Christmas Holidays

January 6, Friday, 4:00 p.m. Payment Due

January 9 - 18, Monday - Wednesday Late Registration (Pay as you go)

January 10, Tuesday, 8:30 a.m. General Faculty meeting

January 11, Wednesday, 8:00 a.m. Dormitories Open

January 16, Monday Martin Luther King Jr. Holiday

January 17, Tuesday, 8:00 a.m. First Day of Classes

February 1, Wednesday 12th Class Day (Official Census Date)

March 10, Friday, 12:00 p.m. Mid-Semester Grades Due

March 13 - 17, Monday - Friday Spring Break

March 31, Friday, 4:00 p.m. Application Deadline – Spring Graduation

April 7, Friday Easter Holiday

April 10, Monday, 8:00 a.m. Offices open/classes resume after Easter Holiday

April 21, Friday, 4:00 p.m. Withdrawal Deadline

May 6 - 11, Saturday - Thursday Spring Semester Final Exams

May 11, Thursday 12:00 p.m. All Grades Due

May 12, Friday, 4:00 p.m. Spring Semester Closes

TBA..... Commencement

SOUTHWEST TEXAS JUNIOR COLLEGE
 CALENDAR FOR THE –2022 - 2023 ACADEMIC YEAR
SPRING SEMESTER 2023
 2nd 8 -Week Semester (March 20 – May 12th)

October 31 – March 3EARLY REGISTRATION

March 3, Friday Last Day to Apply for Admission (16 week semester)

February 2 – March 3 Early Registration Resumes

March 3, Friday, 4:00 p.m. Early Registration Payment Due

March 6 - 21, Monday - Tuesday Late Registration (Pay as you go)

March 13 - 17, Monday - Friday Spring Break

March 20, Monday, 8:00 a.m. First Day of Classes

March 27, Monday 6th Class Day (Official Census Date)

March 31, Friday, 4:00 p.m. Application Deadline – Spring Graduation

April 7, Friday Easter Holiday

April 10, Monday, 8:00 a.m. Offices open/classes resume after Easter Holiday

April 21, Friday, 4:00 p.m. Withdrawal Deadline

May 10, Wednesday Spring 2nd 8-Week Semester Final Exams

May 11, Thursday 12:00 p.m. All Grades Due

May 12, Friday, 4:00 p.m. Spring Semester Closes

Commencement..... TBA

SOUTHWEST TEXAS JUNIOR COLLEGE
 CALENDAR FOR 2022 - 2023 ACADEMIC YEAR
 Classes will be held Monday through Thursday

SUMMER SESSION I – 2023
 (FIRST TERM - SIX WEEKS)

April 3 – May 26 **REGISTRATION**

May 19, Friday Last Day to Apply for Admission (Summer I)

May 26, Friday, 4:00 p.m. Payment Due

May 29, Monday Memorial Day

May 30 – June 6, Tuesday – Tuesday Late Registration (Pay as you go)

June 5, Monday, 8:00 a.m. First Day of Classes

June 8, Thursday 4th Class Day (Official Census Date)

June 27, Tuesday, 6:00 p.m. Withdrawal Deadline

July 4, Tuesday 4th of July Holiday

July 11, Tuesday Summer I Final Exams

July 12, Wednesday, 12:00 p.m. Grades Due
 End of Summer Session I

SUMMER SESSION II – 2023
 (SECOND TERM - SIX WEEKS)

April 4 – June 30 Registration

June 30, Friday Last Day to Apply for Admission (Summer II)
 4:00 p.m. Payment Due

July 3 – July 13, Thursday - Thursday Late Registration (Pay as you go)

July 13, Thursday, 8:00 a.m. First Day of Classes

July 19, Wednesday 4th Class Day (Official Census Date)

August 4, Friday, 4:00 p.m. Withdrawal Deadline/
 Application Deadline – Summer Graduation

August 17, Thursday Summer II Final Exams

August 18, Friday, 12:00 p.m. Grades Due
 End of Summer Session II

BOARD OF TRUSTEES

	<u>Term Expires</u>
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Tony Moreno, Uvalde	May 2026
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Anita Shackelford, Leakey	May 2024

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M.Ed., Angelo State University

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B.A., University of Texas – San Antonio
M.Ed., Sul Ross State University

- Dean, College of Liberal Arts and Adult Education and Literacy..... Dr. Cheryl Sanchez
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M.Ed., Sul Ross State University – Rio Grande College
Ed.D., University of Texas – San Antonio

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- Allied Health and Human Services Jesus R. Suarez
A.A.S., Southwest Texas Junior College
B.S. & M.S., Sul Ross State University

- Arts and Sciences To Be Filled

- Business, Industrial, and Technology Studies Luis Fernandez
A.A.S., Southwest Texas Junior College
B.A.A.S., Texas A&M University – Kingsville,
M.Ed., Sul Ross State University – Rio Grande College

- Social & Behavioral Sciences. April S. Ruhmann
B.B.A., Tarleton State University
M.B.A., Sul Ross State University – Rio Grande College

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 B.S., Sul Ross State University
 M.S., Texas A&M International University

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 B.S., Sul Ross State University – Rio Grande College

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 B.S.N., University of Texas Health Science Center at San Antonio
 M.A., Dallas Theological Seminary
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 B.B.A., Stephen F. Austin State University
 Certified Public Accountant

- Data Management/Integration Officer David Conde
 A.A.S., Southwest Texas Junior College
 B.B.A. & M.B.A., Sul Ross State University – Rio Grande College

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- EOC Education Specialist Marvin D. Boyles
 A.A., Southwest Texas Junior College
 B.A.A.S., Texas Tech University

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Facilities Superintendent Kirk M. Palermo

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B.A. & M.Ed., Sul Ross State University – Rio Grande College

Human Resources Coordinator Oscar S. Garcia

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B.B.A., Sul Ross State University – Rio Grande College
M.S., Texas A&M International University

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A.A.S., ITT Technical Institute

Institutional Effectiveness Director To Be Filled

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A.A.S, Southwest Texas Junior College
B.A.S., Sul Ross State University

Library Director..... Brenda M. Cantu
AA, Southwest Texas Junior College
B.A., Ashford University
M.L.S., Texas Woman’s University

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A.A., Southwest Texas Junior College
B.A., Sul Ross State University – Rio Grande College

Librarian II, Crystal City Melissa A. Alvarado
A.A., Southwest Texas Junior College
B.A., Sul Ross State University – Rio Grande College
M.S., University of North Texas

Librarian II, Eagle Pass Julie Pace-Monsivais
A.A. & A.A.T, Southwest Texas Junior College
B.A., Sul Ross State University – Rio Grande College
M.L.S., Texas Woman’s University

Library Manager, Del Rio To Be Filled

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A.A., Southwest Texas Junior College
B.B.A. & M.Ed., Sul Ross State University

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A.A., Southwest Texas Junior College
B.B.A., Texas State University

Outreach DirectorMichelle Torres
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B.A. & M.Ed., Sul Ross State University – Rio Grande College

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Diploma, Brightwood College

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B.B.A., Sul Ross State University

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Ed.D., The University of Texas at San Antonio

Purchasing ClerkSarah Whitehead

Radiologic Technology CoordinatorBonnie S. Clinebell Esquivel
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B.S., Clarkson College
M.S., Thomas Jefferson University

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B.A. & M.Ed., Sul Ross State University – Rio Grande College

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B.A.S., Sul Ross State University – Rio Grande College

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A.A.S., Southwest Texas Junior College

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A.S., Sam Houston State University
B.S., Tarleton State University

Senior Director of Student Success Services..... Ysenia Silva
A.A., Southwest Texas Junior College
B.A. &M.Ed., Sul Ross State University – Rio Grande College

STEM Outreach Coordinator To Be Filled

STEM Success Coach Clara Encinia
B.S., The University of Texas at San Antonio

Student Financial Aid Advisor, Del Rio..... Jesus Castorena, III
B.A., Sul Ross State University – Rio Grande College
M.Ed., Sul Ross State University

Student Financial Aid Advisor, Uvalde..... Concepcion Silva
A.A. & A.A.S., Southwest Texas Junior College
B.A. & M.Ed., Sul Ross State University – Rio Grande College

Student Financial Aid Advisor, Uvalde..... Maria I. Ybarra
A.A., Southwest Texas Junior College
B.B.A., Sul Ross State University

Student Financial Aid Advisor, Uvalde..... Barry Zimmerman
A.A., Southwest Texas Junior College
B.B.A., Texas Tech University

Student Financial Aid Assistant Director, Uvalde..... Cynthia A. Martinez
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B.B.A. & M.Ed., Sul Ross State University – Rio Grande College

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B.A. & M.Ed., Sul Ross State University – Rio Grande College

Student Support Services Academic Advisor..... Marysa M. Martinez
A. A., Southwest Texas Junior College
B.A., Sul Ross State University – Rio Grande College
M.A., University of the Incarnate Word

Student Support Services Project DirectorFaith M. Ibarra
B.A., The University of Texas at Austin
M.Ed., Sul Ross State University – Rio Grande College

Student Support Services Project Coordinator Ryan Alldritt
B.A., Sul Ross State University – Rio Grande College

Success Coach, Del Rio..... Sandra Colombo
A.S., Austin Community College
B.A.S., Sul Ross State University – Rio Grande College

Success Coach, Del Rio.....Eva K. De Anda
A. A. & A.A.S., Southwest Texas Junior College
B.A.A.S., University of the Incarnate Word
M.B.A., University of Phoenix
M.Ed., Sul Ross State University – Rio Grande College

Success Coach, Del Rio.....Laura Gloria
A.A., Southwest Texas Junior College
B.A., & M.B.A., Sul Ross State University – Rio Grande College

Success Coach, Eagle Pass Samantha D. Alfaro
A.A. & A.S. Southwest Texas Junior College
B.A. & M.Ed., Sul Ross State University

Success Coach, Eagle PassDorylee E. Baez-Nieves
B.A., University of Puerto Rico - Rio Piedras
M.S., Universidad Ana G. Mendez

Success Coach, Eagle PassClaudia V. De la Garza
B.A., Sul Ross State University – Rio Grande College

Success Coach, Eagle Pass Areli Fisher
B.F.A, Syracuse University
M.Ed., Sul Ross State University

Success Coach, Eagle Pass Alexya M. Herrera
A.A., Southwest Texas Junior College
B.A., Sul Ross State University

Success Coach, Eagle Pass/Holistic Advising Lead Claudia Valdez
B.A., The University of Texas at Austin
M.Ed., Sul Ross State University

Success Coach, Uvalde..... Phillip Botello
A.A., Southwest Texas Junior College
B.S., Texas State University
M.S., Sul Ross State University – Rio Grande College

Success Coach, Uvalde/Special Programs Lead..... Ana Lisa Conde
B.A., Texas A&M International University
M.Ed., Sul Ross State University – Rio Grande College

Success Coach/Continuing Technical Education (CTE) Advisor Luis F. Ruiz
A.A. & A.A.S., Southwest Texas Junior College
B.S. & M.S., Our Lady of the Lake University

Success Coach/Disability Services and Mental Health Lead Teresa M. Crow
B.A., Sul Ross State University – Rio Grande College

Success Coach/Transfer and Career Lead Rosy Rodriguez
A.A., Southwest Texas Junior College
B.S. & M.Ed., Sul Ross State University – Rio Grande College

Title V Activity Coordinator Vanessa Gutierrez
A.A., Southwest Texas Junior College
B.B.A., Sul Ross State University

Upward Bound Project Advisor Gilbert Betancourt
B.A., Sul Ross State University

Upward Bound Project Advisor Juan Sandoval
B.S., Sul Ross State University

Upward Bound Project Director..... Jaime Nevarez
B.A., Ashford University
M.Ed., Sul Ross State University

Vocational Nursing Director Amanda Hadley
A.A., Southwest Texas Junior College
B.S.N., University of Texas School of Nursing
M.Ed., Sul Ross State University
M.S.N., University of the Incarnate Word

Web Presence Coordinator Andrea Flores
A.A. & A.A.S., Southwest Texas Junior College
B.A.A.S., Texas A&M University - Kingsville

Workforce Training & Development Director – Eagle Pass Kristel Gonzalez de Sanchez
B.B.A., Universidad Autonoma de Nuevo Leon

Workforce Training & Development Business Service Rep. Marisa E. Hinojosa
B.S., Minnesota State University – Mankato

FACULTY OF INSTRUCTION

- Valerie M. Acuna-Ruiz English
 B.A. & M.A., Sul Ross State University – Rio Grande College
- Manuel C. Alejandro Business Administration/Computer Science/
 A.A.S. & A.A., Southwest Texas Junior College
 B.A., University of Texas at Austin
 M.B.A., Our Lady of the Lake University
- Nikol A. Alejandro Developmental Studies/Education
 A.A., Southwest Texas Junior College
 B.A. & M.Ed., Sul Ross State University – Rio Grande College
- Deanna J. Allen Reading
 B.A. & M.Ed., Sul Ross State University – Rio Grande College
- Isabel C. Alvarez Health Science Technology/Nurse Aide Training
 Certificate, Southwest Texas Junior College
- Grecia Y. Amaya Health Occupations
 Certificate, Brightwood College
- Juan O. Aviles Automotive Technology
 A.A., Southwest Texas Junior College
 B.B.A., Sul Ross State University
- Kathryn S. Ayala Psychology/Sociology
 B.A. & M.S., Texas A&M University – Kingsville
- Rodolfo Ballesteros Powerline Technician
- Twila Barnett Business Administration/Economics
 B.S., Texas Tech University
 M.B.A., Sul Ross State University
- Irene Barrera Patient Care Technician
 Certificate, Texas Careers
- Glenda C. Berrones Art
 A.A.S., Southwest Texas Junior College
 B.F.A. & M.S., Texas A&M University – Kingsville
- Vanessa M. Briones Cosmetology
 Certificate, Southwest Texas Junior College
- David R. Burchfield Mathematics
 B.S., Texas Tech University
 M.S., The University of Texas at San Antonio
- Brett E. Butzke History
 B.A. & M.A., Sul Ross State University
- Victor Caballero Diesel Technology
 Certificate, Southwest Texas Junior College

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SOUTHWEST TEXAS JUNIOR COLLEGE PURPOSE

Southwest Texas Junior College is a comprehensive, public college serving eleven counties in Southwest Texas. The College provides accessible, affordable, high-quality education that prepares students to successfully transfer to senior colleges and universities; enter the job market; pursue their professional and personal goals; and contribute to the economic growth of the region.

SOUTHWEST TEXAS JUNIOR COLLEGE STATEMENT OF MISSION

Southwest Texas Junior College enriches lives and advances growth through the education of our diverse communities.

SOUTHWEST TEXAS JUNIOR COLLEGE BELIEFS AND WAYS OF BEING

We aspire to achieve **excellence** by purposefully:

- committing to success
- inspiring trust, transparency, professionalism and accountability
- engaging all with empathy and care

We embrace **inclusivity** by:

- valuing every individual as unique and whole
- fostering a culture of acceptance
- respecting diversity of thought

We champion **opportunities** for:

- life-long learning
- professional, personal, and community growth
- institutional innovation

SOUTHWEST TEXAS JUNIOR COLLEGE STATEMENT OF ROLE AND SCOPE

The college implements its mission through a clearly defined set of programs and services that include the following:

College-level Credit Programs

The college offers credit courses leading to associate degrees and certificates in technical fields and designed-to-transfer majors.

Continuing Education Programs

The college provides professional and occupation development to individuals, businesses, industries, and government and health agencies. A variety of non-credit activities for personal enhancement are also available.

Adult Education and Literacy

The college provides programs in Adult Education and Literacy (AEL) and English as a Second Language (ESL) which are designed to assist students in acquiring a General Education Diploma (GED).

Student Development Programs and Services

The college offers developmental programs and services to enrolled and prospective students to increase their chances for success and enhance their potential for personal, educational, and professional growth.

Economic Development Programs

The college promotes the economic development of the region by providing work force training for new and expanding industries as well as for transfer of technology to developing businesses. The college also supports economic development agencies by assisting in the recruiting of businesses and industries to the area.

Access Programs and Services

The college provides special recruitment, counseling and evaluation services that increase access for students not traditionally serviced by higher education.

Accreditation

Southwest Texas Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts in General Studies, Associate of Arts in Teaching, Associate of Science, Associate of Applied Science degrees, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, www.sacscoc.org, or call 404-679-4500 for questions about the accreditation of Southwest Texas Junior College. Southwest Texas Junior College is also approved by the Texas Education Agency and the Texas Higher Education Coordinating Board.

Credits earned at SWTJC are transferable at full value to any college or university in the state on the same basis as those obtained in any other college or university. They are also acceptable in most colleges and universities of the nation.

Memberships

The college holds membership in the Texas Association of Community Colleges, the Commission on Colleges of the Southern Association of Colleges and Schools, the American Association of Community Colleges, and the American Council on Education.

The People We Serve

The courses and activities set forth in this catalog are of special interest to at least four groups:

1. Those who wish to further their education by completing the first two years of college at a moderate cost with the prospect of earning a degree in a liberal arts college or university.
2. Those who plan to enter one of the professions or fields of specialized services including agriculture, business, education or teaching, engineering, law, dentistry, medicine, nursing, and those who wish to continue their education of higher learning.
3. Those who expect to complete their education after one or two years at SWTJC and who are primarily interested in acquiring either a well-rounded education or practical occupational preparation in such areas as business, farming and ranching, music, and nursing.
4. Adults and others who wish to enroll in refresher courses or other fields of special interest; foreign languages, literature, the fine arts, mathematics, science, psychology, social studies, and non-credit short courses that give the adult certain special information.

Historical Sketch

As far back as 1926 a few far-sighted citizens of Sabinal and Uvalde advocated a junior college for this vast Southwest Texas area to be located in Uvalde, but it was not until twenty years later that this dream became a reality. At the close of World War II, when the Army Air Force Flying School at Garner Field near Uvalde was deactivated, many public spirited citizens saw the need for an educational institution of higher learning to serve the returning veterans and the high school graduates of this area. They saw in the beautiful campus and the existing buildings, valued at three-quarters of a million dollars, a plant ideally suited for a college. With the beginning of the year 1946, a series of events brought about a movement that had as its climax the creation of the first tri-county junior college in Texas.

From 1942 to 1945 the buildings and property the college occupies were a part of an Army Air Force Flying School. When the school closed on July 24, 1945, the original intent of the government was to sell everything

possible as salvage, even to the point of digging up the grass, palms and shrubbery, leaving nothing but the bare ground. Many public spirited citizens of Southwest Texas took steps to prevent the destruction of the property.

On January 2, 1946, the Commissioners' Court of Uvalde County passed a resolution endorsing the plan to establish a combination Government Issue (G.I.) vocational school and junior college on the Garner Field site. The following day, the Uvalde City Council approved a plan to organize a tri-county junior college district composed of Real, Uvalde, and Zavala counties. In rapid succession this plan was endorsed by the senior and junior chambers of commerce and other organizations, and a mass meeting was held at the Uvalde County Courthouse with representatives from the three counties heartily supporting the movement. The Reconstruction Finance Corporation approved Garner Field as a site for the proposed junior college. Petitions were circulated in Real, Uvalde, and Zavala counties requesting the State Board of Education to authorize the establishment of a tri-county district. Upon receiving this approval, an election was held on May 18, 1946 in the proposed district. The propositions were passed by a decisive majority and thus, the first joint-county district in the state of Texas came into being.

On September 13, 1946, the city of Uvalde purchased the Garner Field property and leased it to the board of trustees of the new junior college. The institution was named Southwest Texas Junior College, a president was elected, and September 30, 1946 was set as the opening date. However, more time was needed to complete arrangements and the actual opening date was October 14, 1946.

Early in the fall of 1946, SWTJC was approved by the State Department of Education (now Texas Education Agency) as a junior college of the first class. In the fall of 1947, the college became a member of the American Association of Junior Colleges. The college was given an affiliate membership in the Association of Texas Colleges in the spring of 1947. In the fall of 1964, the college was admitted to membership in the Commission on Colleges of the Southern Association of Colleges and Schools.

On August 14, 1958, the Uvalde City Council presented the Board of Trustees the deed to the 79.28 acres of land on which the college is located.

Physical Plant

The physical plant of the college is presently valued at well over seventeen million dollars. The campus area includes approximately seventy-nine acres, thirty-five of which are now in use. Available space is adequate for many more buildings than are shown on the master plan. Year round maintenance and beautification projects account for the attractive appearance of the campus. Twenty permanent buildings have been erected within the last 36 years: La Forge Hall, Joe Richarz Memorial Administration Building, Garner Science Center, Ettie R. Garner Hall, Sterling H. Fly, Sr. Memorial Building, Imogen Tate Fine Arts Center, Wagner Building, Kincaid Building, R.K. Miller Technical Building, Agriculture Metal Working Building, Will C. Miller Memorial Library, Essie Pearl Richarz Building, Hubbard Hall, W.C. Anderson Building, Physical Education Memorial Building, Rodolfo Espinosa, Jr. Educational Building, Wayne and Evalyn Matthews Student Center, the Tom and Hope Witt Building, Powers and Kirchner Hall Child Development Center, and the Rodolfo R. and Dolores Flores Student Services Center.

ACADEMIC FACILITIES - UVALDE

BUILDING A Flores Student Services Center

The Rodolfo R. and Dolores Flores Student Services Center was constructed in 2008. The building is named in honor of lawyer/businessman, and current President of the SWTJC Board of Trustees, Rodolfo R. Flores and his wife Dolores. The Flores building houses SWTJC Admissions, Financial Aid, and Counseling personnel, as well as SWTJC's Business Office personnel.

BUILDING B Hubbard Hall

The building is named in honor of R.L. Hubbard of Leaky, member of the SWTJC Board of Trustees from 1954 to 1975. Hubbard Hall provides housing for 192 students with each student afforded a semi-private room with an

outside entrance and a semi-private bathroom. It also contains a recreational lounge, TV cable connections for each room and service areas for student use.

BUILDING C Miller Memorial Library

This building is named in memory of the late Will C. Miller of Houston in appreciation of his interest in education and his generous financial support of SWTJC. This building is a two-story structure which houses the Library.

BUILDING D Richarz Administration Building

The Joe E. Richarz Memorial Administration Building was constructed in 1961 with gifts from Mr. and Mrs. Joe Richarz of Uvalde. The two-story brick structure houses the offices of the College President, the Vice-President of Academic Affairs, Dean of Applied Sciences and Workforce Education and the Dean of Liberal Arts and Adult education and Literacy. Included on the first floor is SWTJC Director of Quality Enhancement Plan (QEP)/Professional Development Officer. The second floor houses the offices of the Vice-President of Administrative Services, SWTJC Public Information team and SWTJC's Outreach team.

BUILDING E Matthews Student Center

The Wayne and Evalyn Matthews Student Center is named in honor of former College President Wayne Matthews and his wife Evalyn in recognition of their contribution to the development of the college. The Matthews Student Center, which opened in 1980, also known as the SUB, Student Union Building contains 38,000 square feet of space occupied by the cafeteria, snack bar, banquet room, ballroom, computer labs, bookstore, conference rooms, student activities area, a courtyard, and offices for the Student Activities Director and Instructor offices.

BUILDING F Garner Hall (Women's Dormitory)

Ettie Rheiner Garner Hall was constructed in 1964 and was partially financed by gifts from Vice-President of the United States John Nance Garner, as a memorial to his wife, Ettie. This air-conditioned, two-story brick structure contains sixteen two-room suites with interconnecting baths to accommodate sixty-four females. There are two separate kitchenettes, a laundry room with washers and dryers and a spacious lounge (for receiving and entertaining visitors).

BUILDING G Wildlife Management

SWTJC Wildlife Management program is currently housed at the Uvalde Municipal Airport. An agreement between SWTJC and the City of Uvalde and the airport has made this possible.

BUILDING H Witt Building

The Tom and Hope Witt Building was constructed in 1993 and was financed by proceeds derived from the sale of the Witt Ranch, given to the college by Hope Victor Witt. This building contains 10,000 square feet of offices, classrooms and reception area and is home to the Allied Health Programs: Radiologic Technology, Licensed Vocational Nursing, and Registered Nursing.

BUILDING I Wagner Building

The Leander Wagner Building, constructed in 1966, is named for Leander Wagner of Crystal City, a charter member of the SWTJC Board of Trustees with continuous service from 1946 to 1976. It contains the Business Division, Law Enforcement Academy classrooms, SWTJC's Information Technology team and a faculty office complex.

BUILDING J Miller Building

The R.K. Miller Technical Building is named after R.K. Miller of La Pryor, Texas, who served as a member of the SWTJC Board of Trustees from 1956-1984. The Miller building houses the Automotive Technology and Air-Conditioning/Refrigeration programs. This facility also provides space for faculty offices, classrooms, shops, Adult Education and Literacy, and the Testing Center. The 13,000 square foot automotive mechanics technology portion of this building was completed in 1969, with 34,000 square feet added in 1975.

BUILDING K Maintenance Building

BUILDING L Transportation Building

BUILDING M Richarz Building

The Essie Pearl Richarz Building was constructed in 1971 as a memorial to Mrs. Joe Richarz of Uvalde, whose estate provided partial financing for its construction. It houses the Southwest Texas Junior College Law Enforcement Academy, the office of Institutional Effectiveness, and faculty offices. The building was completely renovated in 1989.

BUILDING N Garner Science Building

The John Nance Garner Science Building was completed in September of 1962. Financed by gifts from former Vice-President of the United States John Nance Garner of Uvalde, this facility includes 13,202 square feet of floor space containing classrooms and laboratories for sciences and mathematics instruction.

BUILDING O Anderson Building

The W.C. Anderson Building is named in honor of W.C. Anderson, member of the SWTJC Board of Trustees from 1957 to 1974. The Anderson Building houses two classrooms, SWTJC's Printing Center, and faculty offices. SWTJC'S EOC (Educational Opportunities Center) office.

BUILDING P Kincaid Building

The Edgar Kincaid Building houses classrooms and laboratories. Constructed in 1968, it is named in honor of Edgar Kincaid of Sabinal, a charter member of the SWTJC Board of Trustees with continuous service from 1946 to 1971.

BUILDING Q Memorial Building

The Memorial Art Building and Pool was constructed in 1976 and is dedicated to the memory of all SWTJC students who lost their lives in the armed forces. It contains a heated swimming pool, dressing rooms, and classrooms. The Memorial Building was completely renovated in 1990 to include SWTJC's Art Studio and classroom space.

BUILDING R La Forge Gymnasium

The Herschel La Forge Gymnasium was constructed in 1959 as the first permanent facility on the college campus and is named in honor of Herschel La Forge, M.D. of Uvalde. Dr. La Forge was a member of the SWTJC Board of Trustees from 1946-1975. The La Forge Hall Gymnasium houses the Physical Education and Athletic Departments of SWTJC. Included in the Gym is a student physical fitness center that contains a regulation length basketball court with spectator seating. It also includes dressing rooms, weight rooms with Selector machines, plates, benches, and

dumbbells. The Gymnasium also holds a racquetball court, spinning cycle room, dance space, and a functional fitness area.

BUILDING S Fly Building

The Sterling H. Fly, Sr. Memorial Building was opened in 1965 and is named in memory of Sterling H. Fly, Sr. who served as President of the College from 1953 to 1962. Formerly the student center, this building was remodeled in 1980. It houses Student Support Services and the Student Success Center.

BUILDING T Tate Building

The Imogen Tate Fine Arts Center was constructed in 1969 and named in honor of Mrs. Imogen Tate of Crystal City, a charter member of the SWTJC Board of Trustees with continuous service from 1946 to 1976. The Imogen Tate Fine Arts Center contains a 228-seat auditorium practice rooms for music students, classrooms, and a faculty office complex.

BUILDING U Espinosa Building

The Rodolfo Espinosa, Jr. Educational Building was completed in 1977 to provide additional space for the college's fine arts programs. It includes a cosmetology classroom and lab, and lecture rooms fully equipped for SWTJC's DL (Distance Learning) instructional programs.

BUILDING V Autobody/Welding Building

The Autobody/Welding Building, constructed in 1968, provides space for SWTJC's Automotive Body Repair and Welding Technology programs. The building houses classrooms and office spaces.

BUILDING W Warehouse

SWTJC's Warehouse was completed in 1968. The building initially was home to SWTJC's Maintenance Department. The building currently receives all packages for SWTJC and warehouses supplies, equipment, and other materials.

BUILDING X Briscoe Building

The Janie and Dolph Briscoe Building is home to Sul Ross University – Rio Grande College's Uvalde campus. This building was completed in 2008.

BUILDING Y Powers and Kirchner Building

The Mary B. Powers and F.B. Kirchner Hall Child Development Center, built in 1998, is a 5,800 square foot facility that was partially financed by the \$200,000 gift from Mr. F. B. Kirchner who ranched in Edwards County. Mrs. Mary B. Powers, who was Mr. Kirchner's mother, willed SWTJC \$5,000 for beautification and landscaping of the grounds around the building. The facility provides day care services for 45 children and contains a classroom and observation sites for students enrolled in the Child Development Program.

BUILDING Z Mary B. Powers and F.B. Kirchner Infant Building

The Mary B. Powers and F.B. Kirchner Infant Building accommodates a large indoor/outdoor play space and nursery room.

BUILDING AA Powerline Technician Training Building

This structure is used for SWTJC's Powerline Technician Training program.

Notable Structures on the Uvalde campus

1966: Patti La Forge Seals Memorial fountain was placed between the Joe Richarz Memorial and Sterling H. Fly Sr. Buildings.

1967: Birdbath given by the Business Administration Club; sundial is donated by sophomore class of 1967. Concrete benches given by Uvalde businessperson Kent Beecroft in memory of J.C. Smith, the late husband of Estalee Smith, former head of the food services department.

1970: Double driveway entrance was constructed.

1971: SWTJC Presidents' home was built with Wayne and Evalyn Matthews as the first occupants.

1972: The last three barracks used as men's dormitories were torn down and replaced with the Hubbard Hall building.

ACADEMIC FACILITIES - DEL RIO

Southwest Texas Junior College – Del Rio, 207 Wildcat Drive, exists and operates to provide its students with the understanding and skills necessary to function productively in our society. The college further recognized its responsibility to identify and serve the various educational needs of its students that result from differences in academic preparation, various cultural backgrounds, and diverse educational objectives. The center attempts to meet these needs through an ongoing assessment of its student population, academic counseling and testing programs, and a number of other student services.

The first full-time director for Del Rio was appointed in the fall semester, 1975. The first office was located at 708 Bedell. By the late fall of 1980, a new office building had been built and occupied at 207 Wildcat Drive.

SWTJC – Del Rio offers courses leading to an Associate of Arts degree in General Education. Courses taken for this degree parallel core freshman and sophomore university courses and are an integral part of any four-year degree program. The core courses as well as a number of electives are offered each fall, spring, and summer session.

In addition, courses for an Associate of Applied Science degree in Management, Computer Information Systems, Criminal Justice, Child Development, and Business Office Technology are offered. These courses offer students an opportunity to learn many technical skills in their respective areas of study.

BUILDING A

Academic Building A was constructed in 1996; it is 18,278 sq. ft. in size. Building A contains The Amistad Room, used for events and meetings; Bookstore; six stand-alone classrooms updated with SmartBoard technology; Patient Care Technician lab, Student Success Center with a Maker-Space area and Writing Center; Anatomage Room, STEM Lab; Faculty/Staff Workroom; Engineering, and Math Faculty Offices. The pictograph mural located in Building A of the SWTJC – Del Rio Campus was inspired by the pictographs of the Lower Pecos River Archaeological region, which is nested along the US-Mexico border in Southwestern Texas and Northwestern Coahuila (nps.gov). Emphasis of pictographs from Panther Cave and the Fate Bell Shelter, located in Seminole Canyon State Park and Historical Site, resonate along the hallway of Building A, allowing students to understand their past while taking steps into their future. Mural was created by the Arts department during the early 2000's.

BUILDING B

Academic Building B was constructed in 2013-14; it is 32,615 sq. ft. in size. Its construction was funded in part by both the Polly Chandler Foundation and the Charles Chandler Foundation. Building B contains fifteen stand-alone classrooms updated with stand-alone technology, Biology labs; conference room, employee breakroom; faculty offices; library; media room; nursing labs and offices; office for campus security; Student Life Specialist's Office; student lounge, and workroom.

BUILDING C

The Charles and Polly Chandler Student Services Building was constructed in 2013-14 and funded in part by the Polly Chandler Foundation and the Charles Chandler Foundation; it is 5,915 sq. ft. in size. Building C contains Administration, Advising, Financial Aid, Admissions/ Business Office; conference room and employee lounge.

BUILDING D

Building D was built in 1980, it is 3,500 sq. ft. in size. Building D was the first building at the Del Rio campus. It originally contained the Administration, Advising, Financial Aid, Admissions/Business Offices, Faculty Offices; two classrooms and employee breakroom. It currently contains Educational Opportunity Center; Arts and Psychology faculty offices, Information Technology and SmartBoard personnel work area and one classroom updated with SmartBoard technology.

BUILDING E

Building E was acquired in 2007 from the Uvalde campus; it is 1,810 sq. ft. It originally contained faculty offices and Distance Learning computer lab. It houses Adult Basic Education/Adult Education and Literacy offices; Distance Learning classroom used for GED classes.

BUILDING F

Building F was constructed in 2009 by Ilcor Builders; it is 1,536 ft. in size, Building F contains two classrooms used for Adult Basic Education classes and Workforce Training & Development programs.

BUILDING G

Building G is a mobile home, 672 sq. ft. used by the Maintenance/Custodial Department for janitorial supplies and storage. During the 1990's the mobile home was utilized as the Del Rio Campus Bookstore.

BUILDING H

Building H was moved in 2017 from the Eagle Pass campus to the Del Rio campus; it is 1,536 sq. ft. in size. In 2017 the building was remodeled for future use of the Aviation Maintenance program. The commercial certificate of occupancy was obtained from the City of Del Rio on August 3, 2018.

BUILDING J

Building J was originally owned by the Val Verde Regional Medical Center and Howard College offered the ADN/LVN Nursing Program from 1983-1994. In 1995 the building was donated to SWTJC it is 3,750 sq. ft. in size. It originally contained the LVN classroom/lab and offices. Currently it contains the Student Union Building (SUB), game room, and workout room for physical education classes, and for use of the faculty, staff and community. The community may use the workout room for a service fee.

BUILDING K

Building K is currently used by Sul Ross State University's Middle Rio Grande College. It is 5,934 sq. ft. in size. It was constructed in 1993 and contains Administration, Business Services/Admissions, Financial Aid, and Student Services offices.

BUILDING L

Building L was constructed in 2002. It is currently used by Sul Ross State University's Middle Rio Grande College. It is 4,815 sq. ft. in size. It contains Technical Vocational Department, Writing Center, and teaching/student labs.

BUILDING M

Building M was constructed in 2002 and is currently used by Sul Ross State University's Middle Rio Grande College. It is 18,849 sq. ft. in size. It contains Academic Building; Student Services Department and classrooms.

BUILDING N

Building N was constructed in 2002. It is currently used by Sul Ross State University's Middle Rio Grande College. It is 4,722 sq. ft. in size. It houses faculty and staff offices.

ACADEMIC FACILITIES - EAGLE PASS

Southwest Texas Junior College – Eagle Pass was developed in 1973-74 as an off-campus evening center to help those students who, for various reasons, cannot attend classes on the main campus at Uvalde, Texas. SWTJC - Eagle Pass is located at 3101 Bob Rogers Drive.

The main purpose of SWTJC-Eagle Pass is to provide its students with the understanding and skills necessary to function productively in our society. The faculty and staff recognize their responsibility to identify and serve the various educational needs of its students that may result from differences in academic preparation, cultural background, and educational goals. The administration, faculty and staff attempts to meet these needs through an ongoing assessment of its student population, counseling, and testing.

The counseling services and programs are designed to help students realistically assess their potential and to assist them in formulating a program of study or degree plan most suited to their own personal needs, desires, and abilities.

SWTJC – Eagle Pass offers courses leading to an Associate of Arts degree in General Education. Courses taken for this degree parallel core freshman and sophomore university courses and are an integral part of any four-year degree program. The core courses as well as a number of electives are offered each fall, spring, and summer session.

Furthermore, courses leading to an Associate of Applied Science degree in Management, Computer Information Systems, Criminal Justice, Child Development, and Business Office Technology are offered. One year and two year certificates are also available. These courses offer students an opportunity to learn technical skills in their respective areas of study. Additionally, courses leading to licensed vocational nursing (LVN) and associates degree in nursing (AND) are offered.

ADMINISTRATION AND STUDENT SERVICES BUILDING

The Administration and Student Services Building was constructed in 2005. The building houses Advising and Counseling, Financial Aid, Admissions and Registrar's, Business Office and the office of the Vice-President.

BUILDING A

The Gilbert C. Bermea Building was constructed in 1994. It is named for Gilbert C. Bermea, the first Director and Dean of SWTJC Eagle Pass who served from 1973 to 2007. The building houses academic classrooms, a science lab, chemistry lab, and faculty offices.

BUILDING C

Building C was constructed in 1998, it serves as a classroom building, houses the Student Success Center, bookstore and faculty offices as well as a student lounge.

BUILDING E

Building E was constructed in 2005. It houses Licensed Vocational Nursing (LVN) and Associate Degree in Nursing (ADN) classrooms and laboratories, EMT classroom and laboratory as well as anatomy laboratory and faculty offices for Allied Health faculty. Also housed here are distance learning classrooms.

BUILDING F

Building F was constructed in 2016. The building houses a Café, Library, a Multi-Purpose Center, classroom and faculty offices. The building also houses distance learning classrooms, Engineering and Physics labs.

CHITTIM TECHNICAL CENTER

The Jack R. Chittim Technical Center was constructed in 2016. The center houses a variety of work-force education programs, the Law Enforcement Academy, Truck Driving, Diesel Technology, and the Welding Technology programs.

ADULT EDUCATION AND LITERACY BUILDING

The Adult Education and Literacy Building was constructed in 1982 as the first college-owned facility in Eagle Pass. It housed classrooms, Admissions, Counseling and Business Office services. After 1994 it became the Adult Education and Literacy Building, which houses GED and adult education classes as well as offices for AEL staff.

STUDENT RIGHT-TO-KNOW

Graduation and Transfer Rates

In compliance with the Student Right-to-Know Act, Public Law 101-542, Southwest Texas Junior College makes available to current and prospective students information on student graduation and transfer rates upon request to the Office of Institutional Research.

Campus Security and Crime Awareness

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Public Law 101-542, information regarding campus crime and security policies are reported annually in the Campus Safety and Security Report and are distributed to students in Freshman Orientation. This information is also available to all current and prospective students and employees upon request from the Southwest Texas Junior College Police Department or on-line at: <https://swtjc.edu/about/campus-safety/index.html>.

ADVANTAGES OFFERED BY SOUTHWEST TEXAS JUNIOR COLLEGE

University Preparation: The College offers the first two years of regular college work leading to higher degrees in liberal arts colleges and professional schools. This work is performed under conditions that are conducive to better learning, better grades, and fewer failures.

Occupational Curricula: Students who do not plan to go beyond the first two years of college may take a two-year course in wildlife management, business training, or in other vocations or semi-professional careers without having to satisfy the requirements of the senior colleges.

Guidance and Orientation: A program of orientation and guidance is provided to help students plan their future in accordance with their aptitude, interest, and needs. This guidance enables students to make intelligent career choices.

The Faculty: The faculty is highly trained and experienced. The salary schedule and academic standards are designed to attract instructors of the highest quality.

Meeting Individual Needs: Our small classes permit closer student relationships and student-faculty cooperation. Students will also find it convenient to confer, at almost any time, with many of the faculty members.

Student Activities: The College sponsors a student activities program that gives each student an opportunity to participate in those activities that promote their specific interests and develop their particular aptitudes.

Lower Costs: Transportation services allows most residents to commute during the week and to spend weekends at home. The cost of room and board on campus is considerably lower than most colleges and universities. Loans, grants, scholarships, and work opportunities help many students complete their college work. These advantages represent savings that permit many to continue at the senior institutions of their choice.

Environment and Location: Uvalde enjoys the reputation of being one of the cleanest and most attractive residential cities in the nation. The college district is composed of Real, Uvalde, and Zavala counties, and embraces parts of the most beautiful scenic areas in the state. The Nueces, Frio, and Sabinal Rivers, as well as smaller streams, traverse the district from north to south; and magnificent Garner State Park is located just twenty-five miles north of the college. The Uvalde Municipal Airport is adjacent to the college campus.

Opportunities for Veterans: Veterans or their children (survivors) who plan to enroll at the college, under the provisions of the "G.I. Bill of Rights®," should obtain a certificate of eligibility well in advance of registration from the regional office of the Veterans Administration. Necessary applications can be obtained from SWTJC. Special efforts are made to aid and encourage all veterans to secure the full benefits from the "G.I. Bill of Rights®" during their periods of eligibility. Entrance requirements for veterans are the same as those for non-veterans.

Transportation Service: Transportation is offered to students in Eagle Pass, Del Rio, and Crystal City traveling to the Uvalde campus. There is a \$150.00 fee for each student per semester. The transportation provided is based on need determined by SWTJC.

Dual Enrollment: High school students are encouraged to enroll in eligible college classes. Please contact your high school counselor or the Outreach Department for more information about dual credit in your respective ISD.

Transfer/Career Center: The Transfer/Career Center provides information concerning career planning, online career assessment and interpretation, university transfer information and visitor information.

Student Support Services: This program provides counseling, specially designed workshops and peer tutoring and mentoring. The goal of this federally funded program is to increase the retention and graduation rate of students, who by traditional academic measures, would have difficulty succeeding in college. The needs of students accepted in the project are thoroughly assessed through testing and counseling. Students are informed of the costs and transferability of post-secondary education, eligibility for financial aid and the application process.

Distance Learning: In an effort to increase access to educational opportunities, the college is now offering a variety of courses via interactive instructional telecommunications (two-way interactive television) and through the internet.

Library Services: SWTJC Libraries provide 24/7 online access to all SWTJC students faculty and staff.

The libraries of Southwest Texas Junior college provide 24/7 online access for all SWTJC and Sul Ross-RGC students, staff, and faculty. The SWTJC libraries have a collection of more than 32,000 titles, maintain subscriptions to approximately 59 periodicals (15 print, 45 digital) and 8 newspapers. The library provides access to online databases, computers with internet access, a makerspace with 3D printers and musical instruments, study rooms, and a resource room. Inter-Library Loan (ILL) requests for materials not owned by SWTJC or Sul Ross State University can be submitted by filling out our ILL form on the library homepage. A valid SmartCard (student ID card) is required to check out library materials, computers, and reserve study rooms. The library web page address is <https://library.swtjc.edu>. For reference help or other library questions, email library@swtjc.edu or call 830-591-7367. Off-campus access to databases and other digital resources is available by entering the same credentials as for Canvas or email when prompted to log in.

ADMISSION REGULATIONS

ADMISSION REQUIREMENTS

SWTJC has an “open door” admissions policy, which insures that everyone who can profit from a college education has an opportunity to enroll. To be admitted to SWTJC, students must submit the following:

1. Completed admissions application;
2. Official high school transcript or GED certificate;
3. Official transcripts from all colleges attended;
4. Obtain Bacterial Meningitis Immunization
5. Documentation for residency as requested;
6. Dormitory deposit of \$150, if applicable;
7. Must have taken Texas Success Initiative Assessment (TSIA) or other state approved tests or be TSIA exempt.

High School students are encouraged to take the TSIA test by the spring semester of their senior year.

Admissions Basis

High School Graduate: A high school transcript showing date of graduation and signed by the authorized official of a high school accredited by the Texas Education Agency must be presented.

College Transfer: Southwest Texas Junior College will accept for admission those students transferring from a regionally accredited institution. Transfer work from these institutions will be accepted upon receipt of an official transcript bearing the school seal and signature of the registrar. Students transferring to SWTJC with 12 or more semester hours do not have to fulfill EDUC 1300 requirement.

GED: An applicant who has successfully completed the General Education Development testing program will be accepted. A copy of the GED certificate and/or an official report of test results must accompany the admissions application.

Individual Approval: An individual 18 years of age or older may be admitted upon approval by the Director of Admissions/Registrar. Students must demonstrate their ability to benefit from the desired course of study. Home-schooled students will be considered under individual approval and must provide an official transcript to the Admissions Office. If necessary, home-schooled students may use the institutional transcript template to complete and submit. Students must have acceptable scores as determined by the Vice-President of Student Services on one or more of the following: ACT, SAT, TSIA.

Dual Enrollment Students:

Types of Students:

- 1) Dual Credit Students: A specific type of concurrent enrollment where a student received both high school/home school and college credit for the same class. (The credit awarded for meeting high school graduation requirements is determined by each school independently).
- 2) Early College High School Students: Students under 16 years of age who have applied through their respective high school and are part of a cohort.
- 3) Concurrent students: A student enrolled in high school and college at the same time.

Dual Credit Students: Students meeting the following criteria may apply for early enrollment to Southwest Texas Junior College:

1. NEW students must submit an Application for Admission (submit online at <https://www.goapplytexas.org>). FORMER students seeking readmission to Southwest Texas Junior College after a year of no enrollment must submit a readmission form, which can be found under the Admissions tab at www.swtjc.edu. The readmission form must be submitted to the Admissions Office at any SWTJC location or emailed to admoffice@swtjc.edu.

2. Students under the age of 22 must submit proof of Bacterial Meningitis vaccination 10 days prior to attending class on any SWTJC campus.
3. All students must submit a completed Dual Credit Admission Form (printable form online at <https://www.swtjc.edu/> under the Dual Credit tab). All signatures indicated on the form must be provided, or the form will be returned, perhaps delaying a student's acceptance.
4. All students must have taken and passed a state approved placement test in areas related to course enrollment. A high school transcript must be submitted showing STAAR, ACT, SAT, PSAT (tested prior to October 2015), ASPIRE, or TSIA exemption scores. (Students must provide a copy of scores to high school counselor). For a list of qualifying scores, please visit www.swtjc.edu and view the dual credit tab.
5. Dual credit orientation is mandatory for all new high school students enrolling in a dual credit class. Dual credit orientation is offered at the Uvalde, Del Rio, Eagle Pass, Crystal City, Medina Valley and Hondo campuses. Students planning to take a dual credit class must register for dual credit orientation prior to attending.
6. High school students shall be enrolled in courses at the discretion of his or her school district per semester.
7. Each student is eligible for a dual credit tuition discount at the discretion of his or her school district per semester.
8. An official College transcript will not be released until a final official high school transcript showing date of high school graduation is submitted to the Admissions Office.
9. Dual Credit (High School credit and college credit) is governed by the current School District/SWTJC agreement.

Early College High School Students: Students meeting the following criteria may apply for early enrollment to Southwest Texas Junior College:

1. NEW students must submit an Application for Admission (submit online at <https://www.goapplytexas.org>).
2. Students under the age of 22 must submit proof of Bacterial Meningitis vaccination 10 days prior to attending class on any SWTJC campus.
3. All students must submit a completed Dual Credit Admission form (printable form online at <https://www.swtjc.edu> , Admissions & Aid > Outreach > High School Dual Credit). All signatures indicated on the form must be provided, or the form will be returned, perhaps delaying a student's acceptance.
4. All students must have taken and passed a state approved placement test in areas related to course enrollment. A high school transcript must be submitted showing STAAR, ACT, SAT, PSAT (tested prior to October 2015), ASPIRE, or TSIA exemption scores. (Students must provide a copy of scores to a high school counselor). For a list of qualifying scores, please visit www.swtjc.edu , Admissions & Aid > Outreach > High School Dual Credit.

5. Dual credit orientation is mandatory for all new high school students enrolling in an Early College HS class. Dual credit orientation is offered at the Uvalde, Del Rio, Eagle Pass, Crystal City, Medina Valley and Hondo campuses. Students planning to take a dual credit class must register for dual credit orientation prior to attending.
6. Early College High School students shall be enrolled in courses at the discretion of his or her school district per semester.
7. An official College transcript will not be released until a final official high school transcript showing date of high school graduation is submitted to the Admissions Office.
8. Early College High School (High School credit and college credit) is governed by the current School District/SWTJC agreement).

Concurrent Students: Concurrent students must meet the following requirements for enrollment at Southwest Texas Junior College:

1. Completed admissions application.
2. Students under the age of 22 must submit proof of Bacterial Meningitis vaccination 10 days prior to attending class on any SWTJC campus.
3. Submit Concurrent Form with qualifying scores to SWTJC advisor/success coach when registering.
4. Must have taken and passed all levels of the TSIA (or other state approved tests) or be TSIA exempt.
5. Concurrent students will be subject to the full tuition rate and must pay all required fees.
6. An official College transcript will not be released until a final official high school transcript showing date of high school graduation is submitted to the Admissions Office.

Concurrent students may register for classes at any SWTJC campus with any success coach or counselor.

Readmission: Students seeking readmission to Southwest Texas Junior College, after a year of non-enrollment, must complete an Application for Admission (submit online at www.swtjc.edu). If a student has attended another college since last enrollment at SWTJC, an official transcript from the other college will be required. Proof of current residency may be required.

Applicants not eligible for admission under one of the above categories should contact the Director of Admissions/Registrar.

Bacterial Meningitis Information (SB 1107)

This information is being provided to all new college students in the state of Texas. Beginning January 2012, all first time students and students that have not attended any Texas college or university during the 2011 fall semester that are under the age of 22 will be required to have the bacterial meningitis vaccination at least 10 days prior to the first day of the semester. Students will not be able to attend class until proof of vaccination is on file in the Admissions Office.

Federal VA Educational Benefits

Federal VA Educational Benefits are available at SWTJC for our degrees and certificate programs as well as our Basic Peace Officer, Powerline Technician Training and Truck Driving Programs. Interested veterans should apply at <http://www.gibill.va.gov> and submit a copy of their eligibility letter, DD-214, and official military transcript to the SWTJC Registrar's Office.

Specialized Admissions

International Students: All international students must meet regular admission requirements. They must present a letter from their bank that the family will provide full financial support during the student's stay in the U.S. After the student has met all the above requirements, the college will issue an I-20.

Technical Programs: A number of technical programs have additional admission requirements. Students planning to enroll in these programs should consult the college catalog or contact a SWTJC counselor.

Workforce Education Courses and Programs: Students must be sixteen years or older to enroll in Workforce Education courses and programs. In some cases, especially those involving external agency licensure and certification, other minimum age requirements must be met. Students planning to enroll in Workforce Education courses and programs should consult the college catalog or contact the Workforce Education office for additional guidance.

Resident Status

It is the student's responsibility when registering to use the proper residence classification. If there is any question as to right of classification as a resident of Texas or the Southwest Texas Junior College taxing district, it is the student's obligation, prior to or at the time of registration to raise the question with appropriate administrative officials of the institution. Any change in residency status should be reported to the Director of Admissions/Registrar. Students classified as a non-resident will remain in that status until such time as they have made written application for reclassification and the Admissions Office has officially approved the request. All questions concerning residency status should be directed to the Director of Admissions/Registrar located in the Rodolfo R. & Dolores Flores Student Services Center.

Residence for tuition purposes is determined by state law and is subject to change by the Texas Legislature. The following is furnished to explain and clarify questions concerning residency under the present law:

1. The residence status of a student under 18 years of age is considered to be the same as his/her parents. If parents are divorced, a minor has the same residency status as the parent with whom he/she is residing.
2. A student 18 years of age or older who comes from out of state is considered a non-resident for tuition purposes as long as he/she remains in Texas for educational purposes.
3. Residence for tuition purposes is established by domicile residence in the state for 12 months and actions unequivocally indicative of a fixed intention to become a Texas resident.
4. Persons in the military service and their dependents are classified residents provided they are assigned to a permanent duty station in Texas or maintain their official home of record in Texas with the military service. Non-resident military personnel must submit certification of active duty in Texas at each registration to be eligible for resident tuition rates.
5. An alien is considered to be a non-resident unless he/she is in the United States on an immigrant visa. Students on immigrant visas are classified in reference to resident status the same as United States citizens.

Aliens Who Are Residents of Texas

Texas law states that an individual can be considered a resident of Texas if the individual resided with a parent, guardian, or conservator at least part of the time while he or she attended a public or private high school in this state, and:

1. Graduated from a public or private high school or received the equivalent of a high school diploma in this state;
2. Resided in this state for at least three years as of the date the person graduated from high school or received the equivalent of a high school diploma;
3. Registers as an entering student in an institution of higher education not earlier than the 2001 Fall Semester; and

4. Provides to the institution an affidavit that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so.

Documents for Determining Residency

The following documents have been found acceptable for determining Texas residency by the Texas Higher Education Coordinating Board.

1. Texas high school transcript
2. Texas college or university transcript
3. employer statement of date of employment
4. permanent driver's license at least one year old
5. Texas voter registration
6. lease agreement which includes student's name and periods covered
7. property tax payments
8. canceled checks
9. utility bills

Academic Fresh Start

Senate Bill 1321 (Barrientos) entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment. This bill has been called the "Right to an Academic Fresh Start." This bill gives students the option of electing to have coursework, taken ten or more years prior to the starting date of the semester in which the applicant seeks to enroll, either counted as usual or ignored for admission purposes. Applicants who elect to apply for admission under this law and who are admitted as students may not receive any course credit for courses undertaken ten or more years prior to enrollment.

Credit for Military Experience

The college accepts military credit through the ACE Guide. There is no limit placed on the number of credits accepted. However, students who plan to graduate with an A.A., A.S., A.A.T., A.A.S. degrees and certificates must complete 25 percent of the required semester hours at Southwest Texas Junior College.

Credit for Experiential Learning

Other than credit for military experience, the college does not accept any other form of experiential credit.

Credit for Professional Certification

SWTJC awards advanced placement credit (grade "P") to students who are currently certified in fields for which there is an equivalent technical program curriculum in place. In order for credit to be granted, learning outcomes of the course must directly parallel the competencies designated in the certification process. Described below are the advanced placement course options available to SWTJC students:

1. In the Criminal Justice program, students take up to six courses with curriculum regulated by the Texas Commission on Law Enforcement Standards and Education (TCOLE). A student already licensed as a Texas Peace Officer, Texas Jail Guard, and/or certified as a Telecommunications Operator may apply for advanced placement credit for the appropriate courses. See Criminal Justice Advanced Placement Policy.
2. In the Vocational Nursing program, students take one course in basic nursing skills based on a curriculum regulated by the State Board of Nursing Examiners. Certified Nurse Aide (CNA) training contains an identical basic skills component. A student already certified as a CNA may apply for advanced placement credit for the basic skills course. See Vocational Nursing Advanced Placement Policy.

Transfer of Credit

Southwest Texas Junior College accepts transfer of college level (or developmental level) course work taken at other institutions accredited by the Southern, Middle State, New England, North Central, Northwest, or Western Association of Colleges and Schools.

- A. Courses are evaluated by course descriptions for content (using the catalogues of attended institutions) and semester-hours given on a transcript.
- B. Quarter-hour credit is evaluated at six-tenths (0.6) of a semester-hour. Credit may be given for meeting Southwest Texas Junior College Core Curriculum requirements, but additional semester-hours may be required to meet degree requirements at Southwest Texas Junior College.
- C. Transcripts from institutions participating in the Texas Common Course Numbering System are evaluated according to their definition of the course content and semester-hour awarded. Credit is given for meeting Southwest Texas Junior College Core Curriculum requirements, but additional semester hours may be required to meet degree requirements of Southwest Texas Junior College.
- D. Transcripts from institutions participating in the Workforce Education Course Manual (WECM) numbering system are evaluated according to their definition of the course content and semester-hour credit given. Additional semester-hours may be required to receive an Associate of Applied Science degree or Level One Certificate from Southwest Texas Junior College.
- E. Courses on transcripts for which Southwest Texas Junior College does not have the equivalent are accepted by Southwest Texas Junior College and may be used when applicable (meets a social-studies, fine arts, etc. requirement) toward a degree from Southwest Texas Junior College.
- F. Students may appeal their transcript evaluation to the Director of Admissions/Registrar. Course substitution appeals to meet Southwest Texas Junior College's degree requirements are to be made to the Vice-President for Academic Affairs.
- G. Students who plan to graduate with an A.A., A.S, A.A.T, A.A.S. degree or certificate must complete 25 percent of the required semester hours at Southwest Texas Junior College.

Catalog Eligibility for Junior College or University Transfers

A student transferring from an accredited public junior college or university has the same choice of catalog, designating degree requirements that would have been possible if the student's dates of attendance at Southwest Texas Junior College had been the same as the dates of attendance at the other colleges. However, the student's choice of baccalaureate major and receiving institution may affect whether or not transferable coursework may be counted toward a degree.

Report Enrollment as of the Official Census Date

The official census dates are the twelfth-class day of the fall and spring semesters, the fourth-class day of each summer session and sixth-class day of 1st and 2nd eight-week semesters. On or before the official census date, each student eligible for inclusion shall have paid in full the amount set as tuition or, where applicable, have valid accounts receivable on record. Students are allowed to pay their tuition and fees in installments. Such students are required to have a fully operational installment contract by the payment due date (census date) to be in good standing. This includes receipt of a first installment payment prior to the beginning of the semester. Students with non-payment for tuition will be dropped from courses for each semester.

TSI INFORMATION AND DEVELOPMENTAL EDUCATION POLICIES

Southwest Texas Junior College (SWTJC) maintains an “open door” admissions policy, and as a result, students enter the college in various stages of academic preparedness. Therefore, the presence of a valid and consistent developmental education program is vital to ensure a pathway for academically underprepared students. The following Developmental Education Plan explains the basic requirements of the Texas Success Initiative (TSI) program and provides a procedural overview of the Developmental Education Program at Southwest Texas Junior College.

TSI Basic Information

The Texas Success Initiative (TSI) was mandated by Texas law in 2003 and went into effect September of 2003. The purpose of TSI is to ensure that all students enrolling in public higher education in Texas possess or have the opportunity to gain academic skills needed to perform effectively in college-level coursework. TSI includes an assessment component designed to identify and provide diagnostic information about the reading, writing and mathematics skills of each student. Students who do not receive the minimum required score on the approved assessment instrument are considered TSI “deficient” or not college-ready and must be:

- (1) Advised regarding developmental education necessary to achieve readiness in performing freshman-level academic coursework, and
- (2) Provided a plan which shall include developmental education¹ and may include provisions for enrollment in appropriate non-developmental coursework.

The Developmental Education Program at SWTJC complies with the requirements of the Texas Success Initiative as outlined and explained in Title 19, Part 1, Chapter 4, Subchapter C, of the Texas Administrative Code.

TSI Exemptions

Students who meet one of the following conditions are exempt from the Texas Success Initiative (TSI) requirements (from Title 19, Part 1, Chapter 4, Subchapter C, Rule 4.54 of the Texas Administrative Code):

(a) The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of this title (relating to Definitions):

- (1) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
 - (A) ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
 - (B) SAT
 - (i) SAT administered prior to March 5, 2016: a combined reading (formerly “verbal”) and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment; a combined critical reading (formerly “verbal) and mathematics score for 1070 with a minimum of 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.

- (ii) SAT administered on or after March 5, 2016; a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.
 - (iii) Mixing or combining scores from the SAT administered prior to March 5, 2016 and the SAT administered on or after March 5, 2016 is not allowable.
- (2) For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
- (3) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
 - (A) on the Eleventh grade exit-level Teas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
 - (B) STAAR-end-of course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
- (4) A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
- (5) A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
- (6) A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in mathematics as defined in §4.59(d)(1)(B) of this title (relating to Determination of Readiness to Perform Entry-Level Freshman Coursework), institutions may choose to require additional preparatory coursework/interventions for Algebra intensive courses including MATH 1314/1324/1414 (or their local equivalent). It is the institution's responsibility to ensure that students are clearly informed of the consequences of successful completion of a mathematics pathways model which results in meeting the mathematics college readiness standard only for specific courses.
- (7) A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
- (8) A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

- (9) A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- (10) A student who successfully completes a college preparatory course under Texas Education Code §28.014 for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. The student must enroll in the students' first college-level course in the exempted content area in the student's first year of enrollment in an institution of higher education. This exemption applied only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.

(b) An institution may exempt a non-degree seeking or non-certificate-seeking student.

(c) ESOL Waiver—An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed after the student attempts 15 credit hours of developmental ESOL coursework or prior to enrolling in entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits are defined in Texas Education Code, §51.3062 (1)(1) and (2) for developmental education still apply.

(d) Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

2. A student may be exempt from placement in developmental education courses if a grade of C or better has been earned in one of the courses listed below for each area of deficiency:

Reading

- (1) HIST 1301, 1302 (U.S. History);
- (2) ENGL 2321, 2322, 2323 (British Literature);
- (3) ENGL 2331, 2332, 2333 (World Literature);
- (4) ENGL 2326, 2327, 2328 (American Literature)
- (5) PSYC 2301 (General Psychology);
- (6) GOVT 2305, 2306

Writing

- (1) ENGL 1301 (Composition I) or
- (2) ENGL 1302 (Composition II)

Mathematics

- (1) MATH 1332 (College Mathematics);
- (2) MATH 1314 (College Algebra);
- (3) MATH 1316 (Plane Trigonometry);
- (4) Higher level math course that has the above as prerequisites

Exceptions

SWTJC offers Level I Certificates, (refer to College catalog for programs), which require 42 or fewer semester hours. Students enrolled in these Certificates are TSI exempt, but may be required to meet individual course TSI requirements. Students in this classification can take only classes listed in the Level I Certificate program. Enrolling in other classes requires the student to meet all TSI requirements.

Transfers

Students who have previously attended a Texas public institution of higher education and are not TSI complete or exempt from TSI requirements must test on the TSI Assessment. If the student fails to score “College Ready” on any portion of the assessment, an appropriate developmental education plan will be required.

Assessment/Testing

Unless a student is exempt by one of the conditions above, THECB Rule 4.55 requires that an institution assess the academic skills of each entering undergraduate student prior to enrollment of the student. Under exceptional circumstances, an institution may permit a student to enroll in freshman-level academic coursework without assessment but shall require the student to be assessed not later than the end of the first semester of enrollment in freshman-level academic coursework. SWTJC complies with this request by requiring assessment of all entering students who do not meet the TSI exemption criteria listed above. **Entering students who are not assessed prior to the beginning of their next semester of enrollment are prohibited from registering for additional coursework.**

Students who are TSI exempt or who have been tested with an approved assessment instrument must provide SWTJC with official transcripts or score reports prior to registering for classes. It is recommended that testing be completed at least two weeks prior to registration.

The SWTJC Testing Center administers the Texas Success Initiative Assessment 2.0 (TSIA2). Students should request information from the SWTJC Testing Center to access the required Pre-Assessment activity and testing schedules.

High school and home schooled students who are not exempt from TSIA2 requirements as described in the exemption section and who desire to attend SWTJC must be assessed prior to enrolling. High school and home schooled students are subject to the “SWTJC Academic Dual Credit Course Requirements”. A current copy can be obtained from the SWTJC Outreach Office Web page.

College Readiness Standards

The Texas Higher Education Coordinating Board (THECB) has established “College Ready” minimum scores for all sections of the TSI Assessment. Students who score at or above these minimum scores are thereby deemed “college ready” and are not required to complete any college preparatory/developmental coursework or material. The current approved “College Ready” scores as well as scores requiring students to enroll in college preparatory/developmental work are available by clicking here. <https://accuplacer.collegeboard.org/sites/default/files/tsai-interpreting-your-score-brochure.pdf>

Retesting

With the inception of the TSI Assessment in fall, 2013, students may retest on any part or parts of the TSI at any time.

Individual Student Plans - Placement

A student scoring below the “College Ready” threshold on one or more of the TSI subject areas is required to consult with an SWTJC academic advisor/success coach. The advisor/success coach will work with each student to create an individualized developmental education plan that may include developmental courses, non-course-based options, (NCBO), linked courses, and appropriate non-developmental coursework. Each plan for academic success will be designed to provide the best opportunity for the student to succeed in performing freshman-level academic coursework. The student’s individual education plan and the TSI requirements will be updated on a regular basis and made available to the student. SWTJC will consider all federal laws pertaining to individuals with disabilities when assessing and advising such students. The individual education plan will adhere to the following requirements:

- (a) The student will be required to participate in college preparatory work for all areas of TSI deficiency until the student is “college ready.”
- (b) A student who scores below “college ready” in Reading must be continuously remediated in reading until successfully completing the developmental sequence or retesting as “college ready” on the TSI Assessment.
- (c) Full-time students who score below “college ready” in two or more areas must enroll for developmental work in at least two areas and enroll in a college success skills course.
- (d) Part-time students will be required to maintain a reasonable ratio of developmental education classes.

Support Services

SWTJC offers support services for students in the following areas:

- (1) *Academic advisement*
- (2) *Career counseling*
- (3) *Crisis and personal counseling (referrals)*
- (4) *Referral to, and partnerships with, community agencies*
- (5) *Student Success Centers located at college facilities in Del Rio, Eagle Pass, and Uvalde.*
- (6) *Support for students with disabilities*

Attendance

Students are expected to regularly attend all classes in which they are enrolled and are responsible for the subsequent completion of all work missed during an absence. Any instruction missed and not subsequently completed may affect the grade of the student regardless of the reason for the absence. The manner in which make-up work is administered is left to the professional discretion of the individual faculty member.

The instructor of a developmental education course may request the withdrawal of a student from a class when the total number of absences exceeds the equivalent of two weeks of class meetings in a course; specifically, (a) six from a class that meets three times per week (typical MWF schedule), (b) four from a class that meets two times per week (typical TTH schedule), (c) two from a class that meets once per week (an evening course, e.g.), and (d) three from a summer class. Attendance counting begins on the official first day of the class. When an instructor requests the withdrawal (drop) due to excessive absences of a student from a course, a grade of EW will be recorded in the student’s record. SWTJC makes no distinction between excused or unexcused absences. Therefore, the instructor may count all absences in reaching the total except when prohibited by State law or statute.

College policy requires that faculty report student attendance continuously throughout a semester. The college will review and assess the situation of students not showing regular attendance and withdraw students who do not take corrective action. At times other than these, the option of enforced withdrawal is left to the course instructor (see above).

A student who tests below “college ready” on the TSI Assessment, and whose individual education plan calls for enrollment in one or more developmental education courses must remain enrolled in at least one developmental education course or be subject to withdrawal from all classes.

Restricted Access to College Level Courses

All students, regardless of TSI status, must observe college course prerequisites, co-requisites, and TSI requirements as described in the current college catalog.

CREDIT BY EXAMINATION

Southwest Texas Junior College provides students with the opportunity to earn Credit by Examination. Any college student may receive credit in certain courses, subject to the requirements and policies below.

General Requirements

To receive Credit by Examination, a student must meet the following general requirements:

1. The student must be enrolled in SWTJC.
2. The student must be TSI complete in all areas.
3. Credit By Examination awards are limited to 24 semester credit hours.

ACT Program Examination

Scores from the ACT Program will be used in giving credit for ENGL 1301 as follows:

Standard Score of 29 – Grade A

Standard Score of 27 – Grade B

College Entrance Examination Board (CEEB) Examinations

HB 1992 prohibits institutions of higher education from establishing a minimum required score on an Advanced Placement examination greater than three for granting lower-division course credit, unless the institution's chief academic officer makes an evidence-based determination that a higher score is necessary to indicate a student is sufficiently prepared to be successful in a related, more advanced course for which the lower-division course is a prerequisite.

Credit by Examination from the College Entrance Examination Board (CEEB) will be awarded as follows:

Advanced Placement Exam	Exam Score	Course Equivalency
ART HISTORY	3, 4 or 5	2 semesters art history (ARTS 1303 & 1304)
STUDIO ART - Drawing	3, 4 or 5	2 semesters drawing (ARTS 1316 & 1317)
BIOLOGY	3, 4 or 5	2 semesters introductory college biology (BIOL 1406 & 1407)
CALCULUS-AB	3, 4 or 5	1 semester of calculus (MATH 2413)
CALCULUS-BC	3, 4 or 5	at least 2 semesters of calculus (MATH 2413 & 2414)
CHEMISTRY	3, 4 or 5	2 semesters introductory college chemistry (CHEM 1311/1111& 1312/1112)

MACROECONOMICS	3, 4 or 5	1 semester macroeconomics (ECON 2301)
MICROECONOMICS	3, 4 or 5	1 semester microeconomics (ECON 2302)
ENGLISH – Language & Composition	3, 4 or 5	2 semesters introductory college rhetoric & composition (ENGL 1301 & 1302)
ENGLISH – Literature & Composition	3, 4 or 5	2 semesters introductory college literary analysis (ENGL 2332 & 2333)
US GOVERNMENT & POLITICS	3, 4 or 5	1 semester government (GOVT 2305)
UNITED STATES HISTORY	3, 4 or 5	2 semesters introductory college U.S. history (HIST 1301 & 1302)
PHYSICS-B	3, 4 or 5	1 semester of algebra-based college physics (PHYS 1301/1101)
PSYCHOLOGY	3, 4 or 5	1 semester psychology (PSYC 2301)
SPANISH - Language	3, 4 or 5	Fourth semester college course in Spanish (SPAN 2312)
STATISTICS	3, 4 or 5	1 semester of statistics (MATH 1342)

College Level Exam Program (CLEP) Examination

The College Level Exam Program (CLEP) awards three to eight semester hours of credit depending on course. Credit by Examination for the CLEP – a letter grade is awarded for the following scaled scores:

ACE Credit Recommendations

ACE, B-Level and C-Level Credit Granting Scores for CLEP Exams

The scores and semester hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). They are equivalent to a grade of C in the corresponding course.

The American Council on Education (ACE) recommends a credit-granting score of 50 for each CLEP exam. This is a scaled score, equivalent to earning a C in the relevant course; the corresponding raw score is determined after the panel of college faculty who teach the equivalent course perform a detailed and rigorous review of exam content. The review needs to be approved by the test development committee that oversees each CLEP exam.

In addition to determining the recommended credit-granting score of 50, college faculty members also recommend a scaled score that is equivalent to a grade of B. While ACE has not endorsed this B score, it is useful to those schools that print grade equivalents for CLEP exams on student transcripts, or those specialized programs that require a minimum grade of B on all transferred credit.

*For each of the world languages, there is only one exam covering both Level 1 and 2 content. ACE recommends 6 semester hours of credit for mastery of Level 1 content (a score of 50) and 9 semester hours of credit for mastery of both Levels 1 and 2 (a score of 59 on French Language, 60 on German Language, and 63 on Spanish Language).

ACE Recommendations

Exam Title	Credit-Granting Score (C-Level)	Semester Hours
Business**		
Financial Accounting	50	3
Information Systems	50	3
Introductory Business Law	50	3
Principles of Management*	50	3
Principles of Marketing	50	3
Composition & Literature		
American Literature**	50	3
Analyzing and Interpreting Literature	50	3
College Composition**	50	6
College Composition Modular	50	3
English Literature	50	3
Humanities	50	3
History & Social Sciences		
American Government**		3
History of the United States I**	50	3
History of the United States II**	50	3
Human Growth and Development**	50	3
Introduction to Educational Psychology	50	3
Introductory Psychology**	50	3
Introductory Sociology**	50	3
Principles of Macroeconomics**	50	3
Principles of Microeconomics**	50	3
Social Sciences and History	50	6
Western Civilization I**	50	3
Western Civilization II**	50	3
Science & Mathematics		
Biology	50	6
Calculus**	50	4
Chemistry	50	6
College Algebra**	50	3
College Mathematics	50	6
Natural Sciences	50	6
Precalculus**	50	3
World Languages*		
French Language	50	6

Level 1 Proficiency		
French Language	59	9
Level 2 Proficiency		
German Language	50	6
Level 1 Proficiency		
German Language	60	9
Level 2 Proficiency		
Spanish Language	50	8
Level 1 Proficiency**		
Spanish Language	63	9
Level 2 Proficiency**		

** Denotes courses students can test for and receive credit at SWTJC.

International Baccalaureate Diploma (IBD)

In compliance with Senate Bill 111, Southwest Texas Junior College offers at least 24 hours of credit to all IB diploma candidates with subject exam scores of 4 or higher. However, course credit does not have to be awarded on any IB exams where a score earned is a 3 or less. Students must submit an IB transcript to Southwest Texas Junior College and must show proof of meeting the Texas Success Initiative (TSI) requirements prior to enrollment. Southwest Texas Junior College and SACSCOC (Southern Association of Colleges and Schools/ Commission on Colleges) policies require students who plan to graduate with an A.A., A.S., or A.A.S. degree to complete 25% of the required semester credit hours at SWTJC. Credit with a grade of "P" will be awarded for course work according to the following table.

IBD – SUBJECT EXAM

IBD SUBJECT AREA	IBL SCORE	SWTJC COURSER	SCH
MATHEMATICS			
MATHEMATICS (HL)	4 or higher	MATH 1314 & 1316	6
MATHEMATICS WITH FURTHER MATHEMATICS	4 or higher	MATH 1314, 1316, & 2342	9
MATHEMATICAL METHODS	4 or higher	MATH 2413	4
MATHEMATICAL STUDIES	4 or higher	MATH 1325	3
MODERN LANGUAGES			
LANGUAGE A1 OR A2 (SL)			
SPANISH	4 or higher	SPAN 1411 & 1412	8
LANGUAGE A1 OR A2 (HL)			
SPANISH	4 or higher	SPAN 1411, 1412, 2311, & 2312	14
LANGUAGE B (SL)			
SPANISH	4 or higher	SPAN 1411 & 1412	8
LANGUAGE B (HL)			
SPANISH	4 or higher	SPAN 1411, 1412, 2311, & 2312	14
LANGUAGE AB INITIO			
SPANISH	4 or higher	SPAN 1411	4
MUSIC	4 or higher	MUSI 1306	3
PHILOSOPHY	4 or higher	PHIL 1301	3
PHYSICS (SL)	4 or higher	PHYS 1401	4
PHYSICS (HL)	4 or higher	PHYS 1401 & 1402	8
PSYCHOLOGY	4 or higher	PSYC 2301	3

SOCIOLOGY	4 or higher	SOCI 2301	3
SOCIAL AND CULTURAL ANTHROPOLOGY	4 or higher	ANTH 2346	3
THEATER ARTS	4 or higher	DRAM 1310	3

LOCAL ARTICULATION ADVANCED PLACEMENT

Local articulated courses are for high school students who will pursue a college education after high school. The goal of this program is to target and strengthen specific skills for highly competitive jobs. By enrolling in designated local articulated high school courses, students can benefit by receiving college credit hours good towards a 2-year Associate of Applied Science degree (A.A.S.).

Students must enroll in local articulated courses while in high school. For enrollment procedures, students may contact their high school counselors of the Outreach Department at Southwest Texas Junior College at (830)591-7390.

Beginning their freshman year of high school, students may sign up for locally articulated high school courses. A student must follow a specific articulated plan (a coherent sequence of courses) 3 or more to become eligible for advanced placement. College credit will be held in escrow at SWTJC for no more than 24 months after the date of the student's high school graduation. This credit will be posted once the student has completed 6 semester hours at SWTJC, taken the TSI test, and provided the Outreach Department with an official high school transcript. Local articulated courses listed on the high school transcript with grades of 80 or above will be eligible for college credit.

Local articulated college course credits are guaranteed at SWTJC and may be eligible at other community colleges participating in an articulation program. Locally articulated courses are not intended for transfer to four year universities.

ACADEMIC REGULATIONS

ATTENDANCE/WITHDRAWAL POLICY

Academic Integrity Statement

Academic integrity is highly valued in our campus community. Academic integrity directly concerns ethical behaviors which affect both the academic environment and the civic community. Academic dishonesty seriously violates the integrity of the academic enterprise and will not be tolerated at Southwest Texas Junior College. Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, misrepresentation of idea or fact for the purpose of defrauding, use of unauthorized aids or devices, falsifying attendance records, violation of testing protocol, inappropriate course assignment collaboration, and any other acts that are prohibited by the instructor of record.

Class Attendance

Students are expected to regularly attend all classes in which they are enrolled and are responsible for the subsequent completion of all work missed because of an absence. Any class work missed because of an absence and not subsequently completed may affect the grade of the student regardless of the reason for the absence. The manner in which make-up work for absences is administered is left to the professional discretion of the individual faculty member. SWTJC makes no distinction between excused or unexcused absences. Therefore, the instructor may count all absences except when prohibited by State law or statute. According to State law there may be a valid reason for a student's absence from class. Acceptable reasons are, but not limited to: personal illness, death in the immediate family, religious holy days in compliance with Section 51.911 of the Texas Higher Education Code, military or legal obligations, or school trips. It is the responsibility of the student to inform the instructor of an excused absence related to one or more of the aforementioned categories and to ask for make-up work.

An instructor may request the withdrawal of a student from a class when the total number of absences exceeds SWTJC criteria for "Excessive Absences" and the student has failed to make the appropriate contact with the Instructor regarding the validity of the absence and the need for make-up work. The SWTJC definition of "Excessive Absences" the total number of absences exceeding the equivalent of two weeks of class meetings in a course; specifically, (a) six absences from a class that meets three times per week (typical MWF schedule), (b) four absences from a class that meets two times per week (typical TTH schedule) and, (c) two absences from a class that meets once per week (an evening course, e.g.). Attendance counting begins on the official first day of class. When a student reaches the "Excessive Absence" threshold, the instructor may request that the student be reported to the Vice-President for Academic Affairs. The "Excessive Absences Form" is used for this purpose. If the absences continue, the instructor may initiate an enforced withdrawal by using the "Class Withdrawal Form." Following agreement by the Vice-President for Academic Affairs, the student will be dropped from the class. When an instructor requests the forced withdrawal of a student from a class, a grade of "EW" will be recorded

MINIMUM SCHOLASTIC STANDARDS

In order to remain in Academic Good Standing, students must maintain a minimum semester and overall GPA of 2.0. Students who fail to maintain this minimum standard will be placed on Scholastic Probation or Scholastic Suspension, as appropriate. In determining whether a student will be placed on probation or suspension, all grades except W, EW, NP, P, or I, will be used in computing GPA. Students are responsible for knowing their scholastic standing. Ineligible students who register with the college will be subject to dismissal with forfeiture of all tuition and fees.

Requests for exceptions to the following policies and procedures must be made in writing to the Vice-President for Academic Affairs.

Scholastic Probation

Scholastic Probation is an emphatic warning that the quality of the student's work has not met minimum scholastic standards. A probationary status is an opportunity for students to continue at SWTJC in order to improve their scholastic performance. Students will be placed on scholastic probation at the end of any semester if their semester OR overall GPA is less than 2.0. Students on Scholastic Probation may register after meeting with an academic advisor/success coach.

A student on probation will be limited to enrolling in no more than 12 semester credit hours during a regular term and 3 semester credit hours during a summer term. In addition, priorities bellow will be followed:

1. Students must enroll in all required Developmental Education courses.
2. Students must enroll in a College Success Skills course if required.
3. Students will be encouraged to re-take a course or courses not successfully completed.
4. Students must follow course requirements of their degree plan.

Removal from Scholastic Probation

A student on Scholastic Probation returns to Academic Good Standing by earning a GPA of 2.0 or higher in the next semester of enrollment AND by having an overall GPA of 2.0 or higher. A student continues on academic probation while either the current semester or the overall GPA isles than 2.0.

Scholastic Suspension

A student on Scholastic Probation who fails to earn at least a 2.0 GPA for the next semester of enrollment AND who fails to earn an overall GPA of at least 2.0 by the end of that semester will be placed on scholastic suspension. The student will not be permitted to enroll at SWTJC until a fall or spring semester has elapsed.

Appeal of Scholastic Suspension

A student placed on Scholastic Suspension may appeal to the Vice-President for Academic Affairs or an appropriate designee. The appeal must be in writing. The 'Scholastic Suspension Appeal Form' is available online.

If the Vice-President for Academic Affairs grants the student's appeal, the student will be admitted under Conditional Probation. If the student's appeal is denied, the student may appeal to the Academic Appeals Committee. If the appeal is denied by the Committee, the student shall be informed of the right of appeal to the President of the College.

Conditional Probation

If the appeal is approved, the student will be admitted under Conditional Probation. A student on Conditional Probation will be limited to enrolling in no more than 6 semester credit hours during any long term and no more than 3 semester credit hours during any summer term. In addition, priorities below will be followed:

1. Students must enroll in all required Developmental Education courses.
2. Students must enroll in a College Success Skills course if required.
3. Students must re-take a course or courses not successfully completed.
4. Students must follow course requirements of their degree plan.
5. Other conditions may apply as deemed appropriate.

If the student's semester GPA while on Conditional Probation equals or exceeds 2.0, the student will advance to Scholastic Probation. If the student's semester GPA is below 2.0, the student will be placed on Scholastic Suspension.

Removal from Scholastic Suspension

A student enrolling after a fall or spring semester’s lapse due to Scholastic Suspension will automatically be placed on Conditional Probation.

Admission Following a Scholastic Suspension at Another College

Students who are on Scholastic Suspension at another college or university may be admitted to SWTJC through the following procedure:

1. Each student must appeal in writing for admission to the Vice-President for Academic Affairs or an appropriate designee.
2. If denied admission by the Vice-President, the student may appeal to the Academic Appeals Committee.
3. In case of denial of admission by the Committee, the student shall be informed of the right of appeal to the President of the College.

**GRADE POINT AVERAGES USED AT SOUTHWEST TEXAS JUNIOR COLLEGE
Courses Used**

GPA	SWTJC Academic	SWTJC Developmental	Transfer Academic	Transfer Developmental
Overall	Yes	Yes	Yes	Yes
SWTJC	Yes	Yes	No	No
College Level Course	Yes	No	Yes	No

CHANGES AND WITHDRAWALS

Adding, Dropping

Courses may be added, changed, or dropped in the Registrar’s Office. Under special circumstances and with prior approval from the Registrar’s office, a student may drop a course by fax. Please include all personal and course information on the request. Consult academic calendar for date regulations. Late registration, drops and adds will be allowed for only two days following regular registration. Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting. A student who withdraws from a class during the first twelve weeks of the semester until the published last day to withdraw will receive a W for that class. No withdrawals are allowed after the withdrawal deadline published in the Academic Calendar. As mandated by the Texas Higher Education Coordinating Board, the withdrawal deadline is determined at the 75 percent point of a course. After the withdrawal deadline students will receive a grade of A, B, C, D, Q, F or I.

Six Course Drop Rule Policy

Senate Bill (SB) 1231 was passed by the 80th Texas Legislature. This bill provides that, except for several specific instances of good cause, undergraduate students enrolling as first-time freshmen at a public institution of higher education in fall 2007 or later will be limited to a total of six dropped courses during their entire undergraduate career.

As a result of this bill, Southwest Texas Junior College will not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education. All courses dropped after the Official Census Date are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is authorized by an appropriate College official as an approved Drop Exception.

Drop Exceptions can be approved if the student documents that the drop was required for one of the following reasons and for that reason the student could not satisfactorily complete the course:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;
4. The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;
5. The course is dropped while the student is still in high school;
6. The course dropped is repeated and passed;
7. The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course; or
8. Other good cause as determined by Southwest Texas Junior College.

For purposes of this section, a "member of the student's family" is defined to be the student's father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, or step-sibling; a "person who is otherwise considered to have a sufficiently close relationship to the student" is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student for approval by the institution, on a case-by-case basis.

This policy affects those beginning with entering first-time-in-college freshmen fall 2007. Enrollment and drop activities of students affected by this legislation will be monitored. Those who drop six or more courses without an approved Drop Exception will incur drop restrictions during all subsequent semesters and may incur other enrollment limitations or requirements.

SWTJC students liable under this legislation who plan to attend another Texas public college or university should determine that institution's policies and penalties for dropping courses and for approving Drop Exceptions. This policy is in accordance with Section 51.907 of the Texas Education Code.

Withdrawals from the college

Students wishing to withdraw from the college for the remainder of a semester must complete an Exit Questionnaire at the Registrar's Office. Students who do not follow this procedure will receive an **F** in all courses registered for that semester. Merely discontinuing class attendance does not constitute a drop or withdrawal. Students should clear all outstanding charges due the institution to avoid holds on official records.

Withdrawals from the college before the end of the twelfth week of the semester will show a **W** for each subject on the student's record. Students who stop attending courses during the thirteenth through the fifteenth week (prior to final exam week) will receive a grade as determined by the instructor.

Time Limitation on Appeals for Grade Changes

The college has established a time limitation for a student to appeal for a grade change. An incorrectly assigned grade may be appealed by a student up to the end of one academic year following the incorrect award.

Students Entering Military Service

Students who have been called to active duty during the semester will be given credit for the courses if they: (1) covered the essential phase of the work, (2) attended at least one-half of the semester, and (3) made satisfactory progress and received authorization from the Vice-President for Academic Affairs.

Access and Privacy of Records

The Family Educational Rights and Privacy Act of 1974, grants students four rights:

- 1) Right of access to their educational records.
- 2) Colleges must seek a student's consent before educational, financial or business records are released to third parties (including parents and spouse).
- 3) Students have the right to challenge any inaccurate, misleading or inappropriate information in their educational records.
- 4) Colleges are required to inform students of these access and privacy rights guaranteed by FERPA.

Under this act, certain protected classes of information cannot be released to any third party without the specific written release from the eligible student. Protected classes under FERPA include any information concerning a particular **student's grades, grade point averages, social security number, courses**, and other "protected student records" maintained by the college. Any student can elect to have even "Directory Information" (e.g., address) secured from release to any party without the student's written consent. To prohibit release of "Directory Information," a student must complete the appropriate form at either the Uvalde, Del Rio, Eagle Pass, or Crystal City SWTJC facilities.

Classification of Students

A student who has completed 0-29 semester hours of work, exclusive of Physical Education (KINE) is classified as a freshman. A student who has completed 30 or more semester hours but not more than 60, exclusive of KINE, is classified as a sophomore. Any student taking 12 semester hours will be considered a full-time student.

GRADES AND GRADE REPORTS

College level course grades are designated in terms of letters and grade points, which may be interpreted according to the following chart. Grade point averages are computed by assigning value to each grade as follows:

A	Excellent (90-100)	4 grade points
B	Good (80-89)	3 grade points
C	Average (70-79)	2 grade points
D	Passing (60-69)	1 grade point
F	Failure (59-Below)	0 grade points
Q	Failure based on attendance	0 grade points
I	(Conditional/Incomplete)	0 grade points
W	Withdrew	0 grade points
EW	Enforced withdrawal	0 grade points
NR	Not Reported by Instructor	0 grade points
CIP	Course in Progress	0 grade points
Z	Not counted as courses attempted (Six Course Drop Rule)	0 grade points

I becomes **F** if the student does not complete the necessary work by the end of the first six-weeks of the following semester (including summer school).

Developmental courses (college preparatory) are graded on an **A, B, C, F, Q, I, P, or W** basis. Developmental courses are calculated in the overall GPA. The grade of **EW** stands for **Enforced Withdrawal**. Grade point averages are computed by assigning values to each grade as follows:

A.....4 points	F..... 0 points	P..... 0 points
B.....3 points	Q..... 0 points	W..... 0 points
C.....2 points		

Refer to chart outlining "Grade Point Averages used at SWTJC" previously listed.

If students repeat a course for which they have credit, the best grade received is the permanent grade for the course. The previous grade must stay on the permanent record, but is not included in determining the GPA.

EXAMINATION POLICIES

A final examination for each course is given at the end of each semester during the officially scheduled “Final Exam Period.” Other examinations are given at the discretion of the instructor. A student who must be absent from a final examination should petition the Vice-President for Academic Affairs for permission to reschedule the examination. Postponed examinations must be taken within six weeks from the beginning of the following semester. A student absent without permission from the final examination **will receive a grade of “F” for the final exam.**

STUDENT HONORS

Honor Graduates

Students satisfying the requirements for the A.A., A.A.T., A.S., and A.A.S. degree with the following GPA will graduate as follows:

3.90 to 4.00 GPA	---	<i>Summa Cum Laude</i>
3.70 to 3.89 GPA	---	<i>Magna Cum Laude</i>
3.60 to 3.69 GPA	---	<i>Cum Laude</i>

Honor Roll

The Dean’s Honor Roll is composed of those students who are enrolled for 12 or more semester hours of work in a fall or spring semester, excluding all developmental hours, and who make a GPA of 3.60 or better on their semester grades. The Dean’s Honor Roll is published as soon as possible after the close of the fall and spring semesters.

The President’s Honor Roll is composed of those students who are enrolled for 12 or more semester hours of work in a fall or spring semester, excluding all developmental hours, and who make a GPA of 4.0 on their semester grades. The President’s Honor Roll is published as soon as possible after the close of the fall and spring semesters.

AUDITING COURSES

Southwest Texas Junior College discourages auditing of college courses. However, students who desire to audit a course may be permitted to do so at the discretion of the Vice-President for Academic Affairs, provided that space is available for them in the desired class. Audit students will be required to pay the regular tuition and fees. No more than one course may be audited in any one semester. Under no circumstances can credit be given at any time for college a college course taken as an audit.

FINANCES

TUITION AND FEE SCHEDULES PER SEMESTER

IN-DISTRICT							OUT-OF DISTRICT							
Hours	Tuition	Registration Fee	General Use Fee	Technology Fee	Campus Access Fee	Total*	Hours	Tuition	Registration Fee	Out of District Fee	General Use Fee	Technology Fee	Campus Access Fee	Total*
1	\$183.00	\$24.75	\$ 72.00	\$ 10.00	\$5.00	\$294.75	1	\$183.00	\$24.75	\$195.00	72.00	10.00	\$5.00	489.75
2	183.00	24.75	72.00	20.00	5.00	304.75	2	183.00	24.75	195.00	72.00	20.00	5.00	499.75
3	183.00	24.75	72.00	30.00	5.00	314.75	3	183.00	24.75	195.00	72.00	30.00	5.00	509.75
4	244.00	33.00	96.00	40.00	5.00	418.00	4	244.00	33.00	260.00	96.00	40.00	5.00	678.00
5	305.00	41.25	120.00	50.00	5.00	521.25	5	305.00	41.25	325.00	120.00	50.00	5.00	846.25
6	366.00	49.50	144.00	60.00	6.00	625.50	6	366.00	49.50	390.00	144.00	60.00	6.00	1,015.50
7	427.00	57.75	168.00	70.00	7.00	729.75	7	427.00	57.75	455.00	168.00	70.00	7.00	1,184.75
8	488.00	66.00	192.00	80.00	8.00	834.00	8	488.00	66.00	520.00	192.00	80.00	8.00	1,354.00
9	549.00	74.25	216.00	90.00	9.00	938.25	9	549.00	74.25	585.00	216.00	90.00	9.00	1,523.25
10	610.00	82.50	240.00	100.00	10.00	1,042.50	10	610.00	82.50	650.00	240.00	100.00	10.00	1,692.50
11	671.00	90.75	264.00	110.00	11.00	1,146.75	11	671.00	90.75	715.00	264.00	110.00	11.00	1,861.75
12	732.00	99.00	288.00	120.00	12.00	1,251.00	12	732.00	99.00	780.00	288.00	120.00	12.00	2,031.00
13	793.00	107.25	312.00	130.00	13.00	1,355.25	13	793.00	107.25	845.00	312.00	130.00	13.00	2,200.25
14	854.00	115.50	336.00	140.00	14.00	1,459.50	14	854.00	115.50	910.00	336.00	140.00	14.00	2,369.50
15	915.00	123.75	360.00	150.00	15.00	1,563.75	15	915.00	123.75	975.00	360.00	150.00	15.00	2,538.75
16	976.00	132.00	384.00	160.00	16.00	1,668.00	16	976.00	132.00	1,040.00	384.00	160.00	16.00	2,708.00
17	1,037.00	140.25	408.00	170.00	17.00	1,772.25	17	1,037.00	140.25	1,105.00	408.00	170.00	17.00	2,877.25
18	1,098.00	148.50	432.00	180.00	18.00	1,876.50	18	1,098.00	148.50	1,170.00	432.00	180.00	18.00	3,046.50
19	1,159.00	156.75	456.00	190.00	19.00	1,980.75	19	1,159.00	156.75	1,235.00	456.00	190.00	19.00	3,215.75
20	1,220.00	165.00	480.00	200.00	20.00	2,085.00	20	1,220.00	165.00	1,300.00	480.00	200.00	20.00	3,385.00

NOTES:

* This total does not include lab fees or other miscellaneous fees.

NOTE: Students taking a course previously attempted two or more times at SWTJC will be assessed tuition for that course equal to the out-of-state rate.

**TUITION AND FEE SCHEDULES
PER
SEMESTER**

NON-RESIDENT (OUT OF STATE & FOREIGN STUDENTS)						
Hours	Tuition	Registration Fee	General Use Fee	Technology Fee	Campus Access Fee	Total
1	\$606.00	\$24.75	72.00	10.00	\$5.00	\$ 717.75
2	606.00	24.75	72.00	20.00	5.00	727.75
3	606.00	24.75	72.00	30.00	5.00	737.75
4	808.00	33.00	96.00	40.00	5.00	982.00
5	1,010.00	41.25	120.00	50.00	5.00	1,226.25
6	1,212.00	49.50	144.00	60.00	6.00	1,471.50
7	1,414.00	57.75	168.00	70.00	7.00	1,716.75
8	1,616.00	66.00	192.00	80.00	8.00	1,962.00
9	1,818.00	74.25	216.00	90.00	9.00	2,207.25
10	2,020.00	82.50	240.00	100.00	10.00	2,452.50
11	2,222.00	90.75	264.00	110.00	11.00	2,697.75
12	2,424.00	99.00	288.00	120.00	12.00	2,943.00
13	2,626.00	107.25	312.00	130.00	13.00	3,188.25
14	2,828.00	115.50	336.00	140.00	14.00	3,433.50
15	3,030.00	123.75	360.00	150.00	15.00	3,678.75
16	3,232.00	132.00	384.00	160.00	16.00	3,924.00
17	3,434.00	140.25	408.00	170.00	17.00	4,169.25
18	3,636.00	148.50	432.00	180.00	18.00	4,414.50
19	3,838.00	156.75	456.00	190.00	19.00	4,659.75
20	4,040.00	165.00	480.00	200.00	20.00	4,905.00
NOTES:						
* This total does not include lab fees or other miscellaneous fees.						
NOTE: Students taking a course previously attempted two or more times at SWTJC will be a repeat fee.						

SPECIAL FEES AND CHARGES

	AMOUNT
Registration Fee -- \$ 8.25 per semester hour (<i>The registration fee includes library and activity fees</i>)	\$ 24.75 minimum
Internet Fee	\$30.00
Change of Schedule - this fee is waived by the Registrar if the schedule change is made or recommended by the college	\$ 3.00
Graduation Tuition (<i>Diploma</i>)	\$20.00
Diploma and Cover	\$20.00
Ceremony Late Fee	\$5.00
Late Registration Fee	\$ 24.00
Reinstatement Fee	\$200.00
Repeated Course Fee (<i>applies to the third and subsequent time a course is attempted</i>)	\$300.00
General Use Fee -- per semester hour	\$24.00
Out-of-District Tuition -- per semester hour	\$ 65.00/sem. hr.
Technology Fee -- per semester hour	\$10.00
Bad Check Fee -- per insufficient funds check returned to the college	\$ 25.00
ID - Meal Ticket Replacement Fee	\$ 5.25
ID – Student Replacement ID Fee	\$ 25.00
Campus Access Fee -- \$.00 per semester hour	\$5.00 minimum
Additional Parking Decal	\$ 5.00
Physical Education Fee	\$24.00
KINE (<i>Outdoor Activity</i>)	\$50.00
Supply Fees-- Welding	\$24.00
Laboratory Fees -- See Course Description section of the catalog for assessment of lab fees per course.	
Cooperative Education Fees -- See Course Description section of the catalog for assessment of coop fees per course.	
Insurance Fee – See Course Descriptions section of the catalog for insurance fees per course. Testing and Remediation Fee – See Course Descriptions section of the catalog for testing fees per course. VCT Fee – See VCT Coordinator for specific course fee Allied Health Fee Dosimetry fee: RADR 1260, 1360, 2266, 2267, 2367, 2467	\$50.00 - \$350.00 \$300.00 \$25.00
Testing and Remediation Fee: RADR 1311 RADR 2331 RADR 2335 RNSG 1227 RNSG 2260..... VNSG 1360 VNSG 1561	\$121.00 \$121.00 \$165.00 \$250.00 \$250.00 \$950.00 (Fall) \$950.00 (Spring)

General Property Deposit

A General property deposit of \$10 is required of every student enrolled. This deposit will be refunded in full to students at the end of their enrollment at SWTJC, when they present a clearance slip to the Business Office, indicating that they are clear in all departments. A general property deposit, which remains without call for refund for a period of four years from the date of last attendance at the college, shall be forfeited. The deposit shall become a part of the Pioneer Scholarship Fund.

Dormitory Deposit

A \$ 150 deposit, includes a room key and mail key required of all students residing in the college's dormitories. An application for admission to the college must be submitted before a dorm deposit will be accepted. This deposit or unused portion of the deposit is refundable when students terminate their education at SWTJC. A written request for a refund must be made within two years of the last date of attendance.

Dorm Meal Refund

A dorm refund for meals will only be processed with a doctor's excuse. The excuse must be submitted each semester by the 12th class day stating that the student has a restricted diet and is unable to eat the meals provided by the college. The refund will only be in the amount of \$200.00 and must be approved by a Vice-President of the college.

Dorm Residency

Southwest Texas Junior College will be performing background checks for students residing in the dorms.

Room and Board

As of January 2012, all entering students, including first-time college students, transfer students, or students returning to college after a break in enrollment of at least one fall semester are required to have a bacterial meningitis vaccine, at least 10 consecutive days, prior to the first day of the semester for which they are enrolling. Students will not be able to attend classes until proof of vaccination is on file with the Admissions Office.

Room and board contract can be found on the swtjc.edu website under Campus Life, Housing. The contract needs to be signed and turned into the Business Office.

Senior Citizens Audit Class

Senior citizens (minimum age, 62) may enroll in courses up to six hours of credit without payment of tuition if class space is available.

Report Enrollment as of the official census date

The official census dates are the twelfth-class day of the fall and spring semesters, the fourth-class day of each summer session and sixth-class day of 1st and 2nd eight-week semesters. On or before the official census date, each student eligible for inclusion shall have paid in full the amount set as tuition or, where applicable, have valid accounts receivable on record. Students are allowed to pay their tuition and fees in installments. Such students are required to have a fully operational installment contract by the payment due date (census date) to be in good standing. This includes receipt of a first installment payment prior to the beginning of the semester. Students with non-payment for tuition will be dropped from courses for each semester.

Tuition and Fee Installment Plan/Ecashier

A tuition installment plan is available for students enrolled in a regular 16-week term and 12-week term for payment of tuition and fees. The installment plan is offered prior to the first day of classes via the e-cashier link on www.swtjc.edu.

Any balance over 60 days past due will be referred to a collection agency and additional collection fees will be added. The account holder will be liable for those fees.

To participate in an installment plan and divide your tuition into multiple payments, you will pay an enrollment fee of \$25.00. This is not a finance charge, but is a cost to you.

SWTJC does not consider payment plans to be extensions of credit. However, if the plan were determined to be an extension of credit governed by the Truth and Lending Act, the Annual Percentage Rate would be 0.00% and the Finance Charge would be \$0.00.

Payment Methods

Southwest Texas Junior College accepts cash, checks, money orders, and cashier’s checks. Major credit cards accepted are Visa, MasterCard, Discover and American Express.

Students have two payment options they may choose:

- eCashier is available through the college website (www.swtjc.edu) and allows students to pay with an installment plan (\$25.00 fee non-refundable) or pay in full (\$2.00 fee).
- Ecommerce is available through WebAdvisor on the college’s website. This payment method is to pay tuition in full without a fee.

Restitution of funds is the responsibility of the student when a bank returns a check. A \$25 fee per check will be charged to the student’s account. Southwest Texas Junior College will stop accepting checks if this activity continues to occur. A stop payment on tuition checks will be considered as NSF which may also cause the withdrawal of students from courses. To officially withdraw, contact the Admissions Office.

Refund Policy

If enrollment is terminated for any reason, the unpaid balance of tuition and fees is due immediately. Refunds will be based on total tuition and fee charges and not on tuition and fees paid; any remaining installment payments due are deducted from the refund amount. A student may withdraw during an eligible period and still owe money to the college because of the remaining installments.

Refunds are dispersed by the issuance of a check from the Business Office or through a third party provider, BankMobile. Students will receive a kit from BankMobile at which time they will have to log in to BankMobileVibe.com or BankMobileRefundselection.com to choose their preferred method for receiving funds, checking/savings account, a check or BankMobile account. Students will be charged a fee to replace a lost BankMobile card of \$20.00.

Fall & Spring Semesters

Prior to the first class day.....	100% (no minimum deducted)
During the first fifteen class days	70%
During the sixteenth through twentieth class days.....	25%
After the twentieth class day.....	NONE

Summer I & II Sessions

Prior to the first class day.....	100% (no minimum deducted)
During the first five class days.....	70%
During the sixth and seventh class days.....	25%
After the seventh class day	NONE

Students who reduce their semester credit hour load by officially dropping a course or courses, and remain enrolled at the institution will have applicable tuition and fees refunded according to the following schedule.

Fall & Spring Semesters

During the first fifteen class days (reducing hours only)	70%
During the sixteenth through twentieth class days.....	25%
After the twentieth class day	NONE

Summer I & II Sessions

During the first five class days.....	70%
During the sixth and seventh class days.....	25%
After the seventh class day	NONE

Flexible Entry and Non-Semester Length Courses

Prior to the first class day.....	100%
After the first class day	See table below:

<u>Drops and Withdrawals</u>		
<u>Length of Class Term By Weeks</u>	<u>Last Day for a 70 percent Refund</u>	<u>Last Day for a 25 percent Refund</u>
<u>2 weeks or less</u>	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
<u>16 or longer</u>	15	20

Any student who maintains an account through a scholarship fund, or who may be entitled to a refund from a scholarship fund will be reimbursed any unused monies from that account after all financial obligations to the college have been satisfied. All reimbursements will be made within one month after the twelfth class day. Student inquiries concerning scholarship account balances should be made at the Business Office.

All students entitled to a refund, through reduction of hours or through total withdrawal, will be reimbursed within four to six weeks after the twelfth class day. Separate refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment, parking, etc. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

The “pro rata” refund calculation defined in the Higher Education Amendments of 1992 applies to all SFA participating institutions.

Parking and Traffic Regulations

Parking facilities are available on campus for all students, faculty and staff. Handicapped parking is also available (vehicles must display a handicapped placard to park in these spaces). All cars must park in the appropriate parking lots assigned and designated by the decal that may be obtained in the Registrar’s Office.

A student’s first non-transferable decal for SWTJC and Sul Ross Rio Grande College students may be obtained in the Registrar’s Office at no charge. Decals for additional vehicles are available for \$5.00 each.

Campus Police enforce parking regulations 24 hours a day, seven days a week. Any parking violation cited by SWTJC Police carries a fine of \$25.00, with the exception of parking without a placard in a space designated as Handicapped Parking carries a fine of \$50. Moving violations will be filed with the Justice of the Peace, and the fine assessed if the violator is found guilty may be as much as \$500.

SWTJC Transcript

Southwest Texas Junior College transcripts may be obtained by completing the online request form. Students can also send a written request to the Registrar’s Office. The request should include the student’s name; the name under which the student attended SWTJC, if different; date of birth; social security number; dates of attendance; and the address to which the transcript should be mailed. The request must be signed.

Change of Student Charges

All student charges are subject to change at any time by approval of the Board of Trustees upon the recommendation of the SWTJC Administration.

FINANCIAL AID

The Student Financial Aid department at Southwest Texas Junior College offers a variety of resources for students to fund their educational needs. The SFA department participates in both state and federal programs, which include grants, scholarships, loans, exemptions and student work programs. The next few pages detail a list of these programs and specific eligibility requirements. Please review them and contact the SFA department at 830-591-7368 if further information is required.

GENERAL INFORMATION

Student Eligibility

To receive aid from the federal student aid programs students must:

1. Fill out a Free Application for Federal Student Aid (FAFSA).
2. Meet all Department of Education eligibility requirements including but not limited to:
 - Have financial need;
 - Have a high school diploma or a General Education Development (GED) Certificate;
 - Register with the Selective Services, if required;
 - Be a U.S. citizen or eligible non-citizen; and
 - Have a valid Social Security Number.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
4. Meet the standards of the Financial Aid Satisfactory Academic Progress Policy (SAP).

Financial Need

When students apply for federal student aid, the information reported on the FAFSA is used in a formula established by the U.S. Department of Education. The formula determines the students' Expected Family Contribution (EFC), this is an amount the students and their family are expected to contribute toward the students' education. The EFC number is utilized in an equation to determine students' financial need.

$$\text{Cost of Attendance} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

Dependency Status

When students complete the FAFSA application there are thirteen questions to help determine if they are independent or dependent students. If students are considered dependent, they will need to include both the students' and their parents' income information. If students are considered independent, they will need to report only the students' income information (and those of the students' spouse, if married).

Students are classified as dependent or independent to assist in calculating the Expected Family Contribution (EFC). The dependency questions can be found in section 2 of the FAFSA application, please consult the application for further details on each question.

Students are asked to review the Dependency Override information in the Professional Judgment section of this catalog and talk to a financial aid advisor if they believe they have unusual circumstances that would make them independent. Financial aid advisors will advise students on how to put together a case for review.

APPLYING-FAFSA AND RENEWAL FAFSA

The Free Application for Federal Student Aid (FAFSA)

The FAFSA is made available each year by the U.S. Department of Education to determine student eligibility for financial aid. The form must be filled out completely and correctly for a student's eligibility to be calculated correctly. Prior to beginning the application, specific documentation will need to be collected to assist in the application process. These documents are listed on the application. Each question on the application is followed with a brief description. Read the instructions carefully when completing the FAFSA or the Renewal FAFSA. Most mistakes are made because students do not follow instructions. Pay special attention to any questions on income, because most errors occur in this area. Once completed, the student should retain a copy of the confirmation page and all documents used to complete the application.

Renewal FAFSA

Students who applied for federal student aid in the past year should be eligible to file a Renewal FAFSA application. The renewal application may be completed online at studentaid.gov. Once a student logs in, the system will automatically detect if there was a prior application on record. The online form will allow students to complete an application with prefilled information and require only a few additional questions to be answered. The financial aid application must be completed on a yearly basis.

WAYS TO SUBMIT A FAFSA APPLICATION TO THE U.S. DEPARTMENT OF EDUCATION

Paper Application

Applications submitted by mail will be processed in approximately four weeks. Students will receive a Student Aid Report (SAR) by mail. At that time, the SAR will list the information provided on the application, and any questions that the U.S. Department of Education may have in response to the application. Each school listed on the application may also receive the student's application information. If it has been more than four weeks since the application was mailed in and the student has not received a response, they may go by the SWTJC Financial Aid Office to have an advisor check on the status of the student's application. Students may also check on the status of their application by calling 1-800-433-3243. TTY users may call 1-800-730-8913. You can also check online at: studentaid.gov

Online Application at studentaid.gov

Financial Aid has personal computers located at each of the campus locations in Uvalde, Eagle Pass, Del Rio, Crystal City, Castroville and Hondo or students may login to their personal computer to apply online at studentaid.gov. If students apply through the WEB, their application will be processed 7 to 14 days faster than if they mailed in a paper FAFSA. The Department of Education will not accept any applications without either a signature page with original signatures from the student and a parent (if required), or a FSA ID. An FSA ID is comprised of a username and password and can be used to login to certain Federal Student Aid websites, such as the *Free Application for Federal Student Aid (FAFSA)*.

The security of your FSA ID is important. Your FSA ID can be used to:

- Electronically sign Federal Student Aid documents;
- Access your personal records, and
- Make binding legal obligations.

If you are a parent and need to electronically sign your child's FAFSA, you need your own FSA ID. If you have more than one child attending college, you can use the same FSA ID to sign their applications.

If your FSA ID is lost or stolen, you must:

- Contact Federal Student Aid's Customer Service Center at 1-800-433-3243;
- Update your username and password by selecting Edit my FSA ID, or
- Disable your FSA ID so no one can use it by selecting Edit my FSA ID and selecting Disable my FSA ID.

WHEN DO I APPLY?

FAFSA Applications should be filed sometime after January 1st for 2016/2017. Students should not apply prior to this date. It is easier to complete the application when students and parents already have their federal income tax return forms completed, so students and their families are encouraged to file their taxes as early as possible. If applying by mail, completed applications should be sent in the envelope provided as it is already pre-addressed, and using it will ensure that applications reach the correct address. See dates below for future dates.

When a Student is Attending College (School Year)	When a Student Can Submit a FAFSA	Which Year's Income Information is Required
July 1, 2020– June 30, 2021	October 1, 2019 – June 30, 2021	2018
July 1, 2021 – June 30, 2022	October 1, 2020 – June 30, 2022	2019
July 1, 2022 – June 30, 2023	October 1, 2021 – June 30, 2023	2020

Application Submission Deadlines

Whether applying online or by mail, for the application to be processed, the U.S. Department of Education (DOE) application processor must receive the student's application by June 30, 2017 for the 2016-2017 school year and June 30, 2018 for the 2017-2018 school year. The SWTJC Financial Aid Office must receive the processed application information from the U.S. Department of Education by the last day of enrollment in the school year for which they are applying for awards.

WHAT HAPPENS AFTER I APPLY?

As soon as applications have been processed by the U.S. Department of Education and sent to SWTJC, the Financial Aid Office will set up a student account and evaluate the student's application. At this point, one of three things may occur.

1. The SWTJC Financial Aid Office will post students' award online by utilizing the Web Advisor link from the Financial Aid tab at www.swtjc.edu. This occurs when a financial aid application is complete and there are no unresolved eligibility issues, or;
2. Students will be mailed a Missing Information Letter. This occurs when there are issues or questions that need to be resolved before the student's eligibility may be determined. Many applications submitted to SWTJC have issues or questions that must be resolved before eligibility can be determined. If through this process it is discovered that data provided on the FAFSA/Renewal FAFSA form was incorrect, a change may have to be submitted to the U.S. Department of Education which may result in a two to three week delay in the processing of awards, or;
3. The U.S. Department of Education determines for one of several possible reasons that students are not eligible for federal student grant aid. This does not mean that students are not eligible for loans, scholarships, state aid, or work study. If students are interested in any of these types of aid, they should inquire with the Financial Aid Office to determine whether or not students are eligible for one of these other sources of aid.

APPLICATIONS WHICH ARE QUESTIONED BY THE U.S. DEPARTMENT OF EDUCATION

The U.S. Department of Education performs several matches of the information that students provide on the FAFSA/Renewal FAFSA form with national databases, including:

- The Selective Service Administration
- The Department of Homeland Security
- The Social Security Administration
- The Department of Justice
- The National Student Loan Data System
- The Veterans Administration

If any of the information that is provided on the application is not consistent with the data that is on these databases, or if these agencies have any information that is relevant to students' financial aid eligibility, the U.S. Department of Education will alert SWTJC and the issues/questions will have to be resolved before students' eligibility can be confirmed.

VERIFICATION

Selection of Students for Verification

The U.S. Department of Education randomly selects FAFSA applications for verification. Students who are selected for verification must submit the required documentation to the SWTJC Financial Aid Office as soon as possible. The estimated processing time for verification documents is 15 days from the date of receipt. This time frame may decrease or increase according to the amount of workflow in the department. The student record will remain on hold, until the documentation or issue has been resolved.

Acceptable Documentation

Below is a list of all acceptable documentation and forms used:

- Verification Worksheets. These forms are available online, in person or may be mailed to your home address.
- Tax Return Transcript from IRS.
- In cases where a conflict is perceived, the financial aid office may request additional proof of untaxed income and benefits beyond what is shown on tax returns and verification worksheets from the student. For Example:
Untaxed Social Security Benefits – A statement from the Social Security Administration.
Unemployment Benefits - A statement from the agency which provided the benefits.

In addition to the above referenced documentation, signatures are required to verify that the submitted information is authentic on the following documents:

- Verification Worksheets
Dependent Students - Must be signed by the student and one parent.
Independent Students - Must be signed by the student.
- Federal Income Tax Return Forms. Forms must be signed by the tax payer or the tax preparer.
- Identity Statements

Verification Process

Once all verification documents have been received, the student record will be sent through the verification process. During this procedure, the student financial aid advisor will review the student record based on the documentation received. In certain instances, the student file may not match the submitted documentation. If this occurs, the student financial aid advisor will submit a change to the U.S. Department of Education, which is identified as a correction to the FAFSA application. The correction will take a few days to process. The change will be mailed to the student as well as SWTJC financial aid department. If the student wishes, he or she may check with the Financial Aid Office and see how verification affected their EFC. Once verification is complete the student file will be considered for any grants, scholarships, loans and exemptions.

Conflicting Information

For the purposes of verification, conflicting information is any information that is reviewed during the verification process which does not match the information that the student and parent provided initially. The financial aid advisor who is reviewing the information will make the determination that conflicting information exists. The applicant can reconcile conflicting or inaccurate information with the Financial Aid Office (FAO) by submitting documents showing correct information. For example if conflicting information is related to the calculated adjusted gross income on the income tax return, the FAO will request that the student review all W-2's to recalculate the

adjusted gross income. If the recalculation warrants a change on the income tax return, the student or parent may need to contact the IRS to resolve this issue. When such conflicts are identified, the student's record will remain on hold, and no funds will be approved until the conflict is resolved.

PROFESSIONAL JUDGEMENT

Although the process of determining a student's eligibility for Federal Student Aid is basically the same for all applicants, there is some flexibility. All requests for professional judgment are reviewed by the Financial Aid Appeals Committee. All requests must be documented. Below are three separate sets of circumstances where professional judgment may be exercised.

Dependency Overrides

Appeals may be made by students to change their status from dependent to independent. Please note, per U.S. Department of Education regulations, none of the conditions listed below, individually or in combination, qualify as unusual circumstances or merit a dependency override:

1. Parents refuse to contribute to the student's education,
2. Parents are unwilling to provide information on the FAFSA application or for verification,
3. Parents do not claim the student as a dependent for income tax purposes,
4. Student is able to demonstrate total self-sufficiency.

Professional Judgment/ Cost of Attendance Appeals

A student's cost of attendance determines the total amount of most types of aid that a student may receive. In some cases, SWTJC may adjust the student's cost of attendance to take into account additional costs which are not included in the normal need calculation. These circumstances could include a family's unusual medical expenses and additional costs related to school attendance for students with disabilities. These requests should be submitted to the Financial Aid Office in writing, with appropriate documentation attached. The Financial Aid Appeals committee will review cost of attendance professional judgment requests. All decisions made by the committee are final.

Professional Judgment/ Income Adjustment

An adjustment to the income amounts reported on the student's FAFSA application may be made if the student, student's spouse, or either of the student's parents (parental information is relevant to dependent students only) have been recently unemployed, or have experienced a significant decrease in income. If conditions such as these apply to a student or a student's family, they must contact the financial aid office. The Financial Aid Advisor will advise students on how to document their situation and forward the information to the Financial Aid Appeals Committee. The committee will review all professional judgment requests from students. All decisions made by the committee are final.

Frequently Requested Addresses, Telephone Numbers and Websites

Students may visit with a financial aid representative in person or via telephone at any SWTJC campus locations. The website address for Southwest Texas Junior College is www.swtjc.edu. A variety of information is located online in regards to the application process, and direct links to the FAFSA application. If students need answers right away to questions about Federal Student Aid, they may contact the Federal Student Aid Information Center between 9 a.m. and 8 p.m. (Eastern Time), Monday through Friday: 1-800-4-FED-AID (1-800-433-3243) 1-800-730-8913 TDD (for hearing impaired) The Federal Student Aid Information Center can:

- Answer questions about completing the FAFSA.
- Tell students whether a school participates in the federal student aid programs and that school's student loan default rate.
- Explain federal student aid eligibility requirements.

- Explain the process of determining financial need and awarding aid.
- Send federal student aid publications to students.
- Find out if students' federal student financial aid application has been processed.
- Send students a copy of their Student Aid Report (SAR).
- Change students' address.
- Send student's application information to a specific school.

If students have reason to suspect any fraud, waste, or abuse involving federal student aid funds, they may call 1-800-MIS-USED (1-800-647-8733), a toll-free number, which is the hotline to the U.S. Department of Education's Inspector General's Office.

FEDERAL PELL GRANTS

What is a Federal Pell Grant?

Federal Pell Grant funds are not required to be repaid like loans. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in a field such as pharmacy or dentistry). All Pell Grant awards issued by Southwest Texas Junior College reflect an award for a student that is registered for at least 12 credit hours. The Financial Aid Office adjusts the amount of Pell Grant that the student receives if the number of credit hours is below 12 credit hours. The Pell Grant will automatically be adjusted through census date.

How do I qualify?

To determine if students are eligible, the U.S. Department of Education uses a standard formula, to evaluate the information reported when they apply. The formula produces an Expected Family Contribution (EFC) number. Student Aid Report (SAR) contains this number and will tell students if they are eligible. There are many school monitored requirements that can student eligibility for Federal Pell Grant funds, including but not limited to:

- Student enrollment status, the number of credit hours they are registered for and in which instructors confirm students attend class at least once.
- Continued student enrollment within a semester, if students withdraw or are withdrawn from school they may be required to repay funds that have already been awarded to them.
- Student grades, if students do not earn at least one passing grade in a semester they may be required to repay funds that have already been awarded to them.
- The number of developmental courses students have attempted, SWTJC may only fund 30 credit hours (10 classes) of developmental work over a student's educational career. If a student is otherwise eligible for Pell Grant funds and attempts their 11th or greater developmental course, that course cannot be counted in the students' enrollment status which determines the amount of his or her Pell Grant award. These adjustments are made after the census day of each semester before final refunds are released.

Attendance

The U.S. Department of Education requires schools be able to document that students are actually in attendance to finalize their Federal Pell Grant eligibility. "If a student doesn't begin attendance in all of his or her classes, the school must recalculate the student's award based on the lower enrollment status. A student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal Pell Grant eligibility." Southwest Texas Junior College documents attendance for Federal Pell Grant purposes by way of collecting rosters from all instructors after census date. The instructors use the rosters to indicate whether a student has attended or not. Students must attend each class that they are enrolled in at least once between the first day of school and the census day of each term to be counted as being in attendance in that class for Federal Pell Grant eligibility purposes. In cases where students do not attend class at least once, Federal Pell Grant eligibility will be adjusted based on the enrollment status for the number of credits that they are actually attending. If this adjustment results in a student not having sufficient grant funds to pay for any charges or advances that they have incurred or received, that student will be responsible to pay Southwest Texas Junior College for the difference between their adjusted eligibility and the original amount of the cost of their tuition and fees as well as any advances that the student received.

How will I be paid?

SWTJC will credit Pell Grant funds to the student's school account to pay for tuition, fees and other school related costs which appear on the student's account (institutional charges). If there are any funds remaining, the student may use these funds at the Southwest Texas Junior College Bookstore to purchase books and supplies. Any excess funds may be disbursed, after completing eligibility verification. During this time the Financial Aid Office will confirm students' attendance and enrollment status. For more information in regards to the methods of receiving financial aid refunds, please review the Refund Policy under the Finance section of the Southwest Texas Junior College Catalog.

Can I receive a Federal Pell Grant if I am enrolled less than half-time?

Yes, if students are otherwise eligible. Students will not receive as much as if they were enrolled full time, but SWTJC will disburse student Pell Grant funds in accordance with the student's enrollment status.

DIRECT LOAN PROGRAM

Southwest Texas Junior College began participation in the William D. Ford Federal Direct Loan (Direct Loan) Program July 1, 2010. Students and parents who previously received loans through the Federal Family Education Loan (FFEL) Program now borrow through the Direct Loan Program. The Direct Loan Program offers the same types of loans as the FFEL Program and Direct Loans generally have the same terms and conditions as FFEL Program loans, but instead of a bank lending the money, the U.S. Department of Education (the Department) lends the money directly to students and parents through the student's school. There are also some differences in the names of the loans. The FFEL Program's Federal Stafford Loans (Subsidized and unsubsidized) are called Direct Subsidized Loans and Direct Unsubsidized Loans in the Direct Loan Program. Federal PLUS Loans are called Direct PLUS Loans.

For additional information about Direct Loans, visit studentaid.gov or contact the Student Financial Aid Office at (830) 591-7368.

FINANCIAL AID LITERACY

SWTJC Financial Aid Department makes a Loan Literacy Workshop available to students interested in pursuing a student loan to help fund their education. The workshop provides them with an overview of student loans and the student loan process so they can make an informed decision on loans and loan amounts.

DIRECT SUBSIDIZED LOAN

Federal Direct Subsidized Loans are available to students who meet certain financial-need criteria and are enrolled in at least 6 semester hours. If you qualify for this type of loan, the federal government will pay the interest on the loan while you are in school, during a six-month grace period after you leave school or fall below half-time enrollment, and during period when you are authorized to defer your loan payments.

DIRECT UNSUBSIDIZED LOAN

Federal Direct Unsubsidized Loans are available to students enrolled in at least 6 semester hours, regardless of their financial need. You are responsible for the interest that accumulates on an unsubsidized loan while you attend school, during the grace period and during any periods when you are authorized to defer your loan payments. You have the option to pay the interest during these periods or postpone payment. If you postpone payment, the interest will be added to your principle balance. This addition of interest to your principle balance is known as capitalization.

DIRECT LOAN ANNUAL LOAN LIMITS

Federal law specifies annual loan limits on Direct Loans based on your year in college and your dependency status.

If you are a dependent undergraduate student, you can borrow up to the following amounts each year for loans disbursed on or after July 1, 2008:

** \$5,500 if you are a first-year student enrolled in a program of study that is at least a full academic year (up to \$3,500 may be borrowed in subsidized loans).

** \$6,500 if you are a second-year student enrolled in a program of study that is at least a full academic year (up to \$4,500 may be borrowed in subsidized loans).

If you are an independent undergraduate student or a dependent student whose parents are unable to obtain a Federal PLUS loan, you may be able to borrow up to the following amounts each year:

** \$9,500 if you are a first-year student enrolled in a program of study that is at least a full academic year (up to \$3,500 may be borrowed in subsidized loans).

** \$10,500 if you are a second-year student enrolled in a program of study that is at least a full academic year (up to \$4,500 may be borrowed in subsidized loans).

DIRECT PARENT LOANS (PLUS)

PLUS loans are available to credit-worthy parents of undergraduate students enrolled in at least 6 core semester hours. PLUS loans are available without regard to financial need. PLUS interest is fixed at 7.08% and parents may borrow the cost of education minus any aid the child is receiving in their own name.

CAMPUS-BASED PROGRAMS

Federal Supplemental Educational Opportunity Grants

What is a Federal Supplemental Educational Opportunity Grant?

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need - that is, students with the lowest Expected Family Contribution (EFC) - and gives priority to students who receive Federal Pell Grants. FSEOG grant funds do not have to be repaid.

What is the difference between the FSEOG and Federal Pell Grant?

The U.S. Department of Education guarantees that each participating school will receive enough money to pay the Federal Pell Grants of its eligible students. There is no guarantee every eligible student will be able to receive a FSEOG; students at SWTJC are paid based on the availability of funds, first applied, first complete basis. If a student does not accept or enroll in classes, the SEOG award may be reallocated to other eligible recipients.

How much money can I get?

The common SEOG award for SWTJC is usually set at \$800.00 per semester. A student must enroll in a minimum of 6 credit hours to qualify for an SEOG award. Awards issued through the SEOG program are automatically adjusted according to enrollment status. Awards are prorated.

How will I be paid?

SWTJC will credit the SEOG Grant funds to the student's school account to pay for tuition, fees and other school related costs which appear on the student's account (institutional charges). Please reference the "How will I be paid?" section in the Pell Grant section for more information about the timing and method of payments.

FEDERAL WORK-STUDY

What is Federal Work-Study?

The Federal Work-Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to their course of study. Students interested in working on or off campus should contact the Financial Aid Office at 830-591-7368 or reference our website at www.swtjc.edu.

How much will I make?

Student Federal Work-Study salary will be at least the current federal minimum wage, but it may be higher, depending on the type of work performed and the skills required. A student's total Federal Work-Study award depends on when they applied, and their level of need.

How will I be paid?

Undergraduate students will be paid by the hour. No commission or fee may be paid to a work-study student. Students employed through the federal work-study program will be paid directly once a month.

Are Federal Work-Study jobs on campus or off campus?

Students may be assigned to work at any of the SWTJC campus locations.

Can I work as many hours as I want?

No. The amount students earn cannot exceed their total Federal Work-Study award. When assigning work hours, the financial aid office will closely monitor funds availability, eligibility requirements, class schedule and students' academic progress.

STATE AID PROGRAMS***

Texas Educational Opportunity Grant Program TEOG (formerly TEXAS Grant II)***

The purpose of the TEOG Grant Program is to provide grant aid to financially needy students enrolled in Texas public two-year colleges. The continuation of the TEOG Grant Program is subject to the approval of the Texas state legislature, and funding levels are determined yearly.

Who can apply?

Individuals who:

- Are Texas residents;
- Complete and submit a Free Application for Federal Student Aid (FAFSA)
- Show financial need;
- If applying for a first-time award, have a family contribution of no more than \$2,000;
- If male register for Selective Service;
- Are enrolled at least 1/2 time (6 semester credit hours), in the first 30 hours in an associate's degree or certificate program at a public two-year college in Texas;
- Have not been granted an associate's or bachelor's degree;

- Have not been convicted of a felony or a crime involving a controlled substance.* An individual convicted of a crime involving a controlled substance can compete for an award in this program two years after he/she has fulfilled his/her obligation to society.

***** Program funds are subject to change and are based on state funding.**

Texas Public Educational Grant (TPEG)

- For residents, nonresidents or foreign students.
- For undergraduates or graduates.
- For students attending public colleges in Texas.
- Maximum award based on individual student financial need.
- Students are awarded based on the availability of funds.

STATE AID FOR FOREIGN STUDENTS

Texas Education Code 54.07 and 54.052(j) Students who qualify as residents under Texas Education Code 54.07 and 54.052(j) may be eligible to receive Texas State Aid. For details on the requirements, please consult the Resident Status for Students sections of this catalog. Students who feel that they should be considered residents under this policy should begin the process at the SWTJC Office of Admissions and Records.

Non-Resident Texas Public Education Grant Funds

There is a very limited amount of the Non- Resident Texas Public Education Grant (TPEG) funds, which are generated from the funds that non-resident students pay for tuition at SWTJC. These funds are set aside every year to make Non-Resident TPEG awards to non-resident students. These funds are awarded each semester based on the information that applicants provide on the Non-Resident TPEG request forms. The forms contain detailed information on how to apply, including application deadlines. The forms can be requested at the Student Financial Aid Office.

Texas College Work-Study Program***

- For students attending public or non-profit independent colleges in Texas.
- For Texas residents.
- For undergraduate and graduate students enrolled at least half time.
- The number of hours of part-time work is based on the student's financial need.
- Maximum award is based on a student's need.

***Program funds are subject to change and are based on state funding.

TUITION AND/OR FEE EXEMPTIONS***

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition, or in some cases, tuition and fees.

Please refer to www.collegeforalltexans.com for a complete list of exemption programs available to Texas residents <http://www.collegeforalltexans.com/apps/financialaid/tofa.cfm?Kind=E>

*****Program funds are subject to change and are based on state funding.**

OTHER ASSISTANCE PROGRAMS

Department of Assistive and Rehabilitative Services (DARS)

The Department of Assistive and Rehabilitative Services (DARS) offers payment of tuition and other services to students who have certain physical handicaps. The Vocational Rehabilitation Division must approve the vocational

objectives selected by the student before funds are awarded. Interested applicants should contact the nearest office of the Department of Assistive and Rehabilitative Services.

Financial Aid Satisfactory Academic Progress Policy

Federal regulations mandate that a student receiving Financial Assistance under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester. Southwest Texas Junior College's Financial Aid Satisfactory Academic Progress Policy is applied consistently to all Financial Aid recipients within identifiable categories of students (such as full-time or part-time).

Students pursuing a Certificate or an Associate degree are responsible for understanding and adhering to the financial aid satisfactory academic progress policy.

Mandated by Federal and State Regulations, Satisfactory Academic Progress is measured with the following standards:

- Qualitative (Cumulative Grade Point Average),
- Quantitative (Maximum Time Frame for completion)
- Quantitative Percentage (Attempted hrs./ Earned hrs. measured by semester)

Qualitative Standard

Students will be expected to maintain the minimum academic standards as outlined in the Academic Progress Standards Section of the Southwest Texas Junior College Catalog. SWTJC uses a 4-point scale for grade point average (GPA). Students are required to have a 2.0 cumulative grade point average after each semester.

Quantitative Standard

The quantitative standard is used to accurately measure a student's progress in a program. There are two components of the quantitative standard:

1. 67% Completion Rate: Students must complete 67% of the overall course load that they register for each semester. The chart below shows credit hour totals and the number of credits that must be completed to meet this requirement. Developmental remedial course work will be counted in the 67 percent calculation after each semester.

MAXIMUM TIME FRAME

Students receiving financial aid funds will be expected to complete their SWTJC educational course of study within a reasonable time frame. The maximum time frame is 150% of the published length of the academic program or certificate (to include all transfer credit hours). Please note that whether attempted hours were earned or not has no bearing on the MTF portion of the Financial Aid Satisfactory Academic Progress Policy.

Note: Any developmental course work beyond 30 credit hours attempted will be counted in Maximum Time Frame calculations.

Example: SWTJC Associate's Degree = 62 Hours X 150% = 93 hours. 93 hours is the maximum that can be attempted for this program and receive financial aid.

TRANSFER STUDENTS

Transfer students entering SWTJC must be enrolled in a program of study which leads to a degree or certificate at SWTJC. All previous grade transcripts must be submitted to the SWTJC Office of Admissions and evaluated before financial aid may be awarded. All transfer credits evaluated will be counted towards the maximum timeframe (150% of published program) at Southwest Texas Junior College.

How are my grades evaluated under the Standards of Academic Progress?

- The students cumulative Grade Point Average (GPA) must be a 2.0 or higher to satisfy the requirements of the Qualitative Standards of the Financial Aid Satisfactory Academic Progress.
- Grades of A, B, C, D, and P earned are considered attempted and earned credit hours.
- Grades of F, W, Q, I, EW, NR, CIP, or Z will not be considered as credit hours earned for the 67 percent rule and Maximum Time Frame rule, but will be considered as hours attempted for the semester.
- Students who withdraw from the college must still maintain satisfactory academic progress regarding the 67 percent rule and Maximum Time Frame rule.

APPEAL PROCESS

Students who do not meet the standards of Southwest Texas Junior College financial aid satisfactory academic progress policy because of unusual circumstances (illness, death in the family, accidents, etc.) have the right to appeal. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. Please follow the procedure below to appeal a financial aid suspension.

- A Financial Aid Appeal form must be obtained and submitted to any SWTJC campus locations.
- Documentation supporting the extenuating circumstances must be provided to the committee with the appeal form for the committee to review.
- Appeals will either be approved or disapproved by the Financial Aid Committee. All decisions made by the committee will be considered final. The committee meets at least once a month and reviews all appeals in the order of the date that they are received.
- It is the student's responsibility to follow up with the Financial Aid Office two weeks after submitting a complete appeal form with all of the required documentation to determine the status of the appeal.

ADDITIONAL INFORMATION

Complete withdrawals and the Financial Aid Satisfactory Academic Progress Policy

A complete withdrawal from any program of study will have a negative impact on a student's financial aid academic progress. If a student withdraws from school during the semester, his or her grades for the semester will be all W's. These grades are not passing; therefore the student did not meet the 67% completion rate requirement and will be placed either on financial aid probation or suspension.

Notification of status under the FAO Satisfactory Academic Progress Policy

Students placed on FA Probation or FA Suspension will be notified via the SWTJC portal of their status after grades are submitted by instructors.

The Effect of Dropping a Course

Students who reduce their course load by dropping a course after the semester has begun risk non-compliance under the 67 percent completion rate requirements.

Transfer Hours and Maximum Time Frame

Transfer hours which have an SWTJC equivalent are counted in the Maximum Time Frame calculation.

The Effect of Financial Aid Suspension on Financial Aid Awards

Title IV Aid consists of grants and work study; therefore, all grants and work study awards will be cancelled if the student is on Financial Aid Suspension.

Consortium Agreements and the Satisfactory Academic Progress Policy

When Southwest Texas Junior College has a consortium agreement with a participating institution, the student must meet the Satisfactory Academic Progress Policy of the institution that is awarding aid.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Withdrawals

When a student who is a Title IV recipient withdraws, there are two policies related to finance that the student should be familiar with. The first is SWTJC's Tuition Refund Policy, which is located in the *Finances* section of this catalog. The second policy is the U.S. Department of Education's Return of Title IV Funds policy, which is described below. These two processes are managed by different offices and have different requirements and deadlines and can be a little confusing. If you have questions after reviewing the Financial Information section of this catalog and the Return of Title IV Funds information please contact the office that is responsible for administering the process that you have questions about. The Financial Aid Office may be reached at 830-591-7368, and the Business's Office may be reached at 830-591-7365.

Policy Summary

There are four types of Title IV funds that are affected by the return of Title IV funds policy at SWTJC. They are the Federal Pell Grant, Federal SEOG Grant, and the Federal Loan Program. The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from school. If a Title IV recipient withdraws from school after beginning attendance, the amount of aid earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post withdrawal disbursement of the earned aid that was not received.

When a student stops attending or quits attending courses

As per the Department of Education, students who do not earn at least one passing grade per semester are considered to have withdrawn from school. At Southwest Texas Junior College, if an instructor reports a student as not attending, stopped attending, irregular attendance or quit attending, student may fall into one of these categories of not completing courses.

For Example: if a student attempts three courses, withdraws from one course with a "W" and earns "Q's" for the other two courses, the SFA office would determine that this student did not complete their courses. The SFA office would be required to recalculate their eligibility and remove some of the financial aid funds that were disbursed on their student account. In most cases, students will end up owing both Southwest Texas Junior College and the U.S. Department of Education hundreds of dollars.

For students in this situation, the only relief available is related to the date when they stopped coming to school. If the student participated in a verifiable, academically-related activity past the 60 percent point of the semester (check with the Financial Aid Office for dates) and proof of this can be collected, then the Financial Aid Office does not have to perform the calculation. The Department of Education has defined acceptable academically-related activities as class attendance, examinations or quizzes, tutorials, computer-assisted instruction, academic advising or counseling, academic conferences, completing an academic assignment, paper, or project, or attending a school-assigned study group. Students may not provide documentation of these activities, it must come from either an instructor or in the case of academic advising, the Admissions Office.

Process for students who withdraw themselves

For students who go through the process of officially withdrawing themselves from school, a simple calculation is used to determine the amount of Title IV funds a student has earned as of the date he or she withdraws. The

percentage of the period completed is determined by dividing the number of calendar days completed in the semester as of the day the student withdrew, by the total number of calendar days in the semester. The total number of calendar days in a semester includes all days within the term, except for institutionally scheduled breaks of five or more consecutive days. The day the student withdrew is counted as a completed day. This percentage is multiplied by the amount of Title IV Federal Student Aid that was disbursed to the student for the semester. The result is the amount of aid that the student earned. Once the student reaches the 60 percent point in a semester, they have earned 100 percent of their Federal aid and no adjustment is required.

The process for students who are withdrawn or dropped by SWTJC

The Return of Title IV funds process is different for students who do not follow the process to officially withdraw and are withdrawn or dropped by the school. The following scenarios will warrant an enforced withdrawal and in most cases require a return of funds:

If a student does not attend class within the first three weeks of class, instructors will report this attendance and the admissions office will automatically withdraw the student.

If the student stops attending classes within the eight week of class, instructors will report this attendance and the admissions office may withdraw the student from classes.

The withdrawal date for students who have withdrawn after beginning attendance is the date that the student was withdrawn up to the 60 percent point of the semester. The percentage of aid earned by the student is determined by the withdrawal date up to the 60 percent point of the semester. If the student is withdrawn on or after the 60 percent point of the semester, the percentage used to calculate the amount of aid that the student has earned will always be 60 percent.

Return of Title IV Funds calculation resulting in money owed to Southwest Texas Junior College

If students withdraw or are enforced withdrawn from all of their classes after the 12th class day of a regular semester, SWTJC will not adjust the cost of tuition and fee. When a return of Title IV funds calculation is performed and aid that was used by the student to pay for tuition, fees, or other institutional charges is returned, the student is responsible to repay those funds to SWTJC. If the student does not pay SWTJC within 45 days, SWTJC will turn the student's account over to an outside collection agency. The debt must be repaid before the student will be allowed to register for a future semester.

Return of Title IV Funds calculation resulting in money owed to the U.S. Department of Education

Students who receive Title IV funds in excess of the costs of tuition and fees, accept the excess funds, and then withdraw or are withdrawn, may be responsible to repay some of those funds. This is a debt that is separate from any amount that a student may owe SWTJC as a result of their withdrawal from the semester. When a student owes money to the Department of Education, he or she has 45 days from the date SWTJC notifies them of the debt to pay the Department of Education. Students who want to repay the Department of Education through SWTJC should contact the Student Financial Aid Office. If the student does not pay SWTJC within 45 days, SWTJC will turn the student's account over to the Department of Education for collections. Students who have been turned over for collections may call ED Collections at 1-800-621- 3115, email them at dcshep@pearson.com, or write them at U.S. Department of Education Student Financial Assistance Programs P.O. Box 4222 Iowa City, IA 52245.

ACADEMIC SCHOLARSHIPS AWARDED THROUGH THE SCHOLARSHIP COMMITTEE

Scholarships have been provided by civic-minded individuals and organizations. A faculty committee examines all applications and submits its recommendations to the President of the college who considers them for approval. Awards are made primarily on the basis of demonstrated academic achievement and standing (high school grades and ACT or SAT scores); however, extracurricular activities, letters of recommendation, communicating and reasoning skills, financial need and educational objective may influence selection.

All students who receive academic scholarships at SWTJC must maintain “satisfactory grades” in order to continue receiving the scholarships. The term “satisfactory grades” is defined as having a 2.50 cumulative GPA (on a four point scale) and completing at least twelve semester hours each fall and spring semester. “Satisfactory grades” are defined differently for the following scholarships and a recipient should refer to the scholarship description for the correct definition: Rose Koehl Memorial, Pioneer, Pioneer for Distinguished SWTJC Students, and Vic Leon Tucker Memorial.

A student who receives an academic scholarship must enroll as a full-time student (12 semester hours or more) in order to use the academic scholarship. Students who receive the academic scholarship as entering freshmen are in effect receiving a two-year scholarship for four consecutive long semesters, if they maintain “satisfactory grades.” Students who receive the scholarship as first semester freshmen can expect to receive the scholarship for three consecutive long semesters, if they maintain “satisfactory grades.” Students who receive the scholarship as sophomores can expect to receive the scholarship for two consecutive long semesters if they maintain “satisfactory grades.”

Scholarship applications may be secured from the high school principal or by writing to the Registrar, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, Texas 78801-6297. All scholarship applications for the fall semester are due by March 15th of each year. Mail applications to the attention of the Scholarship Committee. Students applying for scholarships through the Scholarship Committee can use only one awarded scholarship; multiple awards are not allowed. The available scholarships are listed below. Some of these scholarships carry more than one student.

FRESHMEN AND SOPHOMORE SWTJC STUDENTS

Del Rio SWTJC Freshmen and Sophomore students who meet the criteria of the scholarships may apply for the following scholarships:

Academic Scholarship Committee:

C. and P. Chandler
Pioneer Scholarships for Distinguished SWTJC Students
Pioneer Discretionary Scholarship (Less than 3.5 GPA)

Del Rio Scholarship Committee:

S.D. Lindsey Memorial Scholarship
International Good Neighbor Council Scholarship

Eagle Pass SWTJC Freshmen and Sophomore students who meet the criteria of the scholarships may apply for the following scholarships:

Academic Scholarship Committee:

G.C. Bermea Scholarship
Pioneer Scholarships for Distinguished SWTJC Students
Pioneer Discretionary Scholarship (Less than 3.5 GPA)

Uvalde SWTJC Freshmen and Sophomore students who meet the criteria of the scholarships may apply for the following scholarships:

Academic Scholarship Committee:

Pioneer Scholarships for Distinguished SWTJC Students
Pioneer Discretionary Scholarship (Less than 3.5 GPA)

**Crystal City, Pearsall, Hondo and Castroville campuses are the same as Uvalde campus.*

Anna H. Baker Memorial Scholarship	\$650 per semester toward cost of attendance
The Gilbert C. Bermea Scholarship	Tuition & Fees per semester
Shirley Smallwood Brietzke Memorial Scholarship	\$650 per semester toward cost of attendance
Ross E. & Bess S. Brumfield Memorial Scholarship	\$650 per semester toward cost of attendance
Laura & Ashley Bunton Memorial Scholarship	\$650 per semester toward cost of attendance
Randolph H. Burgess Memorial Scholarship	\$650 per semester toward cost of attendance
Reva P. Burns Scholarship	Tuition & Fees per semester
Charles L. & Polly C. Chandler Scholarship	\$650 per semester toward cost of attendance
Robert W. Culp Memorial Scholarship	\$650 per semester toward cost of attendance
Estella C. Fenley Memorial Scholarship	\$650 per semester toward cost of attendance
Rodolfo R. Flores Scholarship	\$650 per semester toward cost of attendance
Sterling Harper Fly, Sr. Memorial Scholarship	\$650 per semester toward cost of attendance
Ettie Rheiner Garner Memorial Scholarship Fund	\$650 per semester toward cost of attendance
First State Bank of Uvalde –	
Fallen Officers Memorial Scholarship	\$2,000 per year toward cost of attendance
Governor Dolph Briscoe Scholarship	\$1,500 per semester toward cost of attendance
John Nance Garner Memorial Scholarship	\$1,500 per semester toward cost of attendance
Dr. Rosemarie R. Garza Memorial Scholarship	\$500 per semester toward cost of attendance
Georgie Mae Gauthier Memorial Scholarship	\$650 per semester toward cost of attendance
Lupe and Elias Hernandez Memorial Scholarship	\$650 per semester toward cost of attendance
Harry and Kathryn Hornby Memorial Scholarship	\$650 per semester toward cost of attendance
Gordon Hudson Memorial Scholarship	\$650 per semester toward cost of attendance
Rose Koehl Memorial Scholarship	\$650 per semester toward cost of attendance
Stephen Daniel Lindsey Memorial Scholarship	\$650 per semester toward cost of attendance
Los Palominos Scholarship	\$650 per semester toward cost of attendance
Mallard-Turner Memorial Scholarship Trust	Award varies
Wayne, Evalyn and Gary Matthews Memorial Scholarship	\$650 per semester toward cost of attendance
Robert R. McKinney Memorial Scholarship	\$650 per semester toward cost of attendance
Garry E. Merritt Memorial Scholarship	\$650 per semester toward cost of attendance
Will C. Miller Memorial Scholarship	\$650 per semester toward cost of attendance
A.C. & Lucille Mogford Memorial Scholarship	To be determined each year by the Scholarship Committee
Rory Scott Molloy Memorial Scholarship	\$650 per semester toward cost of attendance
Bill R. Nunley Scholarship	\$650 per semester toward cost of attendance
Pioneer Discretionary Scholarship	\$650 per semester toward cost of attendance
Pioneer Scholarship	\$800 per semester toward cost of attendance
Pioneer Scholarship for	
Distinguished SWTJC Students	\$800 per semester toward cost of attendance
Mary B. Powers Memorial Scholarship Fund	\$650 per semester toward cost of attendance
Baltasar L. Ramirez Memorial Scholarship	\$650 per semester toward cost of attendance
Eloy Reyes Memorial Scholarship	\$650 per semester toward cost of attendance
Dr. Tomas Rivera Memorial Scholarship	\$650 per semester toward cost of attendance
Juanita B. San Miguel Memorial Scholarship	\$650 per semester toward cost of attendance
McKenzie Scott Exemplary Scholarship	\$500 per semester toward cost of attendance
McKenzie Scott Exemplary Scholarship	\$1,000 per semester toward cost of attendance
Ismael Sosa, Jr. Memorial Scholarship	\$500 per semester toward cost of attendance
Spring Semester Only Scholarship	\$800 per semester toward cost of attendance
SWTJC Memorial Scholarship Fund	\$650 per semester toward cost of attendance
Vic Leon Tucker Memorial Scholarship	\$650 per semester toward cost of attendance
Uvalde Area Retired Teacher Association (UARTA) Scholarship ...	\$250 per semester toward cost of attendance
Uvalde Rotary Club Scholarship	\$250 per semester toward cost of attendance
Uvalde Rotary Club—	
John Burns Memorial Foundation	\$250 per semester toward cost of attendance
Dr. Pete and Joyce Harke Winn Scholarship	\$650 per semester toward cost of attendance
Tom and Hope Witt Memorial Scholarship	\$650 per semester toward cost of attendance
Ray & Edna Woolworth Endowment/Scholarship Fund	\$650 per semester toward cost of attendance

Anna H. Baker Memorial Scholarship

The Board of Trustees of Southwest Texas Junior College has set aside a portion of the earnings from stock in the First State Bank of Uvalde acquired by the college from the estate of Anna H. Baker, a longtime resident of Uvalde and friend of the college, to endow a scholarship fund as a memorial to the late Anna H. Baker. The recipients of the scholarship are selected by the SWTJC Scholarship Committee.

The Gilbert C. Bermea Scholarship

This scholarship recognizes the efforts, devotion, commitment, and dedication of this college educator to the Eagle Pass area residents by establishing and directing higher education programs in the Eagle Pass, Texas area. This scholarship demonstrates the appreciation for his many years of loyalty to SWTJC and for being there for the students and faculty.

An applicant for this scholarship should:

1. Meet all entrance requirements of SWTJC;
2. Be an Eagle Pass area student showing promise of success and attending the Eagle Pass campus;
3. Have a scholastic record that would justify consideration for a scholarship;
4. Pursue either an A.A. or A.A.S. degree.

This scholarship will pay tuition and fees while the student is on the scholarship.

Shirley Smallwood Brietzke Memorial Scholarship

In loving memory of Shirley Smallwood Brietzke, family and friends have established an endowment fund in order to award scholarships to deserving SWTJC students. The recipient of this scholarship will be enrolled in an Allied Health Program at SWTJC for at least 12 semester credit hours and maintain a GPA of 3.0 or higher. Preference will be given to a first generation college student.

Ross E. and Bess S. Brumfield Memorial Scholarship

This scholarship established by the SWTJC Board of Trustees honors the memory of Ross E. and Bess S. Brumfield, longtime residents of Uvalde and strong supporters of the college. The scholarship is administered by the SWTJC Scholarship Committee.

Laura and Ashley Bunton Memorial Scholarship

Established by the SWTJC Board of Trustees in memory of Laura and Ashley Bunton of Rio Frio, Texas, friends and supporters of the college. This scholarship is administered by the SWTJC Scholarship Committee.

Randolph H. Burgess Memorial Scholarship

Mr. and Mrs. Randolph Burgess of Utopia, with the assistance of the Exxon Foundation, have established a scholarship fund to assist graduates of Utopia High School attend SWTJC. Earnings from the fund are used to provide scholarships to defray the cost of the students' tuition and fees while enrolled at the college. This scholarship may be renewed for the second year of education at SWTJC if "satisfactory grades" are maintained. The recipient is selected by the SWTJC Scholarship Committee. Students from other high schools may also be awarded scholarships from this fund if recommended by the scholarship committee.

Reva P. Burns Scholarship

Former students and friends of Mrs. Reva P. Burns have established this scholarship in her honor. A longtime resident of Uvalde, Mrs. Burns was a member of the first faculty of SWTJC and a former teacher at Uvalde High School. This scholarship may be extended to the sophomore year if “satisfactory grades” are maintained. The recipient of the scholarship must be a full-time student who resides within the college district. The recipient is selected by the SWTJC Scholarship Committee.

Charles L. and Polly C. Chandler Scholarship

Charles L. Chandler and Polly C. Chandler have established a scholarship endowment. The income from this endowment is to be used as a scholarship fund. This scholarship may be extended throughout the second year if requirements are met by the student selected by the SWTJC Scholarship Committee.

A student eligible for this scholarship must:

1. Be a graduate of San Felipe Del Rio Independent School District;
2. Be enrolled in SWTJC for a minimum of twelve (12) hours per semester;
3. Maintain a 2.50 grade point average in all courses, exclusive of developmental courses;
4. Pursue an Associate degree program (A.A.) at SWTJC;
5. Be of good moral character with no record of drug abuse or alcohol abuse or disciplinary action of any kind.

Robert W. Culp Memorial Scholarship

Mr. and Mrs. Henry Culp, in loving memory of their son, Robert Culp, have established a \$5,000 scholarship fund. The interest from the endowment is used to provide scholarships for students attending SWTJC. The recipient may receive the scholarship for the freshman and sophomore years if “satisfactory grades” are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee.

Estella C. Fenley Memorial Scholarship

Estella C. Fenley was a long-time resident and nurse who lived on a ranch south of Utopia, Texas. She was noted for helping and caring for many Utopia area residents when they were sick. Mrs. Fenley was also a great admirer of the native wildlife and the natural beauty of the Texas hill country. Upon her death, a gift of \$10,000 was bequeathed to Southwest Texas Junior College and has been invested. The interest received from this endowment is set aside as a scholarship fund for graduates of Utopia High School attending Southwest Texas Junior College. This scholarship may be extended to include the second year of education if “satisfactory grades” are maintained. The recipients are selected by the Southwest Texas Junior College Scholarship Committee.

Rodolfo R. Flores Scholarship

The Rodolfo R. Flores Scholarship provides scholarships to the students of Southwest Texas Junior College. Mr. Flores was a successful lawyer and businessman and a strong supporter of Southwest Texas Junior College. He served as President of the Board of Trustees, a position he was first elected to in 1992 having served on the board of trustees since 1975. Mr. Flores graduated from Southwest Texas Junior College and was a Charter Member of Uvalde’s Eta Beta Chapter of Phi Theta Kappa, the international honor society for two-year colleges and universities. The recipient of this scholarship will be selected by the SWTJC Scholarship Committee.

Sterling Harper Fly, Sr. Memorial Scholarship

In honor and loving memory of Sterling Harper Fly, Sr., his family created an endowment fund of which the interest is to be used for memorial scholarships for deserving SWTJC students. The recipient may receive the

scholarship for the freshman and sophomore years if “satisfactory grades” are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee.

Ettie Rheiner Garner Memorial Scholarship Fund

The Honorable John N. Garner, and his son, Tully C. Garner, have given \$25,000 each, in memory of Mrs. Ettie Rheiner Garner, wife and mother, respectively. The \$50,000 endowment has been invested and the interest set aside as a scholarship fund for girls. Those eligible for half of the yearly proceeds must be born and reared in Uvalde County and graduated from a high school located in the same area. The balance is awarded without regard to residency.

First State Bank of Uvalde -- Fallen Officer Memorial Scholarship

The First State Bank of Uvalde awards one Law Enforcement Academy scholarship annually each term (fall/spring) to an accepted student enrolled in the Law Enforcement Academy. The scholarship can be used towards cost of attendance. The recipients are selected by the SWTJC Law Enforcement Academy.

First State Bank of Uvalde – Governor Dolph Briscoe Memorial Scholarship

The First State Bank of Uvalde awards two academic scholarships annually to graduates of high schools in the SWTJC district who meet all requirements set by the college. The scholarship pays tuition and fees while the student is on the scholarship. This scholarship may be extended to include the second year if “satisfactory grades” are maintained. The recipients are selected by the SWTJC Scholarship Committee.

First State Bank of Uvalde -- John Nance Garner Memorial Scholarship

The First State Bank of Uvalde awards two academic scholarships annually to graduates of high schools in the SWTJC district who meet all requirements set by the college. The scholarship pays tuition and fees while the student is on the scholarship. This scholarship may be extended to include the second year if “satisfactory grades” are maintained. The recipients are selected by the SWTJC Scholarship Committee.

Dr. Rosemarie R. Garza Memorial Scholarship

In loving memory of Rosemarie R. Garza, Ph.D., RN, M.Ed., her family has established an endowment and scholarship in her name. Dr. Garza loved education and nursing; dedicating her life to both. She worked as a nurse, clinical educator, nursing instructor, ICU director, and later established the Community Health Worker program at Uvalde Memorial Hospital. She was affectionately called “Dr. Rose” by her students and the staff at UMH, therefore her family would like this scholarship to reflect Dr. Rose’s desire to assist in the education of Registered Nurse. The recipient of this scholarship will be enrolled in the registered nurse (RN) program at SWTJC. The scholarship will be awarded for two years provided the recipient maintains a 3.5 grade point average. The recipients are selected by the SWTJC Scholarship Committee.

Georgie Mae Gauthier Memorial Scholarship

The family and friends of Georgie Mae Gauthier, a longtime resident and teacher in the Uvalde Independent School District, have established an endowment fund. The interest from this endowment is to be used as a scholarship

fund for Uvalde High School graduates majoring in education and attending SWTJC. The scholarship may be extended to the sophomore year if “satisfactory grades” are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee. The recipients are selected by the SWTJC Scholarship Committee.

Lupe and Elias Hernandez Memorial Scholarship

Lupe and Elias Hernandez, Sr., were devoted parents and advocates of higher education. In their loving memory and honor, Nena H. Ramirez has created an endowment fund whereby accumulated interest would be utilized as a memorial scholarship in her parents’ names. This scholarship may be awarded to a deserving adult student whose scholastic record meets the following criteria:

1. Must exhibit a financial need in order to pursue a college education;
2. Must enroll for at least 12 semester hours;
3. Must maintain a satisfactory scholastic record (2.50 G.P.A. or above), while attending SWTJC.

If there are no adult participants, this scholarship may be awarded to any deserving student attending SWTJC with the same stipulations mentioned above.

Harry & Kathryn Hornby Memorial Scholarship

This scholarship endowment has been established in memory of Kathryn and Harry Hornby. Mrs. Hornby served as a member of the Southwest Texas Junior College Board of Trustees from July 16, 1987 to May 21, 1992. Mr. Hornby was the owner/editor of the Uvalde Leader News and played a very active role in supporting the formation of the Southwest Texas Junior College tri-county taxing district that resulted in the creation of the college.

Gordon Hudson Memorial Scholarship

The family and friends of Gordon Hudson, a longtime resident of Uvalde and friend of SWTJC, have established an endowment fund. The interest from this endowment is to be used as a scholarship fund for students attending SWTJC. The scholarship may be extended to the sophomore year if “satisfactory grades” are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee.

Rose Koehl Memorial Scholarship

Rose Koehl was a friend and mentor to many during her 25 years as an instructor at SWTJC. Her family and friends have established this scholarship in her loving memory. Interest from this fund will be given to the student selected by the SWTJC Scholarship Committee that meets the following criteria:

1. 3.5 GPA in high school;
2. participated in at least one extracurricular activity;
3. be of good character.

The scholarship may be extended for a total of four semesters as long as the student:

1. takes a minimum of 12 hours at SWTJC each semester and maintains a 3.0 GPA;
2. is involved in extracurricular activities at SWTJC;
3. continues to be of good moral character.

Stephen Daniel Lindsey Memorial Scholarship

The Stephen Daniel Lindsey Memorial Scholarship was established in loving memory by Marilyn Casson, his mother, and Nolan and Pearl Riggs, his grandparents.

A student for this scholarship must:

1. Be admitted to the SWTJC LVN Program in Del Rio;
2. Maintain a 2.50 grade point average in all courses.

Los Palominos Scholarship

Los Palominos, Grammy-award-winning musical group, has endowed a scholarship to help needy students throughout the college service area. The recipients of this scholarship are selected by the scholarship committee.

Mallard-Turner Memorial Scholarship Trust

In honor and loving memory of her late husband Terrell B. Mallard, Estelle T. Mallard and her parents Frank and Mattie Turner, have created a perpetual scholarship fund with the First State Bank of Uvalde – Trustee. This scholarship is to provide for one or more qualified and worthy individuals who wish to pursue a college education, particularly students enrolling in any program for training nurses (vocational or otherwise). Scholarships are defined to include tuition, books, fees and similar charges, as well as other expenses deemed by the Trustee as necessary and appropriate in order to provide an education.

College faculty and the Trustee will evaluate applicant(s) for scholarship awards by taking the following into consideration:

1. evidence that the applicant(s) are in need of financial aid and deserving of assistance in order to obtain a college education;
2. grades that are satisfactory to the Trustee;
3. scholarship record that is satisfactory to the college;
4. determination to succeed.

Wayne, Evalyn and Gary Matthews Memorial Scholarship

The Wayne, Evalyn and Gary Matthews Memorial Scholarship was given by family and friends in honor of former SWTJC President Wayne Matthews, his wife Evalyn, a longtime speech instructor at SWTJC, and their son Gary. The scholarship committee will select a deserving student pursuing a degree in a technical program.

Robert R. McKinney Memorial Scholarship

The friends and family of Robert (Bob) McKinney have established a scholarship in his name. Robert McKinney was an outstanding Economics and Business instructor at Southwest Texas Junior College for 37 years. He helped many students understand the Economics, the Business World, and the Stock Market. The recipient of this scholarship has to be a Business or Economics major and will be selected by the scholarship committee.

Garry E. Merritt Memorial Scholarship

In loving memory of Garry E. Merritt, his immediate family has set up an endowment fund of \$5,000. The interest from the endowment is to be used as a scholarship fund for deserving students. The scholarship may be extended to the sophomore year if “satisfactory grades” are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee.

Will C. Miller Memorial Scholarship

The SWTJC Board of Trustees established this scholarship in memory of Will C. Miller, a Houston businessman and friend of SWTJC. The scholarship is administered by the SWTJC Scholarship Committee

A.C. & Lucille Mogford Memorial Scholarship Endowment and Scholarship Fund

The First Baptist Church of Crystal City endowed the A.C. & Lucille Mogford Memorial Scholarship. Students eligible for this scholarship must:

1. Be a SWTJC student from within the college's eleven county service area;
2. Have the desire and intent to become an educator;
3. Have a scholastic record that would justify consideration for a scholarship.

The SWTJC Scholarship Committee will determine the number and amount of scholarships to be awarded each year. If a scholarship award exceeds the total tuition and fees for an individual student, the remainder may be utilized for the purchase of books.

Rory Scott Molloy Memorial Scholarship

In loving memory of Rory Scott Molloy, his family and friends have established an endowment fund. The interest from the fund is to be used for memorial scholarships to deserving SWTJC students. The recipient may receive the scholarship for the freshman and sophomore years if "satisfactory grades" are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee.

Bill R. Nunley Scholarship

This scholarship was established to honor Bill R. Nunley, who served as a member of the Southwest Texas Junior College Board of Trustees from 1975-2000. He served as President of the Board for eight years. Mr. Nunley made an annual contribution to the college scholarship fund since becoming a board member. The Sabinal, Texas native was also a graduate of Southwest Texas Junior College and was always an avid supporter of the college. The scholarship is to be administered by the Southwest Texas Junior College Scholarship Committee.

Pioneer Scholarship

Southwest Texas Junior College Board of Trustees authorized the Pioneer Scholarship Program in 1987 for academically talented students. To be eligible to receive the scholarship, an applicant must:

1. submit application for admission and scholarship by the date stated in the invitation letter sent by SWTJC;
2. have an ACT composite score of 26 or higher, or SAT verbal and math scores combined of 1240 or higher, on file with the college;
3. enroll for at least 12 semester hours each long semester;
4. be pursuing an associate degree program (A.A. or A.A.S.) at SWTJC;
5. be a first time, entering freshman;
6. must be a resident of the state of Texas as defined for tuition purposes.

Once awarded, the scholarship is for four consecutive long-term semesters if the recipient continues to meet the following criteria. Should the number of qualified applicants for scholarships exceed the funds available, the scholarships will be awarded to the students returning their commitment the earliest. The criteria are:

1. enroll in consecutive long-term semesters;
2. maintain at least a 3.25 GPA (4.00 scale) in all college work;
3. complete a minimum of 12 semester hours during each of the long-term semesters in which the scholarship is received.

Pioneer Scholarship Fund for Distinguished SWTJC Students

Southwest Texas Junior College Board of Trustees authorized the Pioneer Scholarship Program in 1987 for academically talented students. The Pioneer Scholarship for Distinguished SWTJC students is designed to help distinguished students continue their second year of education by awarding financial assistance for two long term consecutive semesters. Should the number of qualified applicants for scholarships exceed the funds available, the scholarships will be awarded to those students having the highest GPA. To be eligible to receive this scholarship an applicant must:

1. be pursuing an associate degree program (A.A. or A.A.S.) at time of application;
2. must apply by April 1 for the following fall semester;
3. must be a resident of the state of Texas as defined for tuition purposes;
4. must have completed twenty-four semester hours at SWTJC exclusive of developmental courses with a GPA of 3.50 prior to receiving the scholarship (not prior to applying for the scholarship);
5. must enroll and complete twelve semester hours at SWTJC with a GPA of 3.25 the first semester the scholarship is received to be eligible for the second semester award;
6. must enroll for at least twelve semester hours at SWTJC during the second award.

Mary B. Powers Memorial Scholarship Fund

The late Mary B. Powers left approximately \$10,000 to SWTJC, which has been invested. The interest received from this endowment is set aside as a scholarship fund for students of SWTJC. This scholarship may be extended to include the second year of education if "satisfactory grades" are maintained. The recipients are selected by the SWTJC Scholarship Committee.

Baltasar L. Ramirez Memorial Scholarship

Baltasar L. Ramirez was a fervent supporter of higher education. In honor and loving memory of her late husband, Nena H. Ramirez has created a perpetual scholarship fund from which accumulated interest is to be utilized as a memorial scholarship. This scholarship may be awarded to a deserving Uvalde High School graduate in need of financial assistance and who exhibits a determination to succeed. The following criteria should also be considered:

1. A scholastic record that justifies consideration for a scholarship;
2. Must enroll for at least 12 semester hours;
3. This scholarship may be extended to include the second year of education if satisfactory grades are maintained, as deemed appropriate by the scholarship committee.

Eloy Reyes Memorial Scholarship

This scholarship was established by friends and family to honor Eloy Reyes, a successful businessman in New Mexico. Eloy was a distinguished graduate of Southwest Texas Junior College. The scholarship committee will award this scholarship to a student whose educational objective is business.

Dr. Tomás Rivera Memorial Scholarship

In loving memory of Dr. Tomás Rivera, his family has established a fund of which the interest is to be used for memorial scholarships for deserving SWTJC students. Dr. Rivera was born in Crystal City, Texas and was a graduate of SWTJC. He was a higher education professor, an administrator and a Chancellor at the University of California at Riverside. Dr. Rivera was a renowned author in Chicano literature and numerous presentations of formal papers. The recipient of this scholarship is selected by the SWTJC Scholarship Committee.

Juanita B. San Miguel Memorial Scholarship

In honor and loving memory of Juanita B. San Miguel, her family created an endowment fund of which the interest is to be used for scholarships to deserving SWTJC students. The recipient may receive the scholarship for the freshman and sophomore years if “satisfactory grades” are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee.

MacKenzie Scott Distinguished Scholarship

The MacKenzie Scott Distinguished Scholarship will be distributed by the SWTJC Scholarship Committee in the amount of \$500 per semester (fall/spring) for a total of \$1,000 per student.

To be eligible to receive this scholarship an applicant must:

1. Have a high school diploma or GED equivalency.
2. Enroll and complete at least twelve semester hours (6 sch. 1st 8-weeks & 6 sch. 2nd 8-weeks) at SWTJC.
3. Maintain a 2.50 grade point average in all courses, exclusive of developmental courses.
4. Have declared a major in A.A., A.S., A.A.S, or Certificate 1 or 2.

MacKenzie Scott Exemplary Scholarship

The MacKenzie Scott Exemplary Scholarship will be distributed by the SWTJC Scholarship Committee in the amount of \$1,000 per semester (fall/spring) for a total of \$2,000 per student. The scholarship is awarded to high school students from partner schools in the SWTJC dual credit program.

To be eligible to receive this scholarship an applicant must:

1. Have declared a major in A.A., A.S., A.A.S, or Certificate 1 or 2.
2. Awarded to high school students from partner schools in our dual credit program.
3. Have completed twelve semester hours at SWTJC exclusive of developmental courses with a minimum GPA of 3.50 prior to receiving the scholarship.
4. Enroll and complete at least twelve semester hours (6 sch. 1st 8-weeks & 6 sch. 2nd 8-weeks) at SWTJC with a GPA of 3.25 the first semester the scholarship is received to be eligible for the second semester award.
5. Enroll for at least twelve semester hours (6 sch. 1st 8-weeks & 6 sch. 2nd 8-weeks) at SWTJC during the second award.

Ismael Sosa Jr. Memorial Scholarship

In loving memory of Ismael Sosa, Jr., family and friends have established an endowment fund in order to award scholarships to deserving SWTJC students. The scholarship will be distributed by the SWTJC Scholarship Committee in the amount of \$500 per semester (fall/spring). The recipient of this scholarship will meet the following criteria:

1. Be enrolled for at least 12 semester hours;
2. Be in good academic standing while attending SWTJC;
3. Maintain a 3.0 GPA or higher.

Spring Semester Only Scholarship

SWTJC Freshmen and Sophomore students who did not receive a scholarship for the fall and Spring Semester of the current academic year, may apply for a one semester Spring Scholarship by completing the spring scholarship application form found on the college website. Students wanting to apply for scholarships the following year must complete the scholarship application due April 1st which is also found on the college website. Students who will have twelve hours or more college level courses with a 3.0 or higher GPA should apply for the spring semester only scholarship. Students who will have twenty-four hours or more college level courses with a 3.0 or

higher GPA should also apply for scholarships the following year (Scholarship Application Form due April 1st of each year).

SWTJC Memorial Scholarship Fund

In Memory of

Esmi Avalos
Keneth Bishop
Jimmy Burroughs
James Cowen
John Allen Davis
Christopher Tod Friederick
Adolph Gottschalk
Dolores Flores

Roy Lee & Alpha Hamm
Ed Heath
J. Lyle Hill
Wayne Hope
Hazel Jones
Boots Kothmann
E.A. Kretzchmar
Gerardo (Jerry) Mata

Gary Matthews
Wayne Matthews
R.K. Miller
Jesse T. Moreno
Dr. Tomas Rivera
Linda Word
Col. Victoria Zamarripa

The families and friends of well-known and civic-minded individuals have established a scholarship fund for the continuing remembrance of those who have done so much for the youth of our community. The interest from this fund is used to help deserving students attend SWTJC. The scholarship may be for the freshman and sophomore years if “satisfactory grades” are maintained. Applications for the scholarships should be made through the SWTJC Scholarship Committee.

Vic Leon Tucker Memorial Scholarship

In loving memory of Vic Leon Tucker, his family and friends have established a memorial scholarship to be given to a deserving graduate of Uvalde High School.

To be eligible to receive this scholarship an applicant must:

1. be a Uvalde High School graduate ranking in the top one-third of the graduating class and have a scholastic record that would justify consideration for a scholarship;
2. meet all entrance requirements of SWTJC and enroll and complete a minimum of twelve semester hours exclusive of developmental courses;
3. Maintain at least a 3.00 GPA (4.00 scale) in all college work in pursuance of an associate degree (A.A or A.A.S.) at SWTJC.

Uvalde Area Retired Teacher Association (UARTA) Scholarship

The Uvalde Area Retired Teacher Association (UARTA) awards one scholarships annually to a resident of Uvalde County planning to attend SWTJC to be a teacher. The student must be full-time in good standing and making regular progress toward an associate degree. The recipient may receive the scholarship for the freshman and sophomore years if “satisfactory grades” are maintained.

Uvalde Rotary Club Scholarship

The Uvalde Rotary Club awards two scholarships annually to students of Uvalde County who plan to attend SWTJC. The scholarship must be utilized during the school year following graduation from high school. If “satisfactory grades” are maintained by the recipient, the scholarship is usually extended to include the second year of education.

Uvalde Rotary Club – John Burns Memorial Foundation Scholarship

The Uvalde Rotary Club – John Burns Foundation Scholarship is administered as a permanent endowment by the trustees of the Uvalde Rotary Club John Burns Foundation with the earnings designated to support scholarships for students attending SWTJC. The same conditions governing the scholarships awarded annually by the Uvalde Rotary Club to students attending SWTJC governs this scholarship award.

Tom and Hope Witt Memorial Scholarship

This scholarship was established by the SWTJC Board of Trustees to honor the memory of Tom and Hope Witt, benefactors of the college and members of pioneer ranching families from the Camp Wood – Montell area. The scholarship is to be administered by the SWTJC Scholarship Committee.

Ray & Edna Woolworth Endowment/Scholarship Fund

This scholarship was established in honor of Ray & Edna Woolworth long-time residents of the area. The interest from the fund is to be used for scholarships to deserving SWTJC students with agriculture related majors. The recipient may receive the scholarship for the freshman and sophomore years if “satisfactory grades” are maintained. Applications for the scholarship should be made through the SWTJC Scholarship Committee.

OTHER SCHOLARSHIPS

(Awarded through independent scholarship committees)

Bobby Wayne Hatley Memorial Scholarship

This scholarship was established by friends and family to honor Bobby Wayne Hatley who served as a member of the Southwest Texas Junior College Board of Trustees from 1977-2004. A longtime educator from the Camp Wood area, he influenced many students to pursue higher education. He served as vice-president of the board from 1992-2004 and secretary from 1977-1992. The recipient of this scholarship will be from Camp Wood and will be selected by a special committee from Camp Wood.

The Haskell “Peanuts” Hester Memorial Scholarship

A scholarship or scholarships will be given each year to a deserving student or students selected by the executive committee and sponsors of the Rodeo Club. This scholarship(s) is given by the SWTJC Rodeo Club. The selection of the scholarship is based on citizenship, scholarship, and need. Applications should be submitted to the Rodeo Scholarship Committee.

International Good Neighbor Council Scholarship

The IGNC has established an endowment* to benefit LVN students and general education students attending the SWTJC Del Rio campus. Interest from the endowment will be given as scholarships to students who have been admitted to the LVN program or who have accumulated thirty semester hours toward a degree with a 3.0 GPA. A part-time student (six semester hours minimum) will be awarded 50% of the amount of a full-time student. Applications should be forwarded to the SWTJC Del Rio campus Scholarship Committee.

*Once the endowment reaches \$10,000, 10% of the interest earned each year is to be retained in the endowment for endowment growth.

Criteria for the scholarship award(s) shall include:

1. Must be a resident of Val Verde County or Kinney County.
2. Beginning students must be fully admitted to Southwest Texas Junior College Del Rio Campus, have an overall GPA of at least 3.0, and enrolled at least half-time during the period of award.
3. Continuing students must be in good academic and disciplinary standing at the college, have an overall GPA of at least 3.0 and enrolled at least half-time during the period of award.

John Robert and Maude Northcutt Kilpatrick Memorial Social Studies Division Scholarship

Family and friends of John Robert and Maude Northcutt Kilpatrick have contributed funds to establish this special scholarship in honor of Mr. and Mrs. Kilpatrick, the parents of Charles L.F. Pierpont, former instructor of anthropology and sociology at SWTJC. Mr. Kilpatrick gained an international reputation as a builder of flutes of gold and silver, the first completely handmade flute builder in Texas. Mrs. Kilpatrick was a long time employee of Sears, Roebuck Mail Order and a Master National Flower Show Judge.

The purpose of this scholarship is to encourage worthy students to continue their studies at Southwest Texas Junior College. To receive this scholarship, a student needs to be enrolled in the spring semester and request consideration for the award by the SWTJC Social Studies Division Scholarship Committee granting this award.

The Jason Kincaid Scholarship

This scholarship was established by friends and family to honor Jason Kincaid who served as a member of the SWTJC Agriculture program and Rodeo team. The recipient of this scholarship must be a student whose educational objective is agriculture and who is a competing member of the National Intercollegiate Rodeo Association meeting all NIRA eligibility requirements. This scholarship is given by the SWTJC Rodeo Club and selected by the Rodeo Scholarship Committee.

Kirchner Scholarship Trust Fund

The Kirchner Scholarship Trust Fund seeks to help academically oriented students with documented financial need to continue their education by awarding scholarships in the amount of \$1,000 (consecutive \$500 per long term semester). Funds from the scholarship are to help defray the cost of attending classes at SWTJC.

SWTJC students who meet the following criteria are eligible to apply:

1. are pursuing an Associate of Arts in General Studies degree at SWTJC with the goal of securing a bachelor's degree;
2. during the semester in which the award is made, are enrolled for a minimum of twelve semester hours exclusive of developmental courses;
3. have completed or will complete a minimum of 30 semester hours at SWTJC, exclusive of developmental courses, with a cumulative GPA of 3.00;
4. have established financial aid need for the semester in which the award will be made by completing the appropriate financial aid application;
5. are willing to acknowledge a moral obligation to return to the scholarship fund an amount equivalent to the amount awarded. No time limitation is designated.

Number of awards available is based on the availability of funds. Priority in awarding will be given to residents of the tri-county area of Uvalde, Real, and Zavala counties. Students must complete a minimum of twelve semester hours with a minimum GPA of 3.00 to qualify for the second semester \$500 award. Maximum

student award from this fund is \$1,000. Applications should be made directly to the SWTJC Financial Aid Office.

Phil Lyne Rodeo Scholarship

A scholarship(s) will be given each year to a deserving student(s) selected by the executive committee and sponsors of the Rodeo Club. This scholarship(s) is given by the SWTJC Rodeo Club and selected by the Rodeo Scholarship Committee. Applications should be submitted to the Rodeo Scholarship Committee.

Locke and Zaiglin Wildlife Endowment

This scholarship was established by Mr. John Locke, area ranch owner, and Bob Zaiglin, Coordinator, Wildlife Management, Southwest Texas Junior College. The recipient of this scholarship must be a student whose educational objective is to obtain an Associate of Applied Science degree in Wildlife Management at Southwest Texas Junior College by demonstrating high academic standards and a strong work ethic. The recipient of this scholarship will be selected by the Wildlife Management Department at SWTJC.

Partners

Skip and Terri McCarthy

Kenneth (Kenny) Shackelford Memorial Scholarship

This scholarship was established by friends and family to honor Kenny Shackelford who served as a member of the Southwest Texas Junior College Board of Trustees from February 2005 to April 2007. A longtime businessman and rancher from Real County, he encouraged many students to attend Southwest Texas Junior College to further their education. Awarding of this scholarship will be based on a merit or need based scholarship with preference for a student from Real County. The recipient will be selected by a member of the Shackelford family.

Scholarship for High School Graduates

Valedictorians of fully accredited Texas high schools receive scholarships, which cover the first year's tuition at SWTJC, provided they have been so certified to the State Department of Education. Recipients must enroll in the fall semester.

Showmanship Scholarship

Each year the Agricultural Management Department awards a \$200 scholarship to the winner of the showmanship award in each of the livestock county classes at the three livestock expositions in the tri-county college district. To take advantage of this award the student must attend SWTJC.

SWTJC Faculty Association

The college Faculty Association recognizes the need and desirability of recognizing outstanding academic and technical achievements. Each year the association awards four \$500 scholarships from a list of candidates who meets selective criteria. Two scholarships are awarded to students who have chosen an academic major and two scholarships are awarded to students who have chosen a technical major. Applications may be obtained from the SWTJC Faculty Association Scholarship Committee.

Uvalde Memorial Hospital “LVN Graduates – All A’s” Scholarship

This scholarship was established by Uvalde Memorial Hospital to help new LVN graduates continue their education toward their Registered Nurse degree. \$1200 is divided amount the present graduating vocational nurses who maintain an “A” average upon completion of the vocational nursing program.

Criteria for the scholarship award(s) shall include:

1. Must have graduated from the Uvalde Vocational Nursing Program for the present year; Must have an “A” (90-100) average upon graduation of the vocational nursing program.

Dr. Pete and Joyce Harke Winn Scholarship

This scholarship was established to honor Dr. Pete Winn and Joyce Harke Winn. Dr. Pete Winn was an instructor of agriculture and biology at SWTJC for 45 years and Joyce was a teacher of home economics and English for 40 years at Knippa ISD. Both were very avid promotors of education and worked diligently to maximize the learning potential from each and every student. This scholarship will be earmarked for agriculture and/or health science students. The scholarship is to be administered by the SWTJC Scholarship Committee.

1. Must pursue agriculture and/or health science;
2. Must be in good academic standing while attending SWTJC;
3. Must maintain a 3.0 GPA or higher;

The scholarship will be for \$650.00. The recipients are selected by the SWTJC Scholarship Committee.

STUDENT SERVICES

STUDENT SERVICES AND ACTIVITIES

New Student Orientation

Orientation (EDUC 1300/COLS 0300) is required for the following new students:

1. Students who have never attended college.
2. Students who have attended another college, but have completed less than 12 semester hours.
3. Students who plan to graduate from SWTJC with an Associate of Arts Degree, Associate of Applied Science Degree, or a College Certification.

New Student Orientation is offered at the Uvalde, Eagle Pass, and Del Rio campuses. Students planning to attend or who have attended classes at the Eagle Pass or Del Rio campuses must attend orientation at that campus. All other students who plan to attend or who have been attending the Uvalde campus, Crystal City campus, or any other facilities, must attend orientation at the Uvalde campus.

Transfer/Career Center

The Transfer/Career Center functions include:

1. The Career Information Center Office offers career planning, online career assessment and interpretation. The service is free to all Southwest Texas Junior College students.
2. The Transfer Information Office offers a university catalog library, transfer equivalency guides, and the Texas Common Application.

Advising Services

Advising offices provide individual attention to all prospective and current students. These services assist students in achieving educational and personal goals. Students are encouraged to make realistic choices between curricula that are specifically designed to prepare them for an occupation upon completion of course work at SWTJC and those that are designed for an extended academic education in four-year institutions.

Students are encouraged to contact their Success Coach when any of the following services are needed:

1. **Holistic Advising**
Students find help in selecting an educational objective, resolving academic difficulties and planning for further educational pursuits.
2. **Transfer Advising**
Students selecting a program of study requiring transfer to another institution will be assisted in planning course work that transfers and fulfills degree requirements.
3. **Student Wellness/Referrals**
Success Coaches are available to also assist students in personal matters. Consultations are kept confidential. When needed or requested, students are referred to specialized community resources.

There is no charge for these services and confidentiality is assured within the limits set by law. No record of visits is recorded on a student's official transcript.

International Student Services

A designated Success Coach in the Counseling Center provides all the same services to international students, including guiding them through the student visa application process.

Disability Support Services

Students with permanent disabilities who qualify for support under Section 504 of the Rehabilitation Act and Americans with Disabilities (ADA) **must self-identify and register with the DSS counselor at the campus they plan to attend.** To be eligible for disability related services, **students must have a documented disability condition as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.** Students seeking academic accommodations in their classrooms are highly encouraged to provide appropriate documentation verifying their disability from a professional who is certified. **Documents used in high school such as an Individual Education Plan (IEP), 504 Plan or A.R.D. reports will not substitute for an evaluation / report, but are valuable tools for planning accommodations. Speak to your DSS advisor on your campus about documentation for further assistance.**

To locate your DSS Success Coach, please see <https://www.swtjc.edu/academics/disability-support-services.html>

Student Success Center

<https://swtjc.edu/campus-life/student-services/student-success-center.html>

The Student Success Center provides support with the goal of increasing student success by assisting students in making a seamless transition from beginner courses to university degree completion.

The Centers provide:

- Computer access
- Peer tutoring services in all subjects (in-person and virtual)
- Individual Academic Plans (IAPs)
- Equipment and text book rentals to students

Centers are open to all SWTJC students, and are located on Uvalde, Eagle Pass, Del Rio and Crystal City campuses.

Writing Center

<https://swtjc.edu/campus-life/student-services/writing-center.html>

The Writing Center is committed to supporting student efforts to improve comprehensive writing skills. We promote success in student writing which will aid student in their quest to:

- Enter the job market
- Transfer to senior colleges and universities
- Pursue their professional and personal goals

The ultimate goal is that every student who visits the Writing Center exhibits improved writing skills when they leave, and that repeat visits to the Writing Center promote a cumulative, positive effect on student writing skills.

The Writing Center collaborates with multiple campus services and institutions, including SWTJC's Student Success Center and Sul Ross University – Rio Grande College, to promote this goal.

Testing Center

The SWTJC Testing Center is located in the R.K. Miller Technical Building. It is a test center for the following:

- Texas Success Initiative Assessment 2.0 (TSIA2)
- GED (Pearson)

- College Level Examination Program (CLEP)
- Microsoft Office Specialist (MOS)
- Accuplacer
- Texas Commission on Law Enforcement (TCOLE)
- Ability to Benefit (ATB)
- Other Exams & Services

For current test dates, times, and test requirements, visit the SWTJC website at <https://swtjc.edu/academics/testing-center/index.html>. For additional information concerning registration for one of the above tests, please call the Testing Center at (830) 591-2918.

Testing Accommodations

Examinees who wish to request special testing accommodations must contact the Tutorial and Disability Support Services Coordinator at (830) 591-2908 one month prior to testing.

Other Testing

Each student entering SWTJC is also encouraged to take the ACT test since ACT scores are required to be eligible for some scholarships at SWTJC. Other tests are available to students who would like to further explore their abilities, aptitudes, and interests. These specialized tests are available in the Career Placement and Recruitment Center.

Student Success Seminars

Seminars are designed to assist students for improvement in study and social skills, motivation, career decisions, physical well-being, and other topics. Seminars are offered in the fall and spring semesters and all SWTJC students may attend for free.

Bookstore

School adopted textbooks are available at the college bookstore. Students are expected to purchase all required books and supplies for their courses. One of the major services of the bookstore is the **Buy Back Book Policy**. During the week of final exams, the bookstore will repurchase used books if they are to be used the following semester. The **Buy Back Book Policy** for the summer sessions differs from the fall and spring semesters and students should contact the college bookstore for the **Buy Back** dates.

SWTJC Libraries

The libraries of Southwest Texas Junior College provide 24/7 online access for all SWTJC and Sul Ross-RGC students, staff, and faculty. The SWTJC libraries have a collection of more than 32,000 titles, maintain subscriptions to approximately 59 periodicals (15 print, 45 digital) and 8 newspapers. The library provides students with access to online databases, computers with internet access, a makerspace with 3D printers and musical instruments, study rooms, and a resource room.

Inter-Library Loan (ILL) requests for materials housed at other SWTJC campuses, Sul Ross State Library, and other libraries are submitted through email to bmcantu@swtjc.edu.

A valid SmartCard (student ID card) is required to check out library materials and computers.

The library web page address is <https://library.swtjc.edu>. For reference help or other library questions, email library@swtjc.edu or call 830-591-7367. Off-campus access to databases and other digital resources are available by entering the student ID number located on the SmartCard at the login prompt.

Library Hours:

Students should consult the Library website for hours of operation.

SWTJC ID Cards

SWTJC students will receive a SmartCard card upon registration. This card is used for many purposes throughout the campuses and should always be with the student. It is a closed-loop debit card that can be used to check out books at the library, pay for printing, pay fines at the library and pay for food at the cafeteria. There will also be instances when the SmartCard is used to track attendance. It is the students' responsibility to keep the ID with them at all times.

Each campus will issue the SmartCard card for students, faculty, and staff. While the first card is free, replacement cards cost \$25.00.

Students will be required to show a form of photo identification before being issued a SWTJC ID card (U.S. passport, driver license, state ID, or high school ID)

Food Services

Campus food services include both a snack bar and cafeteria in the Student Center for students, faculty, and guests. The cafeteria also provides weekly meals for students holding a room and board plan.

Recreation

There are ample opportunities for all students to participate in various programs of recreation and sports. These activities include archery, badminton, basketball, bowling, dancing, softball, swimming, football, and tennis. By paying moderate green fees, students may play golf on the beautiful municipal golf course of Uvalde. Off-campus sport activities may include: hunting (deer, turkey, and quail), fresh water fishing, and water sports (skiing, swimming, and boating).

Sports and recreational facilities available on campus are listed below:

1. Intramural Field – The College owns a regulation, fenced field on which intramural games are played.
2. Swimming Pool – The college pool, located near the gymnasium, is 30 feet by 75 feet.
3. Rodeo and Roping Arena – This modern facility is located on campus and provides opportunity for rodeo practice and school sponsored rodeo events. The arena is lighted for night use.
4. Gymnasium – A regulation basketball court and other physical education and recreation facilities are provided in the La Forge Hall Gymnasium. The downstairs Weight Room contains training equipment and free weights. The upstairs Workout Room contains a number of exercise machines and free weights. Three racquetball courts are located in the gymnasium.

Transportation Service

Transportation is offered to students in Eagle Pass, Del Rio, and Crystal City traveling to the Uvalde campus. There is a \$150.00 fee for each student per semester. The transportation is based on need determined by SWTJC.

STUDENT ACTIVITIES

Eligibility for Holding Office in Campus Organizations

In keeping with the high ethical standards of the college, the administration and faculty encourage the election of students to various offices in campus organizations who exemplify the highest personal standards of behavior. Any student who is on scholastic or disciplinary probation is not eligible to be a candidate for an office in a campus organization.

COLLEGE PUBLICATIONS

The *Southwest Texan* is the campus newspaper published by the Journalism Department as a writing/publishing laboratory for journalism students.

CLUBS AND ORGANIZATIONS

At SWTJC, there are two types of student groups. The first type is a Student Organization and the second type is a Student Club. Both types of student groups are required to register with the Student Activities Office and renew registration yearly.

Student Organization

A student organization is a group of students organized for and acting toward a particular cause. Typically organizations are institutional, departmental, or nationally affiliated.

Student Club

A club is a group of students organized with a similar interest for a social, religious, athletic, political, or other common purpose.

Registered Student Organizations

Registered Student Organizations are placed into one of the following categories based upon their interests, mission, and goals. While their mission is not required to be tied to the college mission statement, it should not conflict with the college's mission.

Academic	Cultural	Departmental	Honor
Political	Professional	Religious	Service
Special Interest	Spirit	Sport Club	

STUDENT RIGHTS AND RESPONSIBILITIES

Catalog content under this Main Heading is supplemented by material available in the Southwest Junior College *Student Handbook*.

Student Conduct

Definitions to be used in this catalog shall be as follows:

1. "Vice-President of Student Services" shall mean an administrator bearing that title, or the officer or officers directly responsible for student affairs in the college District.
2. A "student" shall mean one who is currently enrolled in the college District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the campus of any component institution.
3. The "campus" of the college District is defined as all real property over which the college District has possession and control.

Responsibility

Each student shall be charged with notice and knowledge of the contents and provisions of the college Director's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Gambling and dishonesty.
2. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
3. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

“Cheating on a test” shall include:

- a. Copying from another student’s test paper.
- b. Using test materials not authorized by the person administering the test.
- c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- f. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
- g. Bribing another person to obtain an unadministered test or information about an unadministered test.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

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

4. A student who owes a debt to the college District or who writes an “insufficient funds” check to the College District may be denied admission or readmission to the college District until the debt is paid or the check redeemed.
5. Violations of the Penal Statutes of Texas or of the United States occurring on College District property or in connection with College District-sponsored activities may also constitute violations of the College District’s rules and regulations when such violations affect the educational process and goals of the College District.
6. Possession or use of firearms on College District-controlled property except for educational purposes that have the prior approval of the appropriate Vice-President.
7. Interference with teaching, research, administration, or the College District’s subsidiary responsibilities through “disorderly conduct” or “disruptive behavior.”
8. Use of alcoholic or intoxicating beverages and use of drugs on campus not prescribed by a physician.
9. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
10. Endangering the health or safety of members of the College District community or visitors to the campus.
11. Damaging or destroying College District property.

Any student violating a Conduct policy shall be subject to discipline, including suspension.

Sexual Assault

Southwest Texas Junior College reaffirms the principle that students, faculty, and staff have a right to be free from any form of sexual offense. Sexual offenses are unlawful. They will not be tolerated.

Sexual assaults include rape, sexual battery, corruption of a minor, gross sexual imposition and public indecency.

Any student or employee who believes a sexual offense has occurred is strongly encouraged to report the matter promptly and to preserve any evidence intact.

Resident students should also report any sexual offenses to the most readily available hall director or resident assistant.

Complaints involving sexual abuse will be reported to the police who will take action pursuant to civil law. Victims should contact the police regardless of whether they intend to press charges. It is important that reporting the incident does not obligate the victims to press charges. Going to the hospital does not mean that the victim will have to press charges.

Victims should consider seeking support from a relative, resident assistant, good friend or counselor.

Complaints of sexual offense will be responded to promptly and equitably. The right to confidentiality of all members of the college community will be respected in so far as possible. Retaliation against individuals bringing complaints of sexual assault is specifically prohibited.

A victim who wishes to file an informal or formal complaint of sexual assault against a student should notify the Vice-President of Student Services, who will conduct the investigation and any hearing.

Possible sanctions for students found guilty of sexual offenses include those cited in the sanctions portion of the student conduct code in the student handbook.

Sex Offender Registration

The Texas Code of Criminal Procedure, Article 62.153 requires that: "Not later than the later of the seventh day after the date on which the person begins to work or attend school or the first date the applicable authority by policy allows the person to register, a person required to register under Chapter 62.152 or any other provision of this chapter who is employed, carries on a vocation or is a student at a public or private institution of higher education in this state shall report that fact to the authority for campus security for that institution." The SWTJC Police Department is such authority for Southwest Texas Junior College and must receive the required offender registration.

Texas Government Code 508.225 provides for a parole panel to establish a "child safety zone" applicable to a releasee under given circumstances. The panel may require as a condition of parole or mandatory supervision that the releasee not "go in, on, or within a distance specified by the panel of premises where children commonly gather, including a school, day-care facility,..."The frequent presence of children on SWTJC campuses and instructional sites requires that sex offenders on parole or probation check with their parole or probation officers to learn if an SWTJC campus or other SWTJC site has been set as a "child safety zone." Those releasees who fall under a prohibition referenced in this paragraph may take Distance Learning classes, but only if their presence on campus or on site is not required.

STUDENT EXPRESSION

First Amendment

The College District shall take no action respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Board for a redress of grievances. *U.S. Const. Amend. I*

Freedom of Speech

Students do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate. At school and school events, students have First Amendment rights, applied in light of the special characteristics of the school environment.

Student expression that is protected by the First Amendment may not be prohibited absent a showing that the expression will materially and substantially interfere with the operation of the school or the rights of others.

Protected Speech

Tinker v. Des Moines Indep. Cnty. Sch. Dist., 393 U.S. 503, 89 S. Ct. 733 (1969)

Activities such as distributing literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment. *Schenck v. Pro-Choice Network*, 519 U.S. 357, 117 S. Ct. 855 (1997) (recognizing leafleting and commenting on matters of public concern as protected speech); *Boos v. Barry*, 485 U.S. 312, 108 S. Ct. 1157 (1988) (recognizing public issue signs as protected speech); *Meyer v. Grant*, 486 U.S. 414, 108 S. Ct. 1886 (1988) (recognizing the solicitation of signatures for a petition drive as protected speech).

Limitations on Expression

The College District may prohibit expression by students if:

1. It materially and substantially interferes with school activities;
2. It materially and substantially interferes with the rights of other students or teachers; or
3. The College District can demonstrate reasonable cause to believe that the expression would engender such material and substantially interfere.

The College District shall not prohibit student expression solely because other students, teachers, administrators, or parents may disagree with its content.

Time, Place, and Manner Limitations

The College District may limit student expression in manner, place, or time by means of reasonable and equally applied regulations.

Shanley v. Northeast Indep. Sch. Dist., F.2d 960 (5th Cir. 1972) [See also CHE for use of the College District's mail system]

Medical Probation

A student may be placed on medical probation by the Vice-President of Student Services or the Health Committee. Any action of the Vice-President of Student Services or Health Committee may be appealed to the President of the college, and a final appeal may be made to the Board of Trustees.

Medical Suspension

The decision to suspend a student due to medical circumstances is made by the Vice-President of Student Services. A student may appeal his/her suspension to the President of the college.

Computer Ethics Policy

Southwest Texas Junior College has adopted a *College Code of Computer Ethics* that is published in the C P Manual and the SWTJC Student Handbook. Violations of the code are treated like any other ethical violation as outlined in the Student Handbook and applicable faculty and staff handbooks. The code is based upon information borrowed, with permission, from Iowa State University and EDUCOM, a non-profit consortium of colleges and universities committed to the use and management of information technology in higher education.

The college *Code of Computer Ethics* recognizes that respect for intellectual labor and creativity is crucial to educational activities at the college. Work produced by individuals with the help of computers should be respected for the (a) right to acknowledgement (of author), (b) right to privacy, and (c) right to determine the form, manner and terms of publication and distribution. Because electronic information is so easy to reproduce, it is especially important to be careful to adhere to copyright laws and avoid plagiarism. It is also important to only use computer facilities and access files with the owner's permission. College computing facilities are a valuable resource and should be used appropriately for educational purposes. Southwest Texas Junior College policies regarding the use of facilities and the ethics of personal behavior apply to the use of all forms of electronic communication. Certain types of communications are expressly forbidden including the random mailing of messages, sending obscene, harassing, or threatening material, or the use of the facilities for commercial or political purposes.

INTERROGATIONS AND SEARCHES

The District respects the right of students to privacy and security against arbitrary invasion of their person or property. However, school officials have a limited right to search students or their property when in the interest of the overall welfare of other students or when necessary to preserve the good order and discipline of the school.

If no search warrant is obtained:

1. Any prohibited item within "plain view" is subject to seizure.
2. Dormitory rooms may be searched if probable cause exists and only if exigent circumstances justify not obtaining a search warrant.

Areas such as lockers and desks, which are owned and controlled by the District, may be searched by school officials when they have reasonable cause to believe that stolen items or items prohibited by law or by Board policy are contained in the area to be searched. Indiscriminate searches in the nature of "fishing expeditions" shall be prohibited.

Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in internal school disciplinary proceedings against the student.

Limitation

The above policies shall not apply in the event that law enforcement authorities are involved in a search. School searches conducted with assistance from law enforcement authorities are governed by the Fourth Amendment standards that are applicable in the criminal law context.

U.S. Const., Amend IV; Speake v. Grantham, 317 F.Supp. 1253 (S.D. Miss. 1970; Smyth v. Lubbers, 398 F.Supp. 777 (W.D. Mich. 1975); Potts v. Wright, 357 F.Supp. 215 (E.D. Pa. 1973); Moore v. Student Affairs Committee of Troy State Univ., 284 F.Supp. 725 (M.D. Ala. 1968); Piazzola v. Watkins, 442 F.2d 284 (5th Cir. 1971).

INVOLVEMENT IN DECISION-MAKING

The SWTJC shall develop and implement policies that provide the students at the college with a reasonable opportunity to appear before any committee or other entity that determines whether a food service provider should be selected or retained by the college. The policies shall provide the students with a reasonable opportunity to discuss the performance of a food service provider and the students' recommendations for qualifications of food service providers.

A contract between the college and a food service provider must require the food service provider to periodically hold meetings or forums to provide the students at the college with a reasonable opportunity to discuss the performance of the food service provider.

Education Code 51.945.

CONCEALED CARRY POLICY

https://swtjc.edu/documents/academic/swtjc_chf_local_policy.pdf

STUDENT COMPLAINTS

Exclusions

Student complaints regarding discipline and sexual harassment are covered by separate procedures.

Purpose

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, age, or disability.

Representation

The student may be represented at any level of the complaint.

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chairman at Level One.

Level One

A student who has a complaint shall request a conference with the department chairman or counselor as appropriate, who shall schedule and hold a conference with the student.

Level Two

If the outcome of the conference with the department chairman or counselor is not to the student's satisfaction, the student has ten workdays to request a conference with the Vice-President for Academic Affairs or Vice-President of Student Services, as appropriate, or designee(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the department chairman or counselor.

Level Three

If the outcome of the conference with the Vice-President is not to the student's satisfaction, the student has ten workdays to request a conference with the college President or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statement required at Level Two and the date of the conference with the Vice-President.

Level Four

If the outcome of the conference with the college President or designee is not to the student's satisfaction, the student may submit to the college President a written request to place the matter on the agenda.

The college President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action is deemed appropriate.

The Board's consideration shall be used on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

Closed Meeting

If the complaint involves complaints or charges about an employee, it shall be heard by the Board in closed meeting unless the employee complained about requests it to be public.

DISCIPLINE AND PENALTIES

Authority

The District has inherent authority to maintain order and discipline students. It may discipline students for failing to abide by its standards of conduct. *Speake v. Grantham*, 317 F.Supp. 1253 (S.D. Miss. 1970)

Students who cause disorders and disrupt the school's educational environment may be disciplined. *Lansdale v. Tyler Junior College*, 318 F.Supp. 529 (E.D. Tex. 1970)

Students attending the District are subject to reasonable rules and regulations of the Board. *Foley v. Benedict*, 55 S.W.2d 805 (Tex. Comm. App. 1932); *Calbillo v. San Jacinto Junior College*, 305 F.Supp. 857 (S.D. Tex 1969)

Information presented under this Main Heading is supplemented by material in the Southwest Texas Junior College Student Handbook.

Suspension

The District may define offenses for which suspension (for the rest of the semester or for a longer period of time) may be imposed and determine whether the offense has been committed. Students are entitled to a fair notice or warning of what constitutes prohibited behavior. Students shall be given a fair opportunity to demonstrate innocence in a hearing before school officials. Students are entitled to due process in disciplinary hearings, including being given adequate notice of the hearing and definite charges in advance and the right to a fair hearing before an impartial tribunal. *Foley v. Benedict*, 55 S.W.2d 805 (Tex. Comm. App. 1932); *Cornette v. Aldridge*, 408 S.W.2d 935 (Tex. Civ. App. 1966); *Jenkins v. Louisiana State Board of Education*, 506 F.2d 992 (5th Cir. 1975); *Shamloo v. Mississippi State Board of Trustees, etc.*, 620 F.2d 515 (5th Cir. 1980)

Expulsion of Certain Foreign Students

The Board may expel from the District any student who is a citizen of a country other than the United States attending the District under a nonimmigrant visa issued by Immigration and Naturalization Service and who is finally convicted of certain offenses defined by state law. *Education Code 51.909(a)*

Hearing Committee

In cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by the Student Discipline Committee.

The Committee shall be impartial and shall be convened by the Vice President of Student Services or the college President

The hearing committee shall preside over a fair hearing for the student and the college District's administration. The student and the college District may be represented by counsel at the hearing.

Notice

The Disciplinary Committee shall notify the accused student by letter of the date, time, and place for the hearing. Unless the student and the Committee otherwise agree, the hearing shall take place within ten workdays after the date of the letter. If the student has been suspended, the hearing shall take place as soon as possible.

Contents of Notice

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights:
 - a. To be represented by counsel at the hearing;
 - b. To call witnesses, request copies of evidence in the college District's possession, and offer evidence and agreement in his or her own behalf;
 - c. To have the hearing recorded verbatim and have a stenographic digest made of the recording;
 - d. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who shall testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

Failure to Appear for Hearing

The hearing committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the hearing committee may proceed with the hearing in the student's absence.

Hearing Procedure

The hearing shall proceed as follows:

1. The hearing chairperson shall read the complaint.
2. The hearing chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the college District's case.
4. The student or representative shall present his or her defense.
5. The designated official or representative shall present rebuttal evidence.

6. The designated official or representative shall summarize and argue the college District's case.
7. The student or representative shall summarize and argue his or her case.
8. The designated official or representative shall have an opportunity for rebuttal argument.
9. The hearing committee may take the matter under advisement for 24 hours before rendering a decision. The decision shall be made by a majority vote.
10. The decision shall be communicated to the student in writing within 15 workdays of the hearing.

Evidence

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the hearing committee chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The hearing chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
2. At the hearing, the college District shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The hearing committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.
5. A tape recording shall be made of the hearing. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, a student defendant shall be given a copy of the digest. A student defendant or his or her representative may listen to the tape recording and compare it with the digest. A student defendant may, at his or her own expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.

Decision

The hearing committee shall render a written decision as to the accused student's guilt or innocence of the charges; if it finds the student guilty, it shall set forth finding of facts in support of its decision. The penalty shall also be stated in the decision. The Vice-President shall administer the penalty, if any.

Hearing Records

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record.

Types of Penalties

The hearing committee may impose one or more of the following penalties:

1. Reprimand – A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Conditional Probation – The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the college. Conditional probation may include social and behavioral restrictions, restitution for harm caused by misconduct of student, or specified community service. This probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
3. Suspension – Forced withdrawal from the college for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
4. Expulsion – Permanent forced withdrawal from the college. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.

5. When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an “F” on a particular assignment or exam. The instructor shall make a written report of the incident and of the planned action to his or her respective dean. Depending upon the seriousness of the academic misconduct, the college District may impose any of the earlier-listed punishments.

Appeal

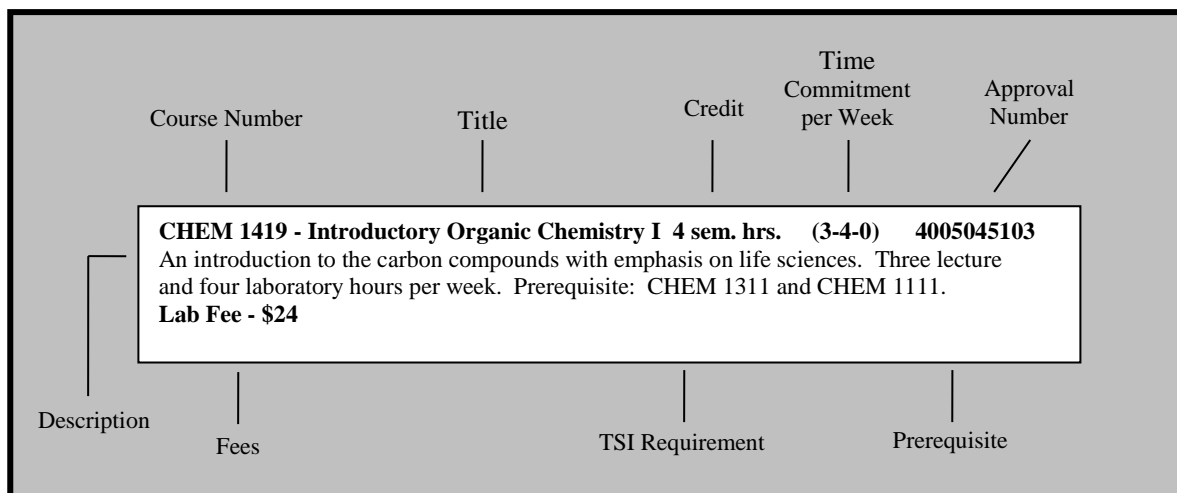
Any student disciplined pursuant to this policy may, within 15 days of receiving notice of the hearing committee’s decision, petition in writing the college President and Board to review the decision. The student’s petition shall state with particularity why the decision is believed to be incorrect or unfair. The college President or Board may, in its sole discretion, choose to allow oral argument on the petition.

Within 30 days of receiving the petition, the college President or Board may act to affirm, modify, remand, or reverse the decision. If no action is taken within 60 days, the hearing committee’s decision shall thereby be affirmed.

CURRICULA

COURSE DESCRIPTION

The course description provides much useful information about courses offered by the college. The curricula of the college are generally set forth through the course descriptions and the curriculum plans that link them together into a coherent sequence of study. The various components that make up a course description are shown in the figure and described below.



Course Number and Title

The course description begins with the course number. First are four letters representing the subject area or discipline of the course. For example ENGL means the course is in the English discipline. All courses are numbered with four digits. The first digit identifies the course level; those beginning with one are freshman courses, and those beginning with two are of sophomore rank. The second digit indicates the credit value of the course. The third and fourth digits establish the course sequence in which the course is generally taken, odd numbers being offered the first semester and even numbers the second semester. Course numbers beginning with a “zero” designate either a developmental course or a course whose credit is not considered towards certificate or degree attainment. Following the course number is the course title that succinctly describes the content of the course. SWTJC adheres fully to the Texas Higher Education Coordinating Board Common Course Numbering System. This means that the course number, title, and basic description are contained in one of two common catalogs of courses, either the Academic Course Guide Manual or the Workforce Education Course Manual. The only exception to this is a limited number of unique need courses approved by the THECB to address special curricular needs of the college.

Course Credit

The next component of the description gives the course credit to be received after successful completion of the course. College credits are usually computed on the basis of the amount of time and study devoted to complete them. A course meeting 48 lecture hours (e.g. three lecture hours per week in a semester of 16 weeks) is given three semester credit hours (SCH). Credit hours for laboratory work and external experience are evaluated by separate scales, which are developed by the Texas Higher Education Coordinating Board.

Course Time Commitment

Following the course number in a course description is a series of three numeric digits in parentheses that inform the student of the time commitment required by the course. The first digit in parenthesis to the right of the course credit indicates the number of clock hours of lecture per week. The second digit in the parenthesis indicates the number of clock hours of laboratory per week. The third digit indicates the number of external experience hours (co-op, practicum, clinical, etc. per week).

Course Approval Number

All SWTJC courses are approved by the Texas Higher Education Coordinating Board and assigned a unique number.

Course Description

Next follows the actual description of the course. It provides in a concise way the overall goals, content, and major topics to be covered. By reading the description, students can determine the subject matter of the course.

A student not meeting one or more TSI Requirement may be blocked from enrolling in a course.

Course Prerequisites, Co-requisites, and Fees

A prerequisite is a course that a student must successfully complete before enrollment in a subsequent course. A co-requisite is a course that a student must enroll for **while** taking another course, or have completed before taking the subsequent course. If a student is currently enrolled in a pre/co-requisite college level class that is blocking registration in another college level class, the advisor/success coach may check the mid-term grade and, provided it is a "C" or better, complete and sign an over-ride form

REQUIREMENTS FOR GRADUATION

Southwest Texas Junior College offers the Associate of Arts in General Studies (A.A.) degree, the Associate of Science (A.S.) degree, the Associate of Arts in Teaching (A.A.T.) degree, the Associate of Applied Science (A.A.S.) degree, and certificates. The requirements for each degree and certificate are listed with their respective programs. All students are required to take EDUC 1300 - Learning Framework; however, this course does not count toward degree requirements. Students entering college for the first time and whose scores in two or more TSI areas fall below the “college-ready” threshold must complete COLS 0300, College Success Skills, instead of EDUC1300 during their first semester of enrollment. There is a 10 year limit to the catalog used for graduation requirements.

Students failing to graduate at the expected time and completing the remaining requirements at another institution may transfer this work back to SWTJC providing the student meets the degree requirements.

Formal application for graduation can be made by contacting the SWTJC Registrar’s Office.

Students who are eligible to attend the May commencement ceremony each year are those who have completed their degree requirements in December of the previous year or who will complete their degree requirements in May or August of the current year.

Core Curriculum Requirements

Students earning an Associate of Arts, Associate of Science, or Associate of Arts in Teaching degree must complete the Core Curriculum below:

Component Area	Course Options	Required SCH
Communication	ENGL 1301 and 1302	6
Mathematics	MATH 1314, 1324, 1332, 1342, 2413	3
Life/Physical Science	BIOL 1306/1307, 1308/1309, 2401/2402; CHEM 1311,1312; PHYS 1301/1302; PHYS 2325/2326	6
Language, Philosophy, and Culture	ENGL 2322, 2323, 2327, 2328, 2332, 2333, ENGL 2351 or HUMA 1301, HUMA 1302, HUMA 1311 PHIL 1301, 2306	3
Creative Arts	ARTS 1301, 1303 and 1304 , DRAM 1310 or MUSI 1306	3
American History	HIST 1301 and 1302	6
Government/Political Science	GOVT 2305 and 2306	6
Social & Behavioral Sciences	ECON 2301 or PSYC 2301 or SOCI 1301	3
Core Component Area Option 1	SPCH 1311, 1315 or 1321	3
Component Area Option 2	BCIS 1305, PHED 1304, PSYC 2314, COSC 1301, HECO 1322 (Nutrition)	3
	NOTE: For Component Area Option 2, in addition to the courses listed, a student may also choose ANY COURSE in the Core Curriculum list above which has not already been completed to satisfy a Component Area requirement.	
Total		42

Associate of Arts in General Studies Degree

The Associate of Arts in General Studies (A.A.) degree is designed for students who plan to transfer to a senior college or university. This degree includes general education courses such as English, foreign language, history, government, mathematics, and lab science, which are considered to be core requirements for almost all baccalaureate degree programs. (*See a listing of core courses above.*)

Students should keep in mind the advantages of completing the requirements of a degree at Southwest Texas Junior College even if they are planning to transfer to another college or university to complete a baccalaureate degree. An obvious advantage of completing any degree is the fact that this action reflects commitment to a specific educational goal and success in meeting that goal. Earning an associate degree is evidence of taking one definable step beyond a high school diploma or the high school equivalency examination, and it is the minimum educational requirement for employment in certain positions in area businesses and industries.

Associate of Arts in General Studies Degree Requirements:

1. Satisfy minimum entrance requirements.
2. Complete the Core Curriculum (see Core Curriculum Requirements).
3. Complete additional academic coursework for a total of 60 semester credit hours, not including semester credit hours earned in EDUC 1300 or any developmental course.
4. Maintain a minimum grade point average (GPA) of 2.0 for all college level courses.
5. Earn at least twenty-five percent of semester credit hours at SWTJC.
6. Make formal application for graduation.
7. Must satisfy TSI (Texas Success Initiative) requirements.
8. Must follow catalog requirements of the academic year when student first enrolled at SWTJC or current catalog. There is a 10 year limit to the catalog used for graduation.

Associate of Science Degree

The Associate of Science (A.S.) degree is designed for students who plan to transfer to a senior college or university and major in science, mathematics, or engineering. This degree includes general education courses such as English, foreign language, history, government, mathematics, and lab science, which are considered to be core requirements for almost all baccalaureate degree programs. Also, it includes additional lab science and mathematics courses required in most science, mathematics, and engineering Bachelors of Science degree programs. (*See a listing of core courses above.*)

Students should keep in mind the advantages of completing the requirements of a degree at Southwest Texas Junior College even if they are planning to transfer to another college or university to complete a baccalaureate degree. An obvious advantage of completing any degree is the fact that this action reflects commitment to a specific educational goal and success in meeting that goal. Earning an associate degree is evidence of taking one definable step beyond a high school diploma or the high school equivalency examination, and it is the minimum educational requirement for employment in certain positions in area businesses and industries.

Associate of Science Degree Requirements:

1. Satisfy minimum entrance requirements.
2. Complete the Core Curriculum (see Core Curriculum Requirements).
3. Complete additional academic coursework for a total of 60 semester credit hours and not including semester credit hours earned in EDUC 1300 COLS 0300 or any developmental course. Nine additional hours from a STEM-approved course list; see below:

BIOL 1308 – Biology for Non-Science Majors I – 3 sem. hrs. (0-3-0) + BIOL 1108 – Biology for Non-Science Majors I Lab – 1 sem. hrs. (0-3-0)

BIOL 1309 – Biology for Non-Science Majors II – 3 sem. hrs. (3-0-0) + BIOL 1109 – Biology for Non-Science Majors II Lab – 1 sem. hrs. (0-3-0)

BIOL 1306 – Biology for Science Majors I = 3 sem. hrs. (3-0-0) + BIOL 1106 – Biology for Science Majors I lab – 1 sem. hrs. (0-3-0)
 BIOL 1307 – Biology for Science Majors II – 3 sem. hrs. (3-0-0) + BIOL 1107 – Biology for Science Majors II Lab – 1 sem. hrs. (0-3-0)
 BIOL 1411 – General Botany – 4 sem. hrs. (3-3-0)
 BIOL 1413 – General Zoology – 4 sem. hrs. (3-3-0)
 BIOL 2306 – Environmental Biology – 3 sem. hrs. (3-0-0)
 BIOL 2316 – Genetics – 3 sem. hrs. (3-0-0)
 BIOL 2401 – Anatomy and Physiology I – 4 sem. hrs. (3-3-0)
 BIOL 2402 – Anatomy and Physiology II – 4 sem. hrs. (3-3-0)
 BIOL 2421 – Microbiology for Science Majors – 4 sem. hrs. (3-3-0)
 CHEM 1311 – General Chemistry I – 3 sem. hrs. (3-0-0) + CHEM 1111 – General Chemistry I Laboratory – 1 sem. hrs. (0-4-0)
 CHEM 1312 – General Chemistry II – 3 sem. hrs. (3-0-0) + CHEM 1112 – General Chemistry II Laboratory – 1 sem. hrs. (0-4-0)
 CHEM 2423 – Organic Chemistry I – 4 sem. hrs. (3-4-0)
 CHEM 2425 – Organic Chemistry II – 4 sem. hrs. (3-4-0)
 PHYS 1301 – College Physics I – 3 sem. hrs. (3-3-0) _ PHYS 1101 – College Physics Laboratory I – 1 sem. hrs. (0-3-0)
 PHYS 1302 – College Physics II – 3 sem. hrs. (3-3-0) + PHYS 1102 – College Physics Laboratory II – 1 sem. hrs. (0-3-0)
 PHYS 2325 – University Physics I – 3 sem. hrs. (3-00) + PHYS 2125 – University Physics Laboratory I – 1 sem. hrs. (0-3-0)
 PHYS 2326 – University Physics II – 3 sem. hrs. (3-0-0) + PHYS 2126 – University Physics Laboratory II – 1 sem. hrs. (0-3-0)
 COSC 1301 – Introduction to Computing (3 sem. hrs. (3-1-0)
 COSC 1336 – Programming Fundamentals I – 3 sem. hrs. (2-3-0)
 COSC 1337 – Programming Fundamentals II – 3 sem. hrs. (2-3-0)
 COSC 1420 – Programming I – 4 sem. hrs. (4-0-0)
 COSC 2325 – Computer Organization and Machine Language – 3 sem. hrs. (2-3-0)
 COSC 2336 – Programming Fundamentals III – 3 sem. hrs. (2-3-0)
 MATH 1314 – College Algebra – 3 sem. hrs. (3-0-0)
 MATH 1342 – Elementary Statistical Methods – 3 sem. hrs. (3-0-0)
 MATH 2312 – Pre-Calculus Math – 3 sem. hrs. (3-0-0)
 MATH 2413 – Calculus I – 4 sem. hrs. (4-0-0)
 MATH 2414 – Calculus II – 4 sem. hrs. (4-0-0)
 MATH 2415 – Calculus III – 4 sem. hrs. (4-0-0)
 MATH 2318 – Linear Algebra – 3 sem. hrs. (3-0-0)
 MATH 2320 – Differential Equations – 3 sem. hrs. (3-0-0)

*ENGL 2311 – Technical and Business Writing – 3 sem. hrs. (3-0-0) – **Highly recommended Elective**

4. Maintain a minimum grade point average (GPA) of 2.0 for all college level courses.
5. Earn at least twenty-five percent of semester credit hours at SWTJC.
6. Make formal application for graduation.
7. Must satisfy TSI (Texas Success Initiative) requirements.
8. Must follow catalog requirements of the academic year when student first enrolled at SWTJC or current catalog. There is a 10 year limit to the catalog limit used for graduation.

Associate of Science in Engineering Science Degree

The Associate of Science in Engineering Science (ASES) degree provides students with the foundational knowledge and skills necessary for successful pursuit of a baccalaureate engineering degree. It also provides students with increased flexibility in selecting an appropriate engineering program at a participating 4-year institution and minimizes the time to completion of the baccalaureate degree for students who choose tis pathway.

Students successfully completing the SWTJC ASES degree will be accepted into selected baccalaureate engineering degree programs at partner universities and follow a specified “completion curriculum” for a baccalaureate degree.

Associate of Science in Engineering Science Degree Requirements:

1. Satisfy minimum entrance requirements.
2. Complete the academic coursework as defined on the ASES degree plan.
3. Maintain a minimum grade point average (GPA) of 2.0 for all college level courses.
4. Earn at least twenty-five percent of semester credit hours at SWTJC.
5. Make formal application for graduation.
6. Must satisfy TSI (Texas Success Initiative) requirements.
7. Must follow catalog requirements of the academic year when student first enrolled at SWTJC or current catalog. There is a 10 year limit to the catalog used for graduation.

Students earning the ASES at SWTJC only complete 27 of the 42 hours required for the General Education Core Curriculum. ASES graduates will be required to complete the remainder of the General Education Core Curriculum at their receiving (transfer) institution in order to be awarded a Bachelor’s degree.

Associate of Arts in Teaching Degree

The Associate of Arts in Teaching (AAT) degree is a Board-approved collegiate degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. There are three AAT options:

1. EC-6
2. 4-8, EC-12 Special Education
3. 8-12, EC-12 Other than Special Education

These three AAT’s can only be offered by Texas public community colleges, Lamar State College-Orange, and Lamar State College-Port Arthur, and are fully transferable to any Texas public university offering baccalaureate degree programs leading to initial teacher certification.

Students who complete the AAT will be required to meet any and all entrance requirements of the receiving university and the educator preparation program, including grade point average and/or testing requirements. While the degree is designed for transfer purposes, it also meets the “No Child Left Behind” requirements for paraprofessionals. In addition, completion of the AAT is much like that of an Associate of Arts in General Studies degree in that it may qualify students for work that requires at least an associate’s degree. Some AAT courses require field experiences in a pre-kindergarten through twelfth grade (P-12) setting.

Because of the various degree options available within the AAT, students are advised to meet with an advisor/success coach to discuss specific details of a degree plan.

Associate of Arts in Teaching Degree General Requirements

1. Satisfaction of minimum entrance requirements.
2. Complete the Core Curriculum (see Core Curriculum Requirements).
3. Complete additional academic coursework for 60 semester credit hours, not including semester credit hours earned in EDUC 1300, or any developmental course.
4. Maintain a minimum grade point average (GPA) of 2.0 for all college level courses.
5. Earn at least twenty-five percent of semester credit hours at SWTJC.
6. Make formal application for graduation.
7. Must satisfy TSI (Texas Success Initiative) requirements.
8. Must follow the current catalog requirements for specific AAT options (*See Associate of Associate of Arts in Teaching section*). There is a 10 year limit to the catalog used for graduation.

The curricula of the three degree options can be found in the section “Associate of Arts in Teaching Curricula.”

Associate of Applied Science Degree

The Associate of Applied Science degrees and certificates are Board-approved collegiate programs consisting of technical courses and integrated general education courses. Students choose among a variety of career areas and acquire skills necessary to compete in the job market.

Associate of Applied Science Degree Requirements:

1. Satisfaction of minimum entrance requirements.
2. Completion of specific program and course requirements (see Technical Programs).
3. Computer competencies must be verified by satisfactory completion of ITSC 1301, COSC 1301, or equivalent.
4. Maintain a minimum grade point average (GPA) of 2.0 for all college level courses.
5. Earn at least twenty-five percent of semester credit hours at SWTJC.
6. Make formal application for graduation.
7. Must satisfy TSI (Texas Success Initiative) requirements.
8. Must follow the catalog requirements of the academic year when the student first enrolled in the technical program or the current catalog. There is a 10 year limit to the catalog used for graduation.

Technical Certificates

Technical certificates are included in some Board-approved collegiate programs. Certificates consist of one year of technical instruction and, in some cases, integrated general education courses. Students choose among a variety of career areas and acquire skills necessary to compete in the job market.

College Certificate Program Requirements:

1. Satisfaction of minimum entrance requirements.
2. Completion of specific program and course requirements (see Technical Programs).
3. Maintain a minimum grade point average (GPA) of 2.0 for all college level courses.
4. Earn at least twenty-five percent of semester credit hours at SWTJC.
5. Make formal application for graduation.
6. Must follow the catalog requirements of the academic year when the student first enrolled in the technical program or the current catalog. There is a 10 year limit to the catalog used for graduation.

Other Certificates

The **Core Curriculum Certificate** is awarded to students who complete the Core Curriculum Requirements as outlined above. The Core Curriculum for Southwest Texas Junior College has been approved by the Texas Higher Education Coordinating Board; however, the certificate is an institutional award used to recognize this achievement and encourage continued student success.

The **Field of Study Curriculum Certificate** is awarded to students who complete the required number of semester credit hours satisfying one of the approved fields of study curricula as listed in the catalog (See Field of Study Curricula). Field of study certificates have been approved by the Texas Higher Education Coordinating Board; however, the certificate is an institutional award used to recognize this achievement and encourage continued student success.

TRANSFER PROGRAMS

Southwest Texas Junior College offers transfer programs for those students who wish to pursue a baccalaureate degree at a senior college or university. Before enrolling in courses, students should discuss their career goals with a counselor and explore the requirements for meeting those goals.

Students should consider all options and should define the requirements for each option. Those considerations should include determining whether or not the college or university offers the program of study that they plan to pursue and determining whether or not they are eligible for the program and are able to meet both admission and financial requirements.

Students should discuss test scores with a Success Coach and understand what they mean and how they may affect the selection of courses. Notice in the course descriptions section of this catalog that many courses require certain reading, writing, or mathematics skills, which are determined by the placement tests students take upon entry.

Success Coaches are available to help students determine which courses they should take as well as to plan how many courses they should take. The normal load in a spring or fall semester is five academic courses. However, students who work more than ten hours a week, have family obligations, or commute long distances, should take fewer hours.

After talking with a Success Coach, students should consider other steps involved in selecting courses and completing degree requirements. Students should consider taking review courses or developmental courses if their background is weak in certain subjects or if a long period of time has passed since they studied a particular subject. Students should take courses in the proper sequence. Some courses have prerequisites, meaning that certain courses must be completed prior to enrolling in more advanced courses.

Students who have already completed college credit at another college or university prior to enrolling at Southwest Texas Junior College must submit official transcripts to the Admissions Office. Students pursuing a degree at Southwest Texas Junior College must request that those transcripts be evaluated in order to determine which courses will transfer and apply to their educational objective, which they have selected at Southwest Texas Junior College.

TRANSFER TO SUL ROSS STATE UNIVERSITY – RIO GRANDE COLLEGE

SWTJC and Sul Ross State University – Rio Grande College not only share campuses in Del Rio, Eagle Pass, and Uvalde; we share a determination to help students complete their bachelor's degree in less time and for less cost than is possible at other colleges or universities, and without leaving home. Working together, we have created a Career Pathways Program that provides students with the information and assistance they may need to accomplish their goal of a bachelor's degree and a rewarding career. To find out more, contact an SWTJC Success Coach.

CONTINUING/WORKFORCE EDUCATION

These courses are organized to meet the special interests of citizens and businesses of the college district. Courses may be offered in academic or technical areas. These offerings do not carry academic credit in semester hours; however, the number of clock hours in a non-credit course is recorded in the Registrar's Office. The college has adopted the Commission on Colleges of the Southern Association of Colleges and Schools' recommendation of the use of the Continuing Education Unit (CEU). Under the system, ten clock hours in a short course equals one CEU.

Continuing/workforce courses may be offered in any of the communities in the service delivery area. These courses may be offered at any time, provided a sufficient number of students register for them. In state

funded courses, ten students are required to make a class. If the course is funded by tuition and fees only, 15-20 students are required to make a class.

In order to meet the needs of the community, Southwest Texas Junior College is the host for many seminars, workshops, and conferences. These are conducted in cooperation with other colleges and universities, the public schools, and community organizations.

STUDENT GUARANTEE

Academic Courses

SWTJC guarantees that students will be able to transfer any and all college level courses, with Coordinating Board Community College Academic Course Guide Manual approved numbers, to all other public supported Texas colleges and universities. In the event of transfer denial, the student will be allowed to take alternate pre-approved courses at SWTJC **tuition free**. The student will be charged for all additional costs associated with the alternate courses.

Special Conditions

1. The course must be listed in the transfer degree plan.
2. Limitations of credits accepted, grades required, relevant grade point average, and duration of transferability is determined by the receiving institution as stated in that institution's undergraduate catalog.
3. To qualify for the guarantee, the student must identify the receiving institution and the degree to be pursued at the time of registering at SWTJC.
4. If the above conditions are satisfied and a course is not accepted by the receiving institution, the student must notify the Registrar at SWTJC within ten days, so the "Transfer Dispute Resolution" process can be initiated.
5. This guarantee became effective August 24, 1992.

Technical Programs

SWTJC guarantees that students will possess the job skills necessary to perform as a productive employee in the occupational field for which they have completed the prescribed course of study. If the employer decides the student is lacking these skills, SWTJC will provide the student with additional training **tuition free**. The student will be charged for all additional costs associated with the re-training plan.

Special Conditions

1. The student must have satisfactorily completed a technical program listed in the SWTJC catalog. The graduate will apply to programs listed in the 1992-93 and subsequent catalogs.
2. The student must have completed the program within four years of the appeal request with at least 80 percent of the program content earned at Southwest Texas Junior College.
3. The student must be employed within 12 months of program completion in the area for which training was received.
4. The employer must certify in writing that the student lacks entry-level job skills and must specify the areas of deficiency within 90 days of initial employment.
5. The employer, graduate, Vice-President for Academic Affairs, Dean of Applied Sciences and appropriate faculty member will develop a written educational plan for re-training.
6. The re-training period will be limited to one semester of full-time instruction and must be completed within one calendar year.
7. This guarantee does not imply that the graduate will pass any licensing or qualifying examinations or a particular career.

ARTICULATION AGREEMENTS

An articulation agreement is a formal, systematic, written collaboration between Southwest Texas Junior College and a high school, another college, or a university. The agreement is designed to identify equivalent courses and clarify requirements for specific degree plans so students can more easily transfer between the two institutions. These agreements are updated periodically to reflect any changes in curriculum or requirements at the institutions.

2 + 2 Degree Plans are the heart of the college-level articulation agreements. A 2 + 2 Degree Plan involves two years of academic study at SWTJC and two years at a university. Articulation Agreements with 2 + 2 Degree Plans are currently in place between Southwest Texas Junior College and some colleges and universities. For specific information, call or visit a college advisor/success coach.

Southwest Texas Junior College courses are transferable to colleges and universities. SWTJC Advisors/Success Coaches utilize transfer equivalency guides and catalogs available from most universities in Texas in order to advise students.

TRANSFER DISPUTE RESOLUTION GUIDELINES

The following guidelines and definitions are established to clarify and enhance Paragraph 6 of Chapter 5, Sub-Chapter A, Section 5.4 of the Texas Higher Education Coordinating Board rule, pertaining to *Transfer Curricula and Resolution of Transfer Disputes of Lower-Division Courses*.

Definitions

The definitions listed below were established by the Texas Higher Education Coordinating Board and will serve as criteria to resolve legal questions as specified in Chapter 61, Sub-Chapter C, Section 1.23 of the Education Code Section 61.078. The publications, *Transfer of Credit Policies and Curricula of the Texas Higher Education Coordinating Board and Community College General Academic Course Guide Manual: A Manual of Approved General Academic Transfer Courses of State Appropriations for Texas Public Community Colleges*, are the references of this issue: **The following criteria for lower-division and upper-division course credit were adopted by the Task Force to Update the Academic Course Guide Manual.**

- a. Criteria for Lower-Division Course Credit
Lower-Division (Baccalaureate/Associate Degree) Courses

Courses offered in the first two years of college study are those which:

1. are identified by a majority of public four-year undergraduate institutions in the state as courses intended to comprise the first two years of collegiate study, **and**
2. stress development of disciplinary knowledge and skills at an introductory level; **or**
3. include basic principles of verbal, mathematical, and scientific concepts associated with an academic discipline.

- b. Criteria for Upper-Division Course Credit
(Baccalaureate) Courses

Courses offered only in the third or fourth year of a baccalaureate program are those which:

1. are identified by a majority of public four-year undergraduate institutions in the state as courses intended to comprise the third or fourth year of post-secondary study, **and**
2. involve theoretical or analytical specialization beyond the introductory level; **or**
3. require knowledge and skills provided by previous courses for successful performance by students.

c. Free Transferability

Lower-division courses included in the *Academic Course Guide Manual* and specified in the definition of “Lower-Division Course Credit” shall be freely transferable to and accepted as comparable degree credit by a Texas public institution of higher education, where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Coordinating Board publication, *Community College General Academic Course Guide Manual – A Manual of Approved General Academic Transfer Courses for State Appropriations to Texas Public Community Colleges* (revised 2014). Specifically excluded are courses designated as vocational, ESL/ESOL, technical, developmental or developmental courses listed as “basic skills.”

For senior institutions, lower-division courses that have the same course content and CIP codes as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL/ESOL, technical, or developmental courses. Within the spirit of the law, it is realized that differences in interpretation of “same course content” may generate disputes.

d. Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a candidate for dispute, the course(s) in question must be offered by the receiving institution denying the credit, or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the *Community College General Academic Course Guide Manual*, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution’s denial of credit.

Instructions for Completing the “Transfer Dispute Resolution” Form

Texas Administrative Code Title 19, Part 1, Chapter 4, Subchapter B, Rule 4.27 governs the procedure for resolution of course/credit hour transfer disputes.

1. The sending institution whose credit has been denied, or the student working through the sending institution, must initiate the dispute. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of 45 calendar days for the resolution of the dispute by the sending and receiving institutions.
2. In all disputes, the Texas Higher Education Coordinating Board (THECB) form, CB-TDR “Transfer Dispute Resolution,” must be completed to initiate dispute action. The form will provide notification and documentation of resolution of the dispute or initiate action on the part of the Commissioner to resolve the dispute.
3. The “Transfer Dispute Resolution” form must be completed and forwarded to the receiving institution within 15 calendar days after the evaluation has been submitted to the student.
4. The forms will be available in the chief academic officer’s (CAO) or designee’s office. The student and the CAO of the sending institution will complete appropriate sections of the form, retain copies of the form, and forward it to the CAO of the receiving institution.
5. The CAO or designee of the receiving institution will either resolve the dispute and complete the disputed resolved section of the “Transfer Dispute Resolution” or not resolve the dispute and complete other sections of the form. In either case, the receiving institution will forward copies of the form to the student, the sending institution, and the Commissioner of Higher Education.
6. Failure by the receiving institution to notify the Commissioner in writing, as specified above, within five working days after the 45 calendar day requirement, will allow the student or sending institution to send written notification to the Commissioner and may result in “automatic” acceptance of the credit by the institution which originally denied the credit.

7. When it is required that the Commissioner or his/her designee resolve the dispute, the resolution will be so designated on the form and copies sent to all parties. Both institutions will maintain form files and the Coordinating Board will maintain a file of all resolutions by institutions.

Disputes vs. Problems

Problems that occur during the transfer process will not always be categorized as disputes, and will not follow dispute procedures and guidelines. Problems are clearly within the jurisdiction of the receiving institution. Problems may include, but are not limited to, these situations:

1. A student may lose credit hours or have to take additional lower-level credit hours when he or she changes majors.
2. Students may not decide which upper-level/senior institutions they will attend to complete their degree until after they have completed significant lower-level course work. Courses taken may not apply or transfer to the institution selected.
3. A student may take more than 60 lower-level credit hours.
4. A student may have received unsatisfactory grades in lower-level courses.
5. The student may take vocational, technical, or developmental courses that are not defined as general academic courses.
6. Compliance with external accrediting agencies, newly enacted legislation, and changes in Texas Education Agency or Coordinating Board regulations may invalidate courses students have already completed.
7. Students may take more credit hours in a course category than will transfer. Examples include activity hours in physical education, choir, band, etc.
8. Institutions may not accept work that is considered too old.
9. The student may repeat courses to raise grade point averages. Duplicate credit would not be accepted.

**TRANSFER DISPUTE RESOLUTION FORM
TEXAS HIGHER EDUCATION COORDINATING BOARD**

This form is to be completed in accordance with the rules and guidelines of the Texas Higher Education Coordinating Board in regard to transfer disputes (Chapter 5, Subchapter A, Section 5.4, Paragraph 6). Definitions, instructions, and examples of "Problems vs. Disputes" are contained in the instructions to Courses: *Transfer Curricula and Resolution of Transfer for Lower-Division Courses*:

This form shall be initiated at the institution which disputed credit was earned (the sending institution). With regard to time frames, all references to "days" are to calendar days unless otherwise noted.

Sending Institution:

Institution: _____
Address: _____
Chief Academic Officer (CAO): _____
Telephone #: _____ FAX #: _____
Date of Denial Notification: _____
Course(s) Denied: _____
Challenge of the Denial: *(use additional pages if needed)* _____

Student whose Credit is Denied:

Name: _____
I.D. #: _____ Telephone #: _____
Address: _____
Major: _____ Level/Classification: _____

Receiving Institution:

Institution: _____
Address: _____
Chief Academic Officer (CAO): _____
Telephone #: _____ FAX #: _____
CAO Signature: _____
Sending Institution: _____
Date: _____

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Dispute Not Resolved:

Course(s) Denied: _____

Reason: _____

CAO Signature: _____

Denying Credit: _____

Date: _____

Dispute Resolved:

Resolution: _____

CAO Signature: _____

Institution Denied: _____

Institution Denying: _____

Date: _____

Disputes Not Resolved:

Commissioner's Resolution: _____

Commissioner's Signature: _____ Date: _____

Copies:

- Student
- CAO Institution whose credit was denied
- CAO Institution denying credit
- Commissioner of Higher Education

Please submit to:

Commissioner of Higher Education
Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, Texas 78711

ASSOCIATE OF ARTS IN TEACHING CURRICULA

In July 2003, members of an ad-hoc advisory committee met with Texas Higher Education Coordinating Board staff to discuss the feasibility and desirability of developing an Associate of Arts in Teaching (AAT) degree that would be fully transferable from Texas public community colleges to universities having education preparation programs.

A 23 member Teacher Certification Field of Study Advisory Committee (11 members from public community colleges, 11 members from public universities, and one middle school principal) met on three separate occasions to develop recommendations for three fields of study curricula leading to an AAT.

In February 2009, the CB staff organized a work group representing public two-year and four-year institutions as well as public school personnel to advise staff on possible changes. After a public comment period, their recommendations were presented to the Coordinating Board and adopted as submitted on April 30, 2009.

The revised AAT curricula include:

- EC-6
- 4-8, EC-12 Special Education
- 8-12 - EC-12 Other than Special Education

Because of the numerous options available to the student who chooses to pursue a degree in teaching, it is strongly recommended that an appointment with a counselor be one of the first steps a student should take. The suggested plans of study presented in the catalog can give a student the approximate time necessary to obtain an Associate of Arts in Teaching Degree. The length of time can be reduced if the student is willing to take courses during the summer semesters.

Southwest Texas Junior College adopted the changes to the associate's degree. The abbreviations used when describing a degree plan can sometimes cause confusion. Here are the commonly used abbreviations for the Associate of Arts in Teaching Degree. The explanation is in parentheses.

AAT (Associate of Arts in Teaching)

EC (Early Childhood)

EC-6 (This is used to indicate a student's plans to teach Early Childhood classes such as Pre-K and Kindergarten through Sixth Grade. A student who receives an AAT – EC-6, plans to teach those types of classes in a public school after receiving a baccalaureate degree in education and passing the teacher certification tests for Texas).

EC-12 (Similarly to the previous explanation, the student plans to teach Early Childhood classes such as Pre-K and Kindergarten through Twelfth Grade. This is a wide range of classes and is usually chosen by a student who wants to specialize in Special Education or perhaps academic fields like Art, Music, or Physical Education. Notice that there are different certification categories for **EC-12 Special Education** and **EC-12 Other than Special Education**).

4-8 (Fourth Grade through Eighth Grade)

6-12 (Sixth through Twelfth Grade)

7-12 (Seventh through Twelfth Grade)

8-12 (Eight through Twelfth Grade)

SCH (Semester Credit Hours – these are the hours that count as “credit” toward a student's degree and are usually based on the number of hours the student meets for class during a week, including Lab Hours or field Experience Hours).

The specific curricula for these degree options follow:

ASSOCIATE OF ARTS IN TEACHING: EC-6

AAT Components – Total: 60 SCH

- Completed core curriculum (42 SCH) PLUS:
- MATH 1350, MATH 1351, or equivalent (6 SCH)
- Additional science beyond the core curriculum (6 SCH)
- EDUC 1301, EDUC 2301 (6 SCH)

EC-Grade 6 Certification (areas)

- EC-6 Generalist
- EC-6 Bilingual Generalist
- EC-6 ESL Generalist
- EC-6 other content area teaching fields/academic disciplines/interdisciplinary TBA

(Suggested Sequence of Courses for Associate of Arts in Teaching: EC-6 Generalist)

First Semester

		<u>Lec</u>	<u>Lab</u>	<u>Ext</u>	<u>Cont</u>	<u>Cred</u>	<u>See</u>
		<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Note</u>
EDUC 1300	Learning Framework	3	0	0	48	3	1
or							
COLS 0300	College Success Skills	2	2	0	64	3	1
	Introduction to Teaching						
EDUC 1301	Profession	3	0	1	64	3	
ENGL 1301	Composition I	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
HIST 1301	United States History I	3	0	0	48	3	
COSC 1301	Introduction to Computer Science	2	4	0	96	3	
		<u>14</u>	<u>7</u>	<u>1</u>	<u>352</u>	<u>16</u>	<u>2</u>

- Notes: 1. Required by local policy for all new students.
2. EDUC 1300 and COLS 0300 do not count toward degree requirements.

Second Semester

		<u>Lec</u>	<u>Lab</u>	<u>Ext</u>	<u>Cont</u>	<u>Cred</u>	<u>See</u>
		<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Note</u>
EDUC 2301	Intro to Special Populations	3	0	1	64	3	
ENGL 1302	Composition II	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
HIST 1302	United States History II	3	0	0	48	3	
MATH 13XX	MATH 1314, 1324, 1332, OR 1342	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>	
		<u>15</u>	<u>3</u>	<u>1</u>	<u>304</u>	<u>16</u>	

Third Semester

		<u>Lec</u>	<u>Lab</u>	<u>Ext</u>	<u>Cont</u>	<u>Cred</u>	<u>See</u>
		<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Note</u>
GOVT 2305	Federal Government	3	0	0	48	3	
ELECTIVE	Creative Arts	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
MATH 1350	Fundamentals of Math I or equivalent	3	0	0	48	3	
ELECTIVE	Humanities and Fine Arts	3	0	0	48	3	
		<u>15</u>	<u>3</u>	<u>0</u>	<u>288</u>	<u>16</u>	

Fourth Semester

		<u>Lec</u>	<u>Lab</u>	<u>Ext</u>	<u>Cont</u>	<u>Cred</u>	<u>See</u>
		<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Note</u>
GOVT 2306	Texas Government	3	0	0	48	3	
ELECTIVE	Speech	3	0	0	48	3	
MATH 1351	Fundamentals of Math II or equivalent	3	0	0	48	3	
ELECTIVE	Social /Behavioral Sciences	3	0	0	48	3	
		<u>12</u>	<u>0</u>	<u>0</u>	<u>192</u>	<u>12</u>	
GRAND TOTAL					1136	60	

ASSOCIATE OF ARTS IN TEACHING: 4-8; EC-12 SPECIAL EDUCATION

AAT Components – Total: 60 SCH

- Completed core curriculum (42 SCH) PLUS:
- Math 1350, MATH 1351 or equivalent (6 SCH)
- Additional science beyond the core curriculum (6 SCH)
- EDUC 1301, EDUC 2301 (6 SCH)

Grades 4-8 Certification (areas)

- 4-8 Generalist
- 4-8 Bilingual Generalist
- 4-8 ESL Generalist
- 4-8 English Language Arts & Reading
- 4-8 English Language Arts & Reading and Social Studies
- 4-8 Mathematics
- 4-8 Science
- 4-8 Mathematics and Science
- 4-8 Social Studies
- 4-8 other component area teaching fields/academic disciplines/interdisciplinary TBA

EC-Grade 12 Special Education Certification

- EC-12 Special Education
- EC-12 other Special Education certificates TBA (i.e. Teacher of the Deaf and Hard of Hearing)

First Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
EDUC 1300	Learning Framework	3	0	0	48	3	1
or							
COLS 0300	College Success Skills	2	2	0	64	3	1
EDUC 1301	Introduction to Teaching Prof.	3	0	1	64	3	
ENGL 1301	Composition I	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
HIST 1301	United States History I	3	0	0	48	3	
COSC 1301	Introduction to Computing	2	4	0	96	3	
		<u>14</u>	<u>7</u>	<u>1</u>	<u>352</u>	<u>16</u>	<u>2</u>
							<u>2</u>

- Notes: 1. Required by local policy for all new students.
2. EDUC 1300 and COLS 0300 do not count toward degree requirements.

Second Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
EDUC 2301	Introduction to Special Populations	3	0	1	64	3	
ENGL 1302	Composition II	3	0	0	48	3	
HIST 1302	United States History II	3	0	0	48	3	
MATH 13XX	MATH 1314, 1324, 1332 or 1342	3	0	0	48	3	
ELECTIVE	Lab Science	<u>3</u>	<u>3</u>	<u>0</u>	<u>96</u>	<u>4</u>	
		15	3	1	304	16	

Third Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
GOVT 2305	Federal Government	3	0	0	48	3	
ELECTIVE	Creative Arts	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
MATH 1350	Fundamentals of Math I or equivalent	3	0	0	48	3	
ELECTIVE	Humanities & Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>	
		15	3	0	288	16	

Fourth Semester

		<u>Lec</u>	<u>Lab</u>	<u>Ext</u>	<u>Cont</u>	<u>Cred</u>	<u>See</u>
		<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Note</u>
GOVT 2306	Texas Government	3	0	0	48	3	
ELECTIVE	Speech	3	0	0	48	3	
MATH 1351	Fundamentals of Math II or equivalent	3	0	0	48	3	
ELECTIVE	Social/Behavioral Science	3	0	0	48	3	
		<u>12</u>	<u>0</u>	<u>0</u>	<u>192</u>	<u>12</u>	
GRAND TOTAL					1136	60	

ASSOCIATE OF ARTS IN TEACHING: 6-12, 7-12, 8-12, EC-12 OTHER THAN SPECIAL EDUCATION

AAT Components – Total: 60 SCH
 Completed core curriculum (42 SCH) PLUS:
 EDUC 1301, EDUC 2301 (6 SCH)
 Content area teaching fields/academic disciplines (12 SCH)

Grades 8-12 Certification (areas)

- 7-12 History
- 7-12 Social Studies
- 7-12 Mathematics
- 7-12 Life Sciences
- 6-12 Physical Sciences
- 7-12 Science
- 7-12 English Language Arts & Reading
- 8-12 Computer Science
- 8-12 Technology Applications
- 8-12 Health Science Technology Education
- 7-12 Speech
- 7-12 Journalism
- 6-12 Business Education
- 8-12 Marketing Education
- 8-12 Mathematics & Physics
- 6-12 Agricultural Sciences and Technology
- 6-12 Technology Education
- 6-12 Family and Consumer Sciences
- 8-12 Dance
- 8-12 Mathematics & Physical Science & Engineering
- 8-12 Human Development and Family Studies
- 8-12 Hospitality, Nutrition, and Food Sciences
- 7-12 Other content area teaching fields/academic disciplines TBA (i.e., Chemistry)

EC-Grade 12 Certification other than Special Education

- EC-12 Music
- EC-12 Physical Education
- EC-12 Art
- EC-12 Health
- EC-12 Theatre Arts

- EC-12 Technology Applications
- EC-12 Languages other than English
- EC-12 Other non-special education fields

First Semester

		<u>Lec Hrs</u>	<u>Lab Hrs</u>	<u>Ext Hrs</u>	<u>Cont Hrs</u>	<u>Cred Hrs</u>	<u>See Note</u>
EDUC 1300	Learning Framework	3	0	0	48	3	1
or							
COLS 0300	College Success Skills	2	2	0	64	3	1
EDUC 1301	Introduction to Teaching Prof.	3	0	1	64	3	
ENGL 1301	Composition I	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
HIST 1301	United States History I	3	0	0	48	3	
COSC 1301	Introduction to Computing	2	4	0	96	3	
		<u>14</u>	<u>7</u>	<u>1</u>	<u>352</u>	<u>16</u>	<u>2</u>
							2

- Notes: 1. Required by local policy for all new students.
2. EDUC 1300 and COLS 0300 do not count toward degree requirements.

Second Semester

		<u>Lec Hrs</u>	<u>Lab Hrs</u>	<u>Ext Hrs</u>	<u>Cont Hrs</u>	<u>Cred Hrs</u>	<u>See Note</u>
EDUC 2301	Introduction to Special Populations	3	0	1	64	3	
ENGL 1302	Composition II	3	0	0	48	3	
HIST 1302	United States History II	3	0	0	48	3	
MATH 13XX	MATH 1314, 1324, 1332, or 1342	3	0	0	48	3	
ELECTIVE	Lab Science	3	3	0	96	4	
		<u>15</u>	<u>3</u>	<u>1</u>	<u>304</u>	<u>16</u>	

Third Semester

		<u>Lec Hrs</u>	<u>Lab Hrs</u>	<u>Ext Hrs</u>	<u>Cont Hrs</u>	<u>Cred Hrs</u>	<u>See Note</u>
ELECTIVE	Creative Arts	3	0	0	48	3	
GOVT 2305	Federal Government	3	0	0	48	3	
ELECTIVE	From Content Area Teaching Fields/Academic Disciplines	3	0	0	48	3	
ELECTIVE	From Content Area Teaching Fields/Academic Disciplines	3	0	0	48	3	
ELECTIVE	From Content Area Teaching Fields/Academic Disciplines	3	0	0	48	3	
		<u>15</u>	<u>0</u>	<u>0</u>	<u>240</u>	<u>15</u>	

- Notes: 3. Chosen from student's chosen teaching certification area.

Fourth Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
GOVT 2306	Texas Government	3	0	0	48	3	
ELECTIVE	Speech	3	0	0	48	3	
ELECTIVE	From Content Area Teaching Fields/Academic Disciplines	3	0	0	48	3	
ELECTIVE	EDUC 1100	1	0	0	16	1	
ELECTIVE	Social/Behavioral Sciences	3	0	0	48	3	
		<u>13</u>	<u>0</u>	<u>0</u>	<u>208</u>	<u>13</u>	
	GRAND TOTAL				1104	60	

FIELD OF STUDY CURRICULA

In 1997, the 75th Texas Legislature enacted Senate Bill 148, which defined a field of study curriculum as a “set of courses that will satisfy the lower division requirements for a bachelor’s degree in a specific academic area at a general academic teaching institution.”

The following approved field of study curricula function very much like the core curriculum. If a student satisfactorily completes the lower-division courses that make up an approved field of study curriculum and subsequently transfers to another institution to pursue a bachelor’s degree in the applicable major, the courses transfer as a block and substitute for the lower-division requirements in the major at the receiving institution. Students who satisfactorily complete only part of the field of study curriculum can transfer the courses completed and receive credit in the field of study. However, the receiving institution can require transfer students to complete the remaining lower-division courses.

Key to Degree Plan Abbreviations:

Lec Hrs	Lecture Hours
Lab Hrs	Laboratory Hours
Ext Hrs	External (Cooperative, Clinical, Internship) Hours
Cont Hrs	Contact Hours
Cred Hrs	Credit Hours

Field of Study Curriculum: Business

Leading to the Bachelor of Business Administration (BBA) or Bachelor of Arts (BA) or Bachelor of Science (BS) with a major in business, including all business specializations.

First Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
EDUC 1300	Learning Framework	3	0	0	48	3	1
or							
COLS 0300	College Success Skills	2	2		64	3	1
ENGL 1301	Composition I	3	0	0	48	3	
ACCT 2401	Principles of Accounting I - Financial	3	3	0	96	4	
HIST 1301	United States History I	3	0	0	48	3	
BCIS 1305	Business Computer Applications	2	4	0	96	3	
MATH 1324	Mathematics for Business & Social Science I	3	0	0	48	3	
		—	—	—	—	—	2
		14	7	0	336	16	2

- Notes: 1. Required by local policy for all new students.
2. EDUC 1300 and COLS 0300 do not count toward degree requirements.

Second Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
ENGL 1302	Composition II	3	0	0	48	3	
ACCT 2402	Principles of Accounting II - Managerial	3	3	0	96	4	
MATH 1325	Mathematics for Business & Social Sciences II	3	0	0	48	3	
HIST 1302	United States History II	3	0	0	48	3	
		<u>12</u>	<u>3</u>	<u>0</u>	<u>240</u>	<u>13</u>	

Third Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
GOVT 2305	Federal Government	3	0	0	48	3	
SPCH 1321	Business & Professional Communication	3	0	0	48	3	
ELECTIVE	Life/Physical Science (+ Lab)	3	3	0	96	4	
ECON 2301	Principles of Macroeconomics	3	0	0	48	3	
ELECTIVE	Language, Philosophy, and Culture	3	0	0	48	3	
		<u>15</u>	<u>3</u>	<u>0</u>	<u>288</u>	<u>16</u>	

Fourth Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
GOVT 2306	Texas Government	3	0	0	48	3	
BUSI 1301	Business Principles	3	0	0	48	3	
ELECTIVE	Life/Physical Science (NO LAB)	3	0	0	48	3	
ECON 2302	Principles of Microeconomics	3	0	0	48	3	
ELECTIVE	Creative Arts	3	0	0	48	3	
		<u>15</u>	<u>0</u>	<u>0</u>	<u>240</u>	<u>15</u>	
	GRAND TOTAL					1104	60

Field of Study Curriculum: Criminal Justice

Leading to the Bachelor of Arts (BA) with a major in Criminal Justice.

First Semester

		<u>Lec Hrs</u>	<u>Lab Hrs</u>	<u>Ext Hrs</u>	<u>Cont Hrs</u>	<u>Cred Hrs</u>	<u>See Note</u>
EDUC 1300	Learning Framework	3	0	0	48	3	1
or							
COLS 0300	College Success Skills	2	2	0	64	3	1
ENGL 1301	Composition I	3	0	0	48	3	
CRIJ 1301	Introduction to Criminal Justice	3	0	0	48	3	
HIST 1301	United States History I	3	0	0	48	3	
CRIJ 1307	Crime in America	3	0	0	48	3	
ELECTIVE	Non-Lab Life/Physical Science	3	0	0	48	3	
		<u>15</u>	<u>0</u>	<u>0</u>	<u>240</u>	<u>15</u>	<u>2</u>
							<u>2</u>

- Notes: 1. Required by local policy for all new students.
2. EDUC 1300 and COLS 0300 do not count toward degree requirements.

Second Semester

		<u>Lec Hrs</u>	<u>Lab Hrs</u>	<u>Ext Hrs</u>	<u>Cont Hrs</u>	<u>Cred Hrs</u>	<u>See Note</u>
ENGL 1302	Composition II	3	0	0	48	3	
CRIJ 1306	Court Systems and Practices	3	0	0	48	3	
CRIJ 1310	Fundamentals of Criminal Law	3	0	0	48	3	
HIST 1302	United States History II	3	0	0	48	3	
ELECTIVE	Non-Lab Life/ Physical Science	3	0	0	48	3	
		<u>15</u>	<u>0</u>	<u>0</u>	<u>240</u>	<u>15</u>	

Third Semester

		<u>Lec Hrs</u>	<u>Lab Hrs</u>	<u>Ext Hrs</u>	<u>Cont Hrs</u>	<u>Cred Hrs</u>	<u>See Note</u>
GOVT 2305	Federal Government	3	0	0	48	3	
CRIJ 2313	Correctional Systems and Practices	3	0	0	48	3	
COSC 1301	Introduction to Computing	2	4	0	96	3	
ELECTIVE	Humanities	3	0	0	48	3	
ELECTIVE	Speech Communications	3	0	0	48	3	
		<u>14</u>	<u>4</u>	<u>0</u>	<u>288</u>	<u>15</u>	

Fourth Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
GOVT 2306	Texas Government	3	0	0	48	3	
CRIJ 2328	Police Systems and Practices	3	0	0	48	3	
MATH 13xx	College Level Math	3	0	0	48	3	
ELECTIVE	Social and Behavioral Sciences	3	0	0	48	3	
ELECTIVE	Fine Arts	3	0	0	48	3	
		<u>15</u>	<u>0</u>	<u>0</u>	<u>240</u>	<u>15</u>	
GRAND TOTAL					1008	60	

ASSOCIATE OF SCIENCE IN ENGINEERING SCIENCE (ASES) CURRICULA

CIVIL ENGINEERING

First Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
EDUC 1300	Learning Framework	3	0	0	48	3	1
or							
COLS 0300	College Success Skills	3	2	2	48	3	1
HIST 1301	United States History I	3	0	0	48	3	
ENGL 1301	Composition I	3	0	0	48	3	
MATH 2413	Calculus I	4	0	0	64	4	
CHEM 1311	General Chemistry I	3	0	0	48	3	
CHEM 1111	General Chemistry Laboratory I	0	4	0	64	1	
ENGR 1201	Introduction to Engineering	2	0	0	32	2	
		<u>15</u>	<u>4</u>	<u>0</u>	<u>304</u>	<u>16</u>	<u>2</u>

- Notes: 1. Required by local policy for all new students.
2. EDUC 1300 and COLS 0300 do not count toward degree requirements.

Second Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
ENGR 1304	Engineering Graphics	2	2	0	64	3	
ENGL 1302	Composition II	3	0	0	48	3	
MATH 2414	Calculus II	4	0	0	64	4	
PHYS 2325	University Physics I	3	0	0	48	3	
PHYS 2125	University Physics I Lab	0	3	0	48	1	
GOVT 2306	Texas Government	3	0	0	48	3	
		<u>15</u>	<u>5</u>	<u>0</u>	<u>320</u>	<u>17</u>	

Third Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
ENGR 2304	Programming for Engineers	2	3	0	80	3	
ENGR 2301	Engineering Mechanics - Statics	3	0	0	48	3	
ENGR 1307	Plane Surveying	2	3	0	80	3	
PHYS 2326	University Physics II	3	0	0	48	3	
PHYS 2126	University Physics II Lab	0	3	0	48	1	
		<u>10</u>	<u>9</u>	<u>0</u>	<u>304</u>	<u>13</u>	

Fourth Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
ENGR 2332	Mechanics of Materials	3	0	0	48	3	
GEOL 1403	Physical Geology	3	3	0	96	4	
MATH 2415	Calculus III	4	0	0	64	4	
ENGR 2302	Engineering Mechanics - Dynamics	3	0	0	48	3	
		<u>13</u>	<u>3</u>	<u>0</u>	<u>256</u>	<u>14</u>	

GRAND TOTAL

1184 60

Core Courses (27 sch)²

Notes:

1. Though not necessary to complete the ASES degree, completing the General Education Core may provide advantages in transfer. To complete the General Education Core, take HIST 1302; GOVT 2305; SPCH 1311 or SPCH 1315; a creative arts course selected from ARTS 1301 or MUSI 1306; and a language, philosophy, and culture course from the selected courses in the core. See current catalog for more detailed courses.

ASSOCIATE OF SCIENCE IN ENGINEERING SCIENCE (ASES) CURRICULA

MECHANICAL ENGINEERING

First Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
EDUC 1300	Learning Framework	3	0	0	48	3	1
or							
COLS 0300	College Success Skills	3	2	2	48	3	1
HIST 1301	United States History I	3	0	0	48	3	
ENGL 1301	Composition I	3	0	0	48	3	
MATH 2413	Calculus I	4	0	0	64	4	
CHEM 1311	General Chemistry I	3	0	0	48	3	
CHEM 1111	General Chemistry Laboratory I	0	4	0	64	1	
ENGR 1201	Introduction to Engineering	2	0	0	32	2	
		15	4	0	304	16	2

- Notes: 1. Required by local policy for all new students.
2. EDUC 1300 does not count toward degree requirements.

Second Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
ENGR 1304	Engineering Graphics	2	2	0	64	3	
ENGL 1302	Composition II	3	0	0	48	3	
MATH 2414	Calculus II	4	0	0	64	4	
PHYS 2325	University Physics I	3	0	0	48	3	
PHYS 2125	University Physics I Lab	0	3	0	48	1	
GOVT 2306	Texas Government	3	0	0	48	3	
		15	5	0	320	17	

Third Semester

		<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cred</u> <u>Hrs</u>	<u>See</u> <u>Note</u>
ENGR 2304	Programming for Engineers	2	3	0	80	3	
ENGR 2301	Engineering Mechanics - Statics	3	0	0	48	3	
MATH 2415	Calculus III	4	0	0	64	4	
PHYS 2326	University Physics II	3	0	0	48	3	
PHYS 2126	University Physics II Lab	0	3	0	48	1	
		12	6	0	288	14	

Fourth Semester

		<u>Lec</u>	<u>Lab</u>	<u>Ext</u>	<u>Cont</u>	<u>Cred</u>	<u>See</u>
		<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Note</u>
ENGR 2305	Circuit Analysis I	3	0	0	48	3	
ENGR 2105	Circuit Analysis I Lab	0	3	0	48	1	
ENGR 2334	Chem. Engineering Thermodynamics I	3	0	0	48	3	
ENGR 2302	Engineering Mechanics – Dynamics	3	0	0	48	3	
ECON 2301	Principles of Macroeconomics	3	0	0	48	3	
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	
		12	3	0	240	13	
	GRAND TOTAL				1152	60	

Core Courses (27 sch)²

Notes:

1. Though not necessary to complete the ASES degree, completing the General Education Core may provide advantages in transfer. To complete the General Education Core, take HIST 1302; GOVT 2305; SPCH 1311 or SPCH 1315; a creative arts course selected from ARTS 1301 or MUSI 1306; and a language, philosophy, and culture course from the selected courses in the core. See current catalog for more detailed courses.

TECHNICAL PROGRAMS

GENERAL INFORMATION

Technical programs are intended to provide students with education that leads to employment after approximately one or two years. A student may earn a certificate and/or an Associate of Applied Science degree in the programs as listed on the following pages. **These programs of study are not intended for transfer; however, some programs have bachelor's degree linkages. Consult a SWTJC counselor for more information.**

General Education Core for Technical Programs

Students who are interested in obtaining an A.A.S. degree in the technical programs will be required to complete a specific number of semester hours from each of the following groups of general education courses.

Social and Behavioral Sciences

(Formerly Group I)

ECON 2301

PSYC 2301

SOCI 1301

Humanities and Fine Arts

(Formerly Group II)

ARTS 1301, 1303, 1304

HUMA 1301

MUSI 1306

PHIL 1301, 2306

Natural Science and Math

(Formerly Group III)

BIOL 1306, 1307, 1308, 1309,
2401, 2402

CHEM 1311, 1312

MATH 1314, 1324, 1332, 1342
2413

PHYS 1301, 1302

PHYS 2325, 2326

The remaining SCH requirement can include any Core Curriculum courses listed under "Core Curriculum Requirements" or those named in the specific A.A.S. degree.

Developmental courses cannot be used to satisfy elective course options in degree plans.

Admission Requirements

Students are admitted to the technical programs through regular college admission procedures (*see Admission Regulations section*).

Students enrolled in an A.A.S. program must adhere to SWTJC TSI requirements as noted in *TSI Information and Requirements* in *Admission Regulations* section of the Catalog. Students enrolled in one-year Certificates, which require 42 or fewer semester hours, are required to take the TSI Assessment prior to enrollment unless they are exempt under TSI requirements (See Exemptions from TSI.) Students enrolled in these one-year certificate programs are not required to meet TSI and/or developmental requirements. Refer to individual certificate program requirements. Enrolling in courses other than those required to complete the certificate program requires the student to meet all TSI and/or developmental requirements.

Tuition and Fees per Semester

Regular tuition and fees are charged for all of the technical programs as listed in this section (*see Finance section*). Additional fees required for technical programs are listed individually under each program.

Licensure

For courses/programs that lead to an opportunity for students to sit for state or industry licensure exams, please be advised that having a criminal background could keep you from being licensed in the State of Texas. If you have a question about your background and whether or not it will affect licensure related to this course/program, please speak with the course instructor or department coordinator. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
Uvalde Campus

Purpose

The Air Conditioning and Refrigeration program seeks to educate and provide guided learning experiences to individuals interested in entering this rapidly developing field. The goal of the program is for graduates to be employable as entry-level service technicians in residential and light commercial air conditioning, refrigeration, and heating.

Students will learn about the refrigeration cycle, tools of the trade, instrument usage and application, wiring schematic reading, electrical controls and switches, refrigerant recovery, reclaiming and recycling, installation practices, trouble-shooting procedures on electrical and sealed systems plus employee/employer relations, job hunting skills, résumé building and information related to operating a small business.

Admission Requirements

Students are admitted to the Air Conditioning and Refrigeration program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a Level 1 Certificate and/or an Associate of Applied Science (A.A.S.) degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

The Air Conditioning and Refrigeration program carries three award options, a Level One Basic Certificate, Level One Advanced Certificate, and an A.A.S. degree. The Level One Certificates are TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year Certificate and/or the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

**AIR CONDITIONING AND REFRIGERATION TECHNOLOGY - BASIC
LEVEL ONE CERTIFICATE**

Program of Study

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
CETT 1302 Electricity Principles	3	HART 1403 Air Conditioning Control Principles	4
HART 1407 Refrigeration Principles	4	HART 1441 Residential Air Conditioning	4
MAIR 1449 Refrigerators, Freezers, Window Air Conditioners.....	4	HART 2438 ¹ Air Conditioning Installation and Startup	4
		Total	12
Total	11	Total Credit Hours for Certificate	23

Notes: 1 Capstone course that consolidates the student’s learning experiences.

**AIR CONDITIONING AND REFRIGERATION TECHNOLOGY - ADVANCED
LEVEL ONE CERTIFICATE**

Program of Study (Prerequisite: Air Conditioning & Refrigeration Technology – Basic Level One Certificate)

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
HART 2442 Commercial Refrigeration	4	HART 1445 Gas and Electric Heating.....	4
		HART 2436 Air-Conditioning Troubleshooting	4

Total	12	Spring Semester	<u>Credit</u>
		HART 2449	Heat Pumps 4
		HART 2445	Residential Air Conditioning Systems Design 4
		HART 2280 ¹	Cooperative Education – Heating/Air Conditioning and Refrigeration Technologies/Technicians 2
		Total	10
		Total Credit Hours for Certificate.....	22

Notes: 1 Capstone course that consolidates the student’s learning experiences.

**AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE**

General Education Courses:		<u>Credit</u>
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Natural Science & Math	3	
Other	6	
Total General Education Courses		15
Technical Education Courses		45
Total Credit Hours for A.A.S.....		60

Program of Study

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
EDUC 1300 Learning Framework or COLS 0300 College Success Skills		HART 1403 Air Conditioning Control Principles	4
CETT 1302 Electricity Principles	3	HART 1441 Residential Air Conditioning	4
HART 1407 Refrigeration Principles.....	4	HART 2438 Air Conditioning Installation and Startup	4
MAIR 1449 Refrigerators, Freezers, Window Air Conditioners.....	4	COSC 1301 Microcomputer Applications.....	3
ELECTIVE Humanities & Fine Arts.....	3	Total	15
Total	14		

Summer Session Credit

ELECTIVE	Social and Behavioral Sciences	3
ELECTIVE	Speech Communications	3
Total		6

SECOND YEAR

Fall Semester	<u>Credit</u>	ELECTIVE	<u>Credit</u>
HART 2442 Commercial Refrigeration	4	College Level Mathematics.....	3
HART 1445 Gas and Electric Heating	4	Total.....	15
HART 2436 Air-Conditioning Troubleshooting	4		

Spring Semester		<u>Credit</u>	Conditioning and Refrigeration Technologies/Technicians	
HART 2449	Heat Pumps.....	4		2
HART 2445	Residential Air Conditioning Systems Design.....	4	Total	10
HART 2280 ¹	Cooperative Education – Heating/Air		Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student’s learning experiences.
π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Materials for Class Work

Each student must have or must purchase a textbook and tools. A list of tools will be furnished to each student.

1 Tool Set (<i>approximate cost</i>)	\$600
Textbooks (<i>approximate cost</i>)	\$ 316

AUTOMOTIVE BODY REPAIR TECHNOLOGY
Uvalde Campus

Purpose

The purpose of the Automotive Body Repair Technology program is to give students the training needed to repair collision damage, straighten frames and replace body panels. Instruction will also be given in welding, cutting, painting and estimating. Students will learn the use of fiberglass and plastic fillers. Graduates of the program will be employable as entry-level service technicians at an independent shop or dealership.

Admission Requirements

Students are admitted to the Automotive Body Repair Technology program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a one-year Certificate upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

The one-year Certificate is TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

AUTOMOTIVE BODY REPAIR TECHNOLOGY
ONE-YEAR CERTIFICATE

Program of Study

Fall Semester		<u>Credit</u>	Spring Semester		<u>Credit</u>
EDUC 1300π	Learning Framework		ABDR 1458	Intermediate Refinishing.....	4
or			ABDR 1449	Automotive Plastic and Sheet Molded Compound Repair.....	4
COLS 0300	College Success Skills		ABDR 1441 ¹	Structural Analysis/Damage Repair I.....	4
ABDR 1307	Collision Repair Welding.....	3		Total	12
ABDR 1419	Basic Metal Repair	4		Total Credit Hours for Certificate	24
ABDR 1331	Basic Refinishing	3			
ABDR 2255	Collision Repair Estimating.....	2			
	Total	12			

Notes: 1 Capstone course that consolidates the student's learning experiences.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed (see Course Descriptions). Each student can also expect to purchase a tool set.

Tool Set (approximate cost) \$600

AUTOMOTIVE TECHNOLOGY

Uvalde Campus

Purpose

The purpose of the Automotive Technology program is to provide the students training in eight areas of Automotive Service Excellence (A.S.E.) certification. These areas include: engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical systems, heating and air conditioning, and engine performance. The goal of the program is for graduates to be employable as entry-level technicians in a service shop or dealership. At the completion of each Level One Certificate and/or the Associate of Applied Science (A.A.S.) degree, students will be required to take the appropriate A.S.E. Student Examinations.

Admission Requirements

Students are admitted to the Automotive Technology program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a Level One Certificate and/or an A.A.S. degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

The Automotive Technology program carries three award options, Level One Basic Certificate, a Level One Advanced Certificate, and an A.A.S. degree. The Level One Certificates are TSI exempt; however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

**AUTOMOTIVE TECHNOLOGY - BASIC
 LEVEL ONE CERTIFICATE**

Program of Study (Prerequisite: Automotive Technology – Basic Level One Certificate)

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
AUMT 1410 Automotive Brake Systems	4	AUMT 2434 ¹ Automotive Engine Performance Analysis II	4
AUMT 1407 Automotive Electrical Systems.....	4	AUMT 1416 Automotive Suspension and Steering	
AUMT 2417 Automotive Engine Performance Analysis		Systems	4
I.....	4	AUMT 1445 Automotive Heating and Air Conditioning ...	4
Total	12	Total	12
		Total Credit Hours for Certificate	24

Notes: 1 Capstone course that consolidates the student's learning experiences.

**AUTOMOTIVE TECHNOLOGY - ADVANCED
LEVEL ONE CERTIFICATE**

Program of Study (Prerequisite: Automotive Technology – Basic Level One Certificate)

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
AUMT 2413	Automotive Drive Train and Axles.....	4	AUMT 2425	Automotive Automatic Transmission and Transaxle	4
AUMT 2421	Automotive Electrical Lighting and Accessories	4	AUMT 2328	Automotive Service	3
AUMT 2443	Advanced Emission Systems Diagnostics	4	AUMT 2280	Coop Educ – Automobile/Automotive Mechanics Technology/Technician	2
	Total	12		Total	9
				Total Credit Hours for Certificate	21

- Notes: 1 Capstone course that consolidates the student’s learning experiences.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

**AUTOMOTIVE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE**

	<u>Credit</u>
General Education Courses	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses	45
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
EDUC 1300π	Learning Framework		AUMT 2434	Automotive Engine Performance Analysis II	4
or			AUMT 1416	Automotive Suspension and Steering Systems	4
COLS 0300	College Success Skills		AUMT 1445	Automotive Heating and Air Conditioning ...	4
AUMT 1410	Automotive Brake Systems	4	COSC 1301	Microcomputer Applications.....	3
AUMT 1407	Automotive Electrical Systems.....	4		Total	15
AUMT 2417	Automotive Engine Performance Analysis I..	4			
ELECTIVE	Core Elective – Language, Philosophy & Culture/Fine Arts	3			
	Total	15			
	<u>Summer Session</u>	<u>Credit</u>			
ELECTIVE	Social and Behavioral Sciences	3			
ELECTIVE	Speech Communications	3			
	Total	6			

SECOND YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
AUMT 2413	Automotive Drive Train and Axles.....	4	AUMT 2425	Automotive Automatic Transmission and	
AUMT 2421	Automotive Electrical Lighting and			Transaxle	4
	Accessories	4	AUMT 2328	Automotive Service	3
AUMT 2443	Advanced Emission Systems Diagnostics	4	AUMT 2280 ¹	Cooperative Education – Automotive	
ELECTIVE	Core Elective - Mathematics	3		Mechanics Technology/Technician	2
	Total	15		Total	9
				Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student’s learning experiences.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

- AUMT 1410 Automotive Brake Systems
- AUMT 1407 Automotive Electrical Systems
- AUMT 2417 Automotive Engine Performance Analysis I
- AUMT 2434 Automotive Engine Performance Analysis II
- AUMT 1416 Automotive Suspension and Steering
- AUMT 1445 Automotive Heating and Air Conditioning

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed (*see Course Descriptions*). Each student can also expect to purchase the following required textbooks and tools.

1 Tool Set* (*approximate cost*).....\$700

* A tool list will be provided by instructor.

Textbooks (*approximate cost*).....\$325

AIRCRAFT GENERAL MAINTENANCE

Purpose

The Aircraft General Maintenance Program is a Level 1 Certificate program for those who desire to gain knowledge and skills in the aviation maintenance field. Skills in aviation shop practices, ground operations, aviation science, basic electricity, weight & balance, and federal aviation regulations, shop safety, servicing and general operating procedures will be covered. Students completing the certificate will be able to seek entry-level employment in aircraft general maintenance related fields.

Admission Requirements

Students are admitted through regular college admission procedures (*see Admission Regulations section*). This Level 1 Certificate is TSI waived, however, those students who are not TSI complete or “College Ready” are encouraged to enroll in college preparatory/developmental coursework or material. Students will receive a Level 1 Certificate upon satisfactory completion of the courses of study and upon making formal application for graduation (*see Curricula section*).

AIRCRAFT GENERAL MAINTENANCE LEVEL 1 CERTIFICATE

Program of Study

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
AERM 1203 Shop Practices	2	AERM 1314 Basic Electricity	3
AERM 1315 Aviation Science.....	3	AERM 1208 Federal Aviation Regulations.....	2
AERM 1210 Ground Operations	2	AERM 1205 Weight & Balance.....	2
COSC 1301 Introduction to Computing	3		
		Total	7
Total	10	Total Credit Hours for Certificate	17

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and consumable fees may apply (*see Course Descriptions*).

AIRFRAME MECHANICS *Del Rio Campus*

Purpose

Airframe Mechanics is a Level 2 Certificate program for those who desire to gain knowledge and skills in the Airframe Mechanics field. Skills in aviation Shop Practices, Ground Operations, Aviation Science, Basic Electricity, Landing Gear Systems, and Airframe Inspection will be developed along with related learning in areas such as shop safety, servicing and general operating procedures. Courses will be taught through the use of the Federal Aviation Administration (FAA) 147 curriculum. This degree plan prepares and qualifies students to take Federal Aviation Administration (FAA) mechanic’s exams for General Airframe. Students completing the certificate will be able to seek entry-level employment in Airframe Mechanic related fields.

Admission Requirements

Students are admitted through regular college admission procedures (*see Admission Regulations section*). This Level 2 Certificate is TSI liable, those students who are not TSI complete or “College Ready” will be required to enroll in college preparatory/developmental coursework or material. Students will receive a Level 2 Certificate upon satisfactory completion of the courses of study and upon making formal application for graduation (*see Curricula section*).

AIRFRAME MECHANICS LEVEL 2 CERTIFICATE

Program of Study

<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
EDUC 1300 Learning Framework or COLS 0300 College Success Skills		AERM 1345 Airframe Electrical Systems.....	3
AERM 1203 Shop Practices	2	AERM 1247 Airframe Auxiliary Systems.....	2
AERM 1315 Aviation Science.....	3	AERM 1349 Hydraulic, Pneumatic, & Fuel Systems.....	3
AERM 1210 Ground Operations	2	AERM 1350 Landing Gear Systems	3
AERM 1314 Basic Electricity	3	AERM 1352 Aircraft Sheet Metal.....	3
AERM 1208 Federal Aviation Regulations	2		
AERM 1205 Weight and Balance.....	2	Total	14
Total	14		
<u>Fall Semester</u>	<u>Credit</u>		
AERM 1243 Instruments & Navigation/Communication	2		
AERM 2233 Assembly & Rigging	2		
AERM 1253 Aircraft Welding.....	2		
AERM 1241 Wood, Fabric, & Finishes.....	2		
AERM 1254 Aircraft Composites	2		
AERM 2231* Airframe Inspection.....	2		
Total	12		
Total Credit Hours for Certificate.....	40		

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and consumable fees are also assessed (*see course descriptions*). Each student can also expect to pay for the following certification testing fee upon successful completion of the program.

- 1) Federal Aviation Administration General/Airframe Exam Fee: Approx. \$900.00

BUSINESS MANAGEMENT *Uvalde, Eagle Pass, and Del Rio Campuses* Limited Course Offerings at Off-Campus Sites

Purpose

A nationwide shortage of qualified management and supervisory personnel is hindering the progress of individual companies and curtailing economic growth at all levels. This program is designed to meet both the needs of people preparing for careers in business management as well as those who are already actively engaged in business and industry. It is structured to provide functional management theory that can be applied immediately to the job. The Business Management program includes studies in basic principles of management, general administration, small business, leadership, and related areas. The course of instruction outlined for this program is designed to lead to a Level One Basic Certificate, Level One Advanced Certificate, and an Associate of Applied Science (A.A.S.) degree. The program is available to both day and evening students. Management is a Local Articulation program.

Admission Requirements

Students are admitted to the Business Management program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a Level One Basic Certificate, Level One Advanced Certificate, or an A.A.S. degree upon satisfactory completion of the courses below for each corresponding credential requirement and upon making formal application for graduation (*see Curricula section*). The Level 1 Certificates are TSI exempt; however, those not meeting Texas Success Initiative (TSI) requirements are encouraged to enroll in the appropriate developmental course(s).

**BUSINESS MANAGEMENT
LEVEL ONE CERTIFICATE – BASIC**

Program of Study

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
BMGT 1327 Principles of Management	3	BMGT 1301 Supervision	3
BUSI 1307 Personal Finance.....	3	ACNT 1311 ¹ Computerized Accounting	3
BUSI 1301 Business Principles.....	3	or	
ACCT 2401 Principles of Accounting I.....	4	POFI 1349 ¹ Spreadsheets	3
		BUSG 2309 Small Business Management	3
		BCIS 1305 Business Computer Applications	3
Total	13	Total	15
		Total Credit Hours for Certificate	25

Notes: 1 QuickBooks Certification Exam or MOUS Excel Exam will be administered for possible certification to be awarded.

**BUSINESS MANAGEMENT
LEVEL ONE CERTIFICATE – ADVANCED**

Program of Study

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
MRKG 1311 Principles of Marketing	3	HRPO 2301 Human Resource Management	3
BMGT 2309 Leadership	3	BMGT 2303 ¹ Problem Solving & Decision Making	3
HRPO 2307 Organizational Behavior.....	3	BMGT 1282 ¹ Co-Op Educ – Management.....	2
BMGT 1341 Business Ethics.....	3	Total	8
Total	12	Total Credit Hours for Certificate	20

Notes: Capstone course that consolidates the student’s learning experiences.

**BUSINESS MANAGEMENT
ASSOCIATE OF APPLIED SCIENCE DEGREE**

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses.....	42
Basic Use of Computers	3
 Total Credit Hours for A.A.S.	 60

Program of Study

FIRST YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
EDUC 1300 π	Learning Framework		BMGT 1301	Supervision	3
or			ACNT 1311 ¹	Computerized Accounting	
COLS 0300	College Success Skills		or		
BMGT 1327	Principles of Management	3	POFI 1349 ¹	Spreadsheets	3
BUSI 1307	Personal Finance.....	3	BUSG 2309	Small Business Management	3
BUSI 1301	Business Principles.....	3	BCIS 1305	Business Computer Applications	3
ACCT 2401	Principles of Accounting I – Financial	4		Total	12
	Total	13			
	 <u>Summer</u>	 <u>Credit</u>			
MATH 1332	Contemporary Mathematics	3			
ENGL 1301	Composition I.....	3			
SPCH 1321	Business & Professional Communication	3			
	Total	9			

SECOND YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
MRKG 1311	Principles of Marketing	3	HRPO 2301	Human Resource Management	3
BMGT 2309	Leadership	3	BMGT 2303 ²	Problem Solving and Decision Making.....	3
HRPO 2307	Organizational Behavior.....	3	BMGT 1282 ²	Co-op Educ – Management.....	2
BMGT 1341	Business Ethics.....	3	HUMA 1301	Introduction to Humanities	3
ECON 2301	Principles of Macroeconomics	3		Total	11
	Total	15		Total Credit Hours for A.A.S.	60

- Notes: 1 QuickBooks Certification Exam or MOUS Excel Exam will be administered for possible certification to be awarded.
 2 Capstone course that consolidates the student's learning experiences.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Recommended Courses for Management Technical Electives

Recommended management technical electives may be chosen from the following:

ACCT 2402	Principles of Accounting II – Managerial
BMGT 1307	Team Building
BUSG 2309	Small Business Management/Entrepreneurship
ECON 2302	Principles of Microeconomics
MRKG 1311	Principles of Marketing

Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

COSC 1301	ITSC 1301	Introduction to Computers
BMGT 1382	Cooperative Education – Business Adm. & Mgt., General	
BMGT 1327	Principles of Management	
ACNT 1403	Introduction to Accounting I	

INTERNATIONAL BUSINESS MANAGEMENT ENHANCED SKILLS CERTIFICATE

Students who have completed the degree plan for Associate of Applied Science – Business Management including specialties are eligible to pursue the Enhanced Skills Certificate consisting of a fifth semester of college work.

Program of Study

THIRD YEAR

IBUS 1305	Introduction to International Business & Trade	3
IBUS 2345	Import Customs Regulations	3
IBUS 1351	Multinational Enterprises and Partnerships	3
BMGT 2309	Leadership	3
	Total Credit Hours for Enhanced Skills Certificate.....	12
	Total Credit Hours for A.A.S.	60
	GRAND TOTAL	72

**BUSINESS MANAGEMENT, PUBLIC ADMINISTRATION SPECIALTY
ASSOCIATE OF APPLIED SCIENCE DEGREE**

Students majoring in Business Management may choose the public administration program specialty that includes a selection of courses covering technical skills within public and private agencies and institutions. The degree earned will be “Associate of Applied Science – Business Management, Public Administration Specialty”.

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	6
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	18
Technical Education Courses.....	36
Basic Use of Computers	3
 Total Credit Hours for A.A.S.	 60

Program of Study

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
EDUC 1300 π Learning Framework		PBAD 1341 Governmental Agencies	3
or		BMGT 1383 Cooperative Education – Business	
COLS 0300 College Success Skills		Administration and Management, General ...	3
ACNT 1403 ¹ Introduction to Accounting I		BMGT 1301 Supervision	3
		HRPO 2301 Human Resources Management.....	3
PBAD 1321 Public Administration.....	3	ENGL 1301 Composition I	3
BMGT 1327 Principles of Management	3		
BUSI 1301 Business Principles.....	3	Total	15
BCIS 1305 Business Computer Applications			
or			
COSC 1301 Microcomputer Applications.....	3		
ACCT 2401 Principles of Accounting I – Financial	4		
Total	16		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
ELECTIVE ² Technical Elective	3	BMGT 2303 ³ Problem Solving and Decision Making.....	3
BMGT 2482 Cooperative Education – Business		BMGT 2483 Cooperative Education – Business	
Administration and Management, General	4	Administration and Management, General....	4
GOVT 2305 Federal Government (Federal Constitution		ELECTIVE Humanities and Fine Arts	3
and Topics)	3	SPCH 1321 Business and Professional	
ECON 2301 Principles of Macroeconomics	3	Communication	3
MATH 1332 Contemporary Mathematics I.....	3	Total	13
Total	16	Total Credit Hours for A.A.S.	60

Notes: 1 Required for students who have not taken high school accounting. ACNT 1403 does not count toward degree requirements.
 2 Select from Recommended Courses for Public Administration Specialty Technical Elective as listed below.
 3 Capstone course that consolidates the student’s learning experiences.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Recommended Courses for Business Management, Public Administration Specialty Technical Elective

ACCT 2402	Principles of Accounting II – Managerial
PBAD 2335	Ethics in the Public Sector
PBAD 2305	Public Sector Management

Cooperative Course Work Location

At least two of the three cooperative courses including BMGT 2483 must involve work in an approved public or private agency or institution.

BUSINESS OFFICE TECHNOLOGY

Uvalde Campus

Limited Course Offerings at Off-Campus Sites

Purpose

The Business Office Technology (BOT) Program prepares individuals for high-demand careers needed in today's computerized workplace. The BOT Program offers three award options, the Level One Basic Certificate, the Level Two Advanced Certificate, and the two-year Associate of Applied Science Degree. The Level One Basic Certificate Program is designed to prepare individuals for entry-level office information technology careers by providing cutting-edge training in the use of currently popular software packages and preparation for the Microsoft Office Specialist (MOS) Certification and Intel QuickBooks Certification. The Level One Advanced Certificate Program is designed to expand software skills and professional competence to include ethics, office management, and an internship. The two-year Associate of Applied Science Degree is for individuals preparing for advanced office information technology careers in office and business management, executive assistant, computer project administration, and medical office administration. Students will be required to take the appropriate certification exam(s) before the end of each semester as applicable to individual courses (*see course descriptions in back of catalog*). Students who have completed the A.A.S. degree may receive advanced training in management skills leading to an Enhanced Skills Certificate.

Admission Requirements

Students are admitted to the BOT program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a Level One Basic Certificate, Level One advanced Certificate, or an A.A.S. degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

Texas Success Initiative (TSI) Requirements

The BOT program carries three award options, the Level 1 Basic Certificate, the Level One Advanced Certificate and the two-year Associate of Applied Science (A.A.S.) degree. Students pursuing the Level One Certificates are exempt from the TSI Assessment. Students pursuing the One Certificates are exempt from the TSI Assessment.

Students who wish to pursue the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

**BUSINESS OFFICE TECHNOLOGY
LEVEL ONE BASIC CERTIFICATE**

Students not competent in keyboarding or have minimal knowledge of accounting or computers should take the bridging courses to prepare for success in either the certificate program or the two-year A.A.S. degree.

Program of Study

Fall Semester		<u>Credit</u>	Spring Semester		<u>Credit</u>
POFT 1329 ¹	Beginning Keyboarding		POFT 2331	Administrative Project Solutions	3
ITSC 1301 ²	Introduction to Computers		POFT 1301	Business English.....	3
			ACNT 1403	Introduction to Accounting I.....	4
			Or		
POFI 2301	Word Processing.....	3	ACCT 2401	Principles of Accounting I – Financial.....	4
POFI 1349	Spreadsheets	3	ACNT 1311	Introduction to Computerized Accounting.....	3
ITSW 1307	Introduction to Database.....	3			
POFT 1309	Administrative Office Procedures	3		Total	13
	Total	12		Total Credit Hours for Certificate	25

Notes: 1 Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements.
2 Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements.

**BUSINESS OFFICE TECHNOLOGY
LEVEL ONE ADVANCED CERTIFICATE**

Students not competent in keyboarding or have minimal knowledge of accounting or computers should take the bridging courses to prepare for success in either the certificate program or the two-year A.A.S. degree.

Program of Study

Fall Semester		<u>Credit</u>	Spring Semester		<u>Credit</u>
POFI 2331	Desktop Publishing.....	3	POFT 1325	Business Math Using Technology	3
POFT 1313	Professional Workforce Preparation	3	BMGT 1325	Office Management	3
BMGT 1341	Business Ethics.....	3	POFT 2281 ¹	Cooperative Education – Admin Asst.....	2
BUSI 1301	Business Principles.....	3			
				Total	8
	Total	12		Total Credit Hours for Certificate	20

Notes: 1 Capstone course that consolidates the student’s learning experiences.

**BUSINESS OFFICE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE
INCLUDING ENHANCED SKILLS/LOCAL ARTICULATION PLAN**

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses	15
Technical Education Courses.....	45
 Total Credit Hours for A.A.S.	 60

Students not competent in keyboarding or have minimal knowledge of accounting or computers should take the bridging courses to prepare for success in either the certificate program or the two-year A.A.S. degree.

Program of Study

FIRST YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
EDUC 1300 π	Learning Framework		POFT 2331	Administrative Project Solutions	3
or			POFT 1301	Business English.....	3
COLS 0300	College Success Skills		ACNT 1403	Introduction to Accounting.....	4
POFT 1329 ¹	Beginning Keyboarding		Or		
ITSC 1301 ²	Introduction to Computers		ACCT 2401	Principles of Accounting I – Financial.....	4
POFI 2301	Word Processing	3	ACNT 1311	Introduction to Computerized Accounting.....	3
POFI 1349	Spreadsheets	3		Total	13
ITSW 1307	Introduction to Database	3			
POFT 1309	Administrative Office Procedures	3			
	Total	12			

SECOND YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
POFI 2331	Desktop Publishing.....	3	ENGL 1301	Composition I.....	3
POFT 1313	Professional Workforce Preparation	3	BMGT 1325	Office Management	3
BMGT 1341	Business Ethics.....	3	POFT 2281 ³	Cooperative Education – Administrative Assistant/Secretarial Science.....	2
SPCH 1321	Business & Professional Communication.....	3	POFT 1325	Business Math Using Technology	3
BUSI 1301	Business Principles.....	3	ELECTIVE	Humanities & Fine Arts.....	3
ELECTIVE	College Level Mathematics	3	ECON 2301	Principles of Macroeconomics.....	3
	Total	18		Total	17
				Total Credit Hours for A.A.S.....	60

- Notes: 1 Required bridging course if keyboarding competencies not verified; POFT 1329 does not count toward degree requirements
 2 Required bridging course if basic computer competencies not verified; ITSC 1301 does not count toward degree requirements
 3 Capstone course that consolidates the student’s learning experiences.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Certificate Program or the Associate of Applied Science degree:

- POFT 1329 Beginning Keyboarding
- POFI 1349 Spreadsheets
- ITSC 1301 Introduction to Computers
- POFI 2301 Word Processing
- ACNT 1403 Introduction to Accounting I

**BUSINESS OFFICE TECHNOLOGY
ENHANCED SKILLS CERTIFICATE**

Students who have completed the degree plan for Associate of Applied Science – Business Office Technology are eligible to continue into the Enhanced Skills Certificate program consisting of a fifth semester of college work.

Program of Study

THIRD YEAR

<u>Credit</u>	
ACCT 2402	Principles of Accounting II- Managerial 4
BMGT 2309	Leadership..... 3
BMGT 1327	Principles of Management..... 3
HRPO 2301	Human Resources Management..... 3
Total Credit Hours for Enhanced Skills Certificate..... 13	
Total Credit Hours for A.A.S. 60	
GRAND TOTAL..... 73	

CHILD DEVELOPMENT

Uvalde, Eagle Pass, and Del Rio Campuses
Limited Course Offerings at Off-Campus Sites

Purpose

This program carries a one-year Certificate and an Associate of Applied Science (A.A.S.) degree. This curriculum is designed to develop basic skills, attitudes and competencies necessary for personnel to provide high-quality care and early education in preschool and child care centers. Child Development is a Local Articulation Program.

Admission Requirements

Students are admitted to this program through regular college admission procedures (*see Admission Regulations section*).

The Child Development program carries two award options, the one-year Certificate and the two-year Associate of Applied Science (A.A.S.) degree. The one-year Certificate is TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree must meet all Texas Success Initiative (TSI) requirements. Adherence to individual course descriptions is required.

CHILD DEVELOPMENT CERTIFICATE

Program of Study

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
EDUC 1300π Learning Framework or COLS 0300 College Success Skills		CDEC 1319 Child Guidance	3
		CDEC 1356 Emergent Literacy for Early Childhood	3
		CDEC 1281 ¹ Cooperative Education –Childcare Provider/ Assistant	2
TECA 1311 Educating Young Children	3	CDEC 2307 Math and Science for Early Childhood	3
TECA 1318 Wellness of the Young Child.....	3	TECA 1303 Families, School & Community	3
CDEC 1313 Curriculum Resources for Early Childhood Programs.....	3		
COSC 1301 Introduction to Computing	3	Total	14
Total	12	Total Credit Hours for Certificate	26

- Notes: 1 Capstone course that consolidates the student’s learning experiences.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

CHILD DEVELOPMENT ASSOCIATE OF APPLIED SCIENCE DEGREE

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	9
Total General Education Courses.....	18
Technical Education Courses.....	42
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
EDUC 1300π Learning Framework or COLS 0300 College Success Skills		CDEC 1319 Child Guidance	3
		CDEC 1356 Emergent Literacy for Early Childhood	3
		CDEC 1281 Cooperative Education – Childcare Provider/ Assistant	2
TECA 1311 Educating Young Children	3	CDEC 2307 Math and Science for Early Childhood	3
TECA 1318 Wellness of the Young Child.....	3	TECA 1303 Families, School & Community	3
CDEC 1313 Curriculum Resources for Early Childhood Programs.....	3	ELECTIVE College Level Mathematics.....	3
ENGL 1301 Composition I.....	3	Total	17
COSC 1301 Introduction to Computing	3		
Total	15		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
CDEC 1359 Children with Special Needs	3	CDEC 2326 Administration of Programs for Children I ...	3
CDEC 1321 The Infant and Toddler	3	ELECTIVE Technical Elective – BMGT or BUSI	3
CDEC 2280 Cooperative Education – Childcare Provider/ Assistant	2	TECA 1354 Child Growth and Development.....	3
SOCI 1301 Introductory Sociology		CDEC 2281 ¹ Cooperative Education – Childcare Provider/ Assistant	2
or		ELECTIVE Speech Communications.....	3
PSYC 2301 General Psychology.....	3		
ELECTIVE Humanities and Fine Arts.....	3	Total	14
Total	14	Total Credit Hours for A.A.S.....	60

Notes: 1 Capstone course that consolidates the student’s learning experiences.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

- CDEC 1281 Cooperative Education – Children/Provider Assistant
- CDEC 1311 for TECA 1311 Educating Young Children
- CDEC 1318 for TECA 1318 Wellness of the Young Child
- CDEC 1303 for TECA 1303 Families, School, & Community
- CDEC 1354 for TECA 1354 Child Growth and Development

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. They can also expect to pay the following additional expenses: (approximate cost)

FAST (background and fingerprints)..... \$47

COMPUTER INFORMATION SYSTEMS

Uvalde, Eagle Pass, and Del Rio Campuses
 Limited Course Offerings at Off-Campus Sites

Purpose

The Computer Information Systems (CIS) program provides training for students interested in networking, hardware or software aspects of computer network systems. The curriculum paves the way to attain certifications such as A+ (related to computer maintenance and software administration), CCNA (entry-level network engineers), or Microsoft Active directory 70-64x. Students are encouraged to find ways to actively engage in activities that promote ongoing learning on their own. The IT field is very dynamic, and the only constant is change.

Admission Requirements

Students are admitted to the CIS program through regular college admission procedures (*see Admission Regulations section*). Students will receive an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation (*see Curricula section*).

**COMPUTER INFORMATION SYSTEMS
ASSOCIATE OF APPLIED SCIENCE DEGREE**

	<u>Credit</u>
General Education Courses	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	9
Total General Education Courses	15
Technical Education Courses	42
Elective.....	3
 Total Credit Hours for A.A.S.	 60

Program of Study

FIRST YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
EDUC 1300 π	Learning Framework		ITSE 1302	Computer Programming.....	3
or			ITNW 1454	Implementing and Supporting Servers	4
COLS 0300	College Success Skills		ITNW 1313	Computer Virtualization	3
POFT 1329 ¹	Beginning Keyboarding		ELECTIVE	Select from General Education Core ⁵	3
ITSC 1301 ²	Introduction to Computers		ENGL 1302	Composition II	3
 				 Total	 16
ITSC 1305	Introduction to PC Operating Systems	3			
IMED 1316	Web Design I.....	3			
ITSC 1325	Personal Computer Hardware.....	3			
MATH 1314	College Algebra.....	3			
ENGL 1301	Composition I.....	3			
 	 Total	 15			

SECOND YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
ITSY 1342	Information Technology Security	3	ITSY 2300	Operating System Security.....	3
ITNW 1353	Supporting Network Server Infrastructure.....	3	ITNW 2312	Routers.....	3
ITNW 1325	Fundamentals of Networking Technologies ..	3	ITSC 2280 ⁴	Cooperative Education – Computer and Information Sciences – General.....	2
ELECTIVE ³	Technical Elective	3	ELECTIVE ³	Technical Elective.....	3
ELECTIVE	Social and Behavioral Sciences	3	ELECTIVE	Humanities and Fine Arts.....	3
 	 Total	 15		 Total	 14
				 Total Credit Hours for A.A.S.	 60

- Notes: 1 Required if keyboarding competencies not verified; however, POFT 1329 does not count toward degree requirements.
 2 Required if basic computer competencies not verified; however, ITSC 1301 does not count toward degree requirements.
 3 Select from courses for Computer Information Systems Technical Electives as listed below.
 4 Capstone course that consolidates the student's learning experience.
 5 See "Core Curriculum Requirements" in the "Curricula" section of this catalog.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Courses for Computer Information Systems Technical Electives

Computer Information Systems technical electives may be chosen from the following courses:

ITSW 1307 Introduction to Database

IMED 2309 Internet Commerce
ACCT 2401 Principles of Accounting I – Financial

Computer Information Systems Advanced Placement Policy

In order to receive advanced placement credit for A+ certification the applicant must:

1. Provide current unexpired documentation of having passed two certification exams:
 - a. CompTIA A+ Practical Application
 - b. CompTIA A+ Essentials

Students who achieve CompTIA A+ certification in both areas will receive advanced placement credit (grade of “P”) for the following course:

ITSC 1325 Personal Computer Hardware 3 hrs.

Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

POFT 1329 Beginning Keyboarding
IMED 1316 Web Design I
ITSC 1301 Introduction to Computers
ITSE 1302 Computer Programming

CONSTRUCTION CARPENTRY

TDCJ Torres Unit & Dual Credit

Limited Course Offerings at Off-Campus Sites

Purpose

The Construction Carpentry Program is designed to prepare students to enter the workforce at an entry-level in the carpentry industry. The Construction Carpentry Program will provide students with skills in construction safety, floor systems, wall systems, roof systems, exterior finishing, residential wiring, residential construction plumbing, interior finishing, cabinet making, and construction estimating. The course of instruction outlined for this program is designed to lead to a Level Once Certificate (CERT) and an Associate of Applied Science (A.A.S.) degree.

Admission Requirements

Students are admitted to the Construction Carpentry Program through the regular college admission procedures (see Admission Regulations section). Students will receive a Level One Certificate and/or an A.A.S. degree upon satisfactory completion of the courses below for each corresponding credential requirement and upon making formal application for graduation (*see Curricula section*). The Level One Certificate is Texas Success Initiative (TSI) exempt, however; those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s). Students who wish to pursue the A.A.S. degree must meet all TSI requirements.

**CONSTRUCTION CARPENTRY
LEVEL ONE CERTIFICATE**

Program of Study

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
CRPT 1429 Introduction to Carpentry	4	ELPT 1429 Residential Wiring	4
CRPT 1423 Floor Systems	4	PFPB 2409 Residential Construction Plumbing	4
CRPT 1415 Conventional Wall Systems	4	CRPT 1445 Conventional Exterior Finish Systems	4
CRPT 1411 Conventional Roof Systems	4	WDWK 1413 Cabinet Making I	4
CRPT 1441 Conventional Exterior Finish	4	CNBT 1300 ¹ Residential/Light Commercial Construction Drawing	3
Total	20	Total	19
		Total Hours for Certificate	39

Notes: 1 Capstone course that consolidates the student's learning experiences.

**CONSTRUCTION CARPENTRY
ASSOCIATE OF APPLIED SCIENCE DEGREE**

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Communications	3
Total General Education Courses	12
Technical Education Courses	45
Basic Use of Computers	3
Total Credit Hours for A.A.S.	60

Program of Study

First Year

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
CRPT 1429 Introduction to Carpentry	4	ELPT 1429 Residential Wiring	4
CRPT 1423 Floor Systems	4	PFPB 2409 Residential Construction Plumbing	4
CRPT 1415 Conventional Wall Systems	4	CRPT 1445 Conventional Exterior Finish Systems	4
CRPT 1411 Conventional Roof Systems	4	WDWK 1413 Cabinet Making I	4
CRPT 1441 Conventional Exterior Finish	4	CNBT 1300 ¹ Residential/Light Commercial Construction Drawing	3
Total	20	Total	19

Second Year

Summer/Fall/Spring Semester	<u>Credit</u>
Core Elective Language, Philosophy & Culture/Fine Arts	3
Core Elective Social & Behavioral Sciences	3
Core Elective Mathematics	3
COSC 1301 Introduction to Computing	3
Core Elective Any Component Area	3
Core Elective Any Component Area	3
Core Elective Any Component Area	3
Total	21
Total Credit Hours for A.A.S.	60

- Notes: 1 Capstone course that consolidates the student's learning experiences.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

COSMETOLOGY

Uvalde Campus

Purpose

The Cosmetology program provides graduates with the necessary skills and knowledge to pass the Texas Department of Licensing and Regulation Examination and to function as competent cosmetologists.

Admission Requirements

Students are admitted to the Cosmetology program through the regular college admission procedures (*see Admission Regulations section*). The cosmetology program is a one-year Certificate program and meets the requirements of the Texas Department of Licensing and Regulation. It is based on a fall, spring, and ten week summer session. Spring enrollment is also available. Students will receive a one-year Certificate upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

In addition to regular college admission requirements, students must also:

1. Enroll in the student liability insurance, TDLR permit which is included in the college registration fees.
2. Provide evidence of current tuberculosis (T.B.) Test.

The Cosmetology Certificate program has fall and spring enrollment available.

The Cosmetology Certificate program is TSI Assessment waived.

COSMETOLOGY CERTIFICATE

Program of Study

	<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
EDUC 1300π	Learning Framework		CSME 2310	Advanced Haircutting and Related Theory ... 3
or			CSME 1453	Chemical Reformation and Related Theory .. 4
COLS 0300	College Success Skills		CSME 2401	Principles of Hair Coloring and Related Theory 4
CSME 1401	Orientation to Cosmetology.....	4	CSME 2439	Advanced Hair Design 4
CSME 1405	Fundamentals of Cosmetology	4		
CSME 1443	Manicuring and Related Theory	4		Total..... 15
CSME 1248	Principles of Skin Care.....	2		
CSME 1310	Introduction to Haircutting and Related Theory	3		
	Total	17		
	<u>Summer Session</u>	<u>Credit</u>		
CSME 2337	Advanced Cosmetology Techniques.....	3		
CSME 2343	Salon Development	3		
CSME 2441 ¹	Preparation for State Licensing Examination	4		
	Total	10		Total Hours for Cosmetology Certificate 42

- Notes: 1 Capstone course that consolidates the student’s learning experiences.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Contact Hours

To complete the program of study, a student must complete 1,216 contact hours.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. They can also expect to pay the following additional expenses: (approximate cost)

Equipment	\$650.00
Books\$317.00 (eBook available - \$251.00)	
Uniform Smock	\$40.00
State Board supplies	\$90.00

Withdrawal and Dismissal Policy

The SWTJC Cosmetology Department reserves the right to request at any time the withdrawal or dismissal of any student whose health, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. A student wishing to withdraw from the program is required to:

1. complete the withdrawal procedure for the Department of Cosmetology as outlined in the student handbook.
2. complete the withdrawal procedure for SWTJC as stated in the college catalog.

Graduation Requirements

Cosmetology students may participate in the graduation exercises. The student will be eligible for graduation and a Certificate upon satisfactorily completing the program. The student is responsible for making formal application for graduation (*see Curricula section*). Satisfactory completion will qualify the student to take the Texas Department of Licensing and Regulation Examination for the Cosmetology Operator License.

COSMETOLOGY
 INSTRUCTOR
Uvalde Campus

Purpose

The Cosmetology Instructor program provides graduates with the skills and knowledge necessary to pass the instructor examination administered by the Texas Department of Licensing and Regulation and to serve the cosmetology industry in the teaching field. Only licensed cosmetologists can enroll in the Instructor program.

Admission Requirements

Students are admitted to the Cosmetology Instructor program through the regular college admission procedures (*see Admission Regulations section*). The cosmetology instructor program is a one-year Certificate program and meets the requirements of the Texas Department of Licensing and Regulation. It is based on fall, and spring sessions.

In addition to regular college admission requirements, students must also:

1. Enroll in the student liability insurance, which is included in the college registration fees.
2. Provide evidence of current tuberculosis (T.B.) test.
3. Hold a valid cosmetology license, Texas Department of Licensing and Regulation.
4. Hold a high school diploma or GED certificate.

INSTRUCTOR CERTIFICATE

Program of Study

	Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
	EDUC 1300 π Learning Framework or COLS 0300 College Success Skills		CSME 2449 Cosmetology Instructor III.....	4
			CSME 2444 Cosmetology Instructor IV.....	4
			CSME 2445 ¹ Instructional Theory and Clinic Operation....	4
	CSME 1435 Orientation to the Instruction of Cosmetology	4	Total.....	12
	CSME 1434 Cosmetology Instructor I.....	4	Total Hours for	
	CSME 2414 Cosmetology Instructor II.....	4	Instructor's Certificate	24
	Total	12		

Notes: 1 Capstone course that consolidates the student's learning experiences.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Contact Hours

To complete the program of study, a student must complete 750 contact hours.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Each student can also expect to purchase the following required materials and supplies: (approximate cost)

Equipment.....	\$125
Books	\$234
Uniforms	\$40
TDLR Rule Book.....	\$14

Withdrawal and Dismissal Policy

The SWTJC Cosmetology Department reserves the right to request at any time the withdrawal or dismissal of any student whose health, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. A student wishing to withdraw from the program is required to:

1. complete the withdrawal procedure for the Department of Cosmetology as outlined in the student handbook.
2. complete the withdrawal procedure for SWTJC as stated in the college catalog.

Graduation Requirements

Cosmetology students may participate in the graduation exercises. The student will be eligible for graduation and a Certificate upon satisfactorily completing the program. The student is responsible for making

formal application for graduation (*see Curricula section*). Satisfactory completion will qualify the student to take the Texas Department of Licensing and Regulation Examination for the Cosmetology Instructor License.

CRIMINAL JUSTICE
Uvalde Campus
 Limited Course Offerings at Off-Campus Sites

Purpose

The Criminal Justice program provides education and training for students planning careers in federal, state, or local law enforcement. The Criminal Justice Associate of Applied Science (A.A.S.) program offers students the opportunity to focus on one of two options. The first option, *Criminal Justice*, is for those students seeking to graduate with an A.A.S. in Criminal Justice. This option will focus on the three core components of the Criminal Justice process (Police, Courts, and Corrections). The second option, *the Basic Peace Officer*, is for those students seeking to graduate with an A.A.S. in Criminal Justice and from the Southwest Texas Junior College Law Enforcement Academy to prepare for the TCOLE Texas Peace Officer exam. Criminal Justice is a Local Articulation program.

Admission Requirements

Students are admitted to the Criminal Justice program through regular college admission procedures (*see Admission Regulations section*).

The Criminal Justice program carries two award options, the two-year A.A.S. degree in Criminal Justice and the A.A.S. Criminal Justice – Basic Peace Officer Option.

Students who wish to pursue the two-year A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

CRIMINAL JUSTICE ASSOCIATE OF APPLIED SCIENCE DEGREE

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Communications	3
Total General Education Courses	12
Technical Education Courses.....	45
Basic Use of Computers	3
Total Credit Hours for A.A.S	60

Program of Study

The Criminal Justice program provides two options for the A.A.S. degree: the Criminal Justice and Basic Peace Officer Option.

Criminal Justice Option

FIRST YEAR

Fall Semester		<u>Credit</u>	Spring Semester		<u>Credit</u>
EDUC 1300π	Learning Framework		COSC 1301	Introduction to Computers	3
or					
COLS 0300	College Success Skills				
CRIJ 1313	Juvenile Justice System	3	CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1301	Introduction to Criminal Justice	3	CRIJ 1306	Court Systems and Practices	3
CRIJ 1307	Crime in America	3	ELECTIVE	Speech Communications	3
			ELECTIVE	Humanities and Fine Arts.....	3
				Total	12
	Total	12			

SECOND YEAR

Fall Semester		<u>Credit</u>	Spring Semester		<u>Credit</u>
CRIJ 2313	Correction Systems and Practices	3	CJLE 1303	Basic Telecommunications Certification.....	3
CRIJ 2323	Legal Aspects of Law Enforcement.....	3	CRIJ 2314	Criminal Investigation.....	3
CJSA 1400	Death Investigation I	4	CJSA 1330	Cybercrimes	3
ELECTIVE	College Level Math	3	CJSA 1351	Use of Force.....	3
ELECTIVE	Social & Behavioral Sciences.....	3	CJLE 1327	Interviewing/Report Writing	3
			CRIJ 2328	Police Systems and Practices	3
			CJSA 2283 ¹	Cooperative Education – Criminal Justice/ Safety Studies.....	2
	Total	16		Total	20
				Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student’s learning experiences.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Basic Peace Officer Option

FIRST YEAR

Fall Semester		<u>Credit</u>	Spring Semester		<u>Credit</u>
EDUC 1300π	Learning Framework		CRIJ 1306	Court Systems and Practices	3
or			CRIJ 1310	Fundamentals of Criminal Law	3
COLS 0300	College Success Skills		ELECTIVE	Speech Communications	3
CRIJ 1313	Juvenile Justice System	3	ELECTIVE	Humanities & Fine Arts	3
CRIJ 1301	Introduction to Criminal Justice	3		Total	12
CRIJ 1307	Crime in America	3			
COSC 1301	Introduction to Computers	3			
	Total	12			

SECOND YEAR

Fall Semester		<u>Credit</u>	Spring Semester		<u>Credit</u>
CRIJ 2313	Correction Systems and Practices	3	CJLE 1506 ¹	Basic Peace Officer I.....	5
CRIJ 2323	Legal Aspects of Law Enforcement.....	3	CJLE 1512 ¹	Basic Peace Officer II.....	5
CJSA 1400	Death Investigation I	4	CJLE 1518 ¹	Basic Peace Officer III.....	5
ELECTIVE	College Level Math	3	CJLE 1524 ^{1,2}	Basic Peace Officer IV.....	5
ELECTIVE	Social & Behavioral Sciences.....	3		Total	20
	Total	16		Total Credit Hours for A.A.S.	60

Notes:

- 1 Student enrolls in TCOLE approved Law Enforcement Academy. Basic Peace Officer sequence option is subject to Texas Commission on Law Enforcement (TCOLE) rules, including criminal history check – see TCOLE enrollment standards below. These courses are eligible for Advanced Placement – see *Criminal Justice Advanced Placement Policy* below.
- 2 Capstone course that consolidates the student’s learning experiences.
- π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Local Articulation Students

Registered Local Articulation students who take equivalent courses while in high school may make the following substitutions for the Associate of Applied Science degree:

- CJSA 1322 for CRIJ 1301 Introduction to Criminal Justice
- CJSA 1312 for CRIJ 1307 Crime in America
- CJLE 1303 Basic Telecommunication Certification

TCOLE Enrollment Standards

Students enrolling in the Law Enforcement Academy must comply with TCOLE rules including specifically Rule 217.10 Minimum Standards for Enrollment and Initial Licensure. Failure to comply may result in removal from the course.

Criminal Justice Advanced Placement Policy

In order to receive advanced placement credit for academy completion and/or work experience, the applicant must:

- 1. Provide appropriate documentation to the College of Applied Sciences Dean.
- 2. Apply for admission and complete at least six additional hours of credit at Southwest Texas Junior College.

Students licensed as a Texas Peace Officer will receive advanced placement credit (grade of “P”) for the following courses:

CJLE 1506	Basic Peace Officer I	5 hrs.
CJLE 1512	Basic Peace Officer II	5 hrs.
CJLE 1518	Basic Peace Officer III	5 hrs.
CJLE 1524	Basic Peace Officer IV	5 hrs.
Total			20 hrs.

Students who are certified by TCOLE as a “Telecommunications Operator” will receive advanced placement credit (grade of “P”) for the following course:

CJLE 1303	Basic Telecommunication Certification	3 hrs.
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DIESEL TECHNOLOGY
Eagle Pass Campus

Purpose

The purpose of the Diesel Technology program is to provide students with training in maintaining, troubleshooting, and repairing heavy-duty diesel powered equipment. Coursework emphasizes diesel engines,

hydraulics, electrical, air conditioning, and diesel fuel injection systems. The goal of the program is for graduates to be employable as entry-level technicians in a diesel engine service shop, dealership or industry.

Admission Requirements

Students are admitted to the Diesel Technology program through regular college admission procedures (see *Admission Regulations* section).

Students will receive a Level One Certificate and/or an Associate of Applied Science (A.A.S.) degree upon satisfactory completion of the program of study and upon making formal application for graduation (See *Curricula* section). The Diesel Technology Program carries three award options, a Level One Basic Certificate, Level One Advanced Certificate, and an A.A.S. degree. The Level One Certificates are TSI exempt; however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

**DIESEL TECHNOLOGY - BASIC
LEVEL ONE CERTIFICATE**

Program of Study

Fall Semester		Credit	Spring Semester		Credit
DEM R 1406	Diesel Engine I.....	4	DEM R 1349 ¹	Diesel Engine II.....	3
DEM R 1405	Basic Electrical Systems.....	4	DEM R 1417	Basic Brake Systems.....	4
DEM R 1301	Shop Safety and Procedures.....	3	DEM R 1421	Power Train I.....	4
Total		11	Total		11
			Total Credit Hours for Certificate.....		
			22		

Notes: 1 Capstone course that consolidates the student’s learning experiences.

**DIESEL TECHNOLOGY - ADVANCED
LEVEL ONE CERTIFICATE**

Program of Study (Prerequisite: Diesel Technology – Basic level One Certificate)

Fall Semester		Credit	Spring Semester		Credit
DEM R 1423	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair.....	4	DEM R 2348	Failure Analysis	3
DEM R 1310	Diesel Engine Testing and Repair I.....	3	DEM R 2432	Electronic Controls	4
DEM R 1447	Power Train II	4	DEM R 2281 ¹	Coop Education – Diesel Mechanics Technology/Technician	2
Total		11	DEM R 1330	Steering and Supervision I.....	3
			Total		12
			Total Credit Hours for Certificate.....		
			45		

Notes: 1 Capstone course that consolidates the student’s learning experiences.

**DIESEL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE**

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Other	6
Total General Education Courses.....	15
Technical Education Courses.....	45
Total Credit Hours for A.A.S.	60

Program of Study

FIRST YEAR

	<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
EDUC 1300π or COLS 0300	Learning Framework College Success Skills		DEMR 1349 Diesel Engine II	3
			DEMR 1417 Basic Brake Systems	4
			DEMR 1421 Power Train I	4
			COSC 1301 Microcomputer Applications.....	3
DEMR 1406	Diesel Engine I.....	4		
DEMR 1405	Basic Electrical Systems.....	4		
DEMR 1301	Shop Safety and Procedures	3		
ELECTIVE	Humanities & Fine Arts.....	3		
	Total	14		
			Total	14
	<u>Summer Session</u>	<u>Credit</u>		
ELECTIVE	Speech Communications	3		
ELECTIVE	Social and Behavioral Sciences	3		
	Total	6		

SECOND YEAR

	<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
DEMR 1423	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	4	DEMR 1330 Steering and Suspension I.....	3
DEMR 1447	Power Train II	4	DEMR 2348 Failure Analysis	3
DEMR 1310	Diesel Engine Testing and Repair I	3	DEMR 2432 Electronic Controls	4
ELECTIVE	College Level Mathematics	3	DEMR 2281 ¹ Cooperative Education – Diesel Mechanics Technology/Technician	2
	Total	14		
			Total	12
			Total Credit Hours for A.A.S.	60

Notes: 1 Capstone course that consolidates the student's learning experiences.
π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed (*see Course Descriptions*). Each student can also expect to purchase the following required textbooks and tools.

1 Tool Set* (*approximate cost*)\$600

* A tool list will be provided by instructor.

Textbooks (*approximate cost*)\$225

EMERGENCY MEDICAL SERVICES

Purpose

The Emergency Medical Services (EMS) Programs include courses that lead to a Level 1 Certificate Emergency Medical Technician Basic (EMT-B), Level 1 Certificate Emergency Medical Technician Paramedic (EMT-P) and an Associate of Applied Science (AAS) –Emergency Medical Technician Paramedic (EMT-P).

The EMT Basic Level 1 Certificate is a one semester program that prepares students for certification by Texas Department of State Health Services (DSHS) and the National Registry of Emergency Medical Technicians (NREMT). Upon successful completion of the program and certifications, students will possess the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies.

The EMT Paramedic Level 1 Certificate is a three semester program that prepares students for certification by Texas Department of State health Services (DSHS) and the National Registry of Emergency Medical Technicians (NREMT-P). Upon successful completion of the program and certifications, students will possess the complex knowledge and skills necessary to provide advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system.

The Associate of Applied Science (A.A.S. EMT Paramedic Program is a two-year program that prepares students for certification by NREMT – Licensed Paramedic. Upon successful completion of the program and certifications, students will possess complex knowledge and skills necessary to provide advanced emergency medical care and transportation for critical and emergency patients who access the emergency medical system.

Admission Requirements

Students are admitted through regular college admission procedures (*see Admission Regulations section*). The Level 1 Certificates are TSI exempt; however, those not meeting Texas Success Initiative (TSI) requirements are encouraged to enroll in the appropriate developmental course(s). Those seeking an Associate of Applied Science Degree – Paramedic MUST be TSI complete.

Program Application Process –applicant must meet the following requirements:

1. Fulfill admission requirements for and be admitted to Southwest Texas Junior College.
2. Must hold a valid driver’s license.
3. Must provide a copy of their high school diploma, GED and/or transcripts.
4. Evidence of all immunizations or acceptable titer levels, in writing, as required by the Texas Department of Health to include TB-Skin Test, Hepatitis-B Series and Meningitis. Written evidence of negative Tuberculin screen or negative chest x-ray. Documentation must be within 12 months of

- the training session. Hepatitis-B series, Meningitis, 2 MMR (mumps/ measles, and rubella) or a positive titer, 2 Varicella or a positive titer, and a current flu vaccine.
5. Must hold a current BLS Provider CPR Card valid thru the training period.
 6. Students are required to carry liability insurance throughout the program. The fee for this insurance is included in the admission fees.
 7. A background check must be completed prior to applying to the program and provide a copy with the application packet. Students may obtain a background check through <https://www.dps.texas.gov/> (\$3.00). Students with any criminal convictions might not be eligible to test for the state exam or National Registry test. If you have questions, please call the DSHS EMS Criminal Background Investigation Department at (512) 834-6746.
 8. Drug screen must be completed through a licensed physician or through Texas Alcohol and Drug Testing. Prices vary depending on your physician.
 9. Those seeking a Level 2 Advanced Certificate and the A.A.S. Paramedic, must be a NREMT – Basic.

Upon Acceptance into the EMS Program

Once a student has been accepted into the EMS program, the following purchases need to be made:

- o Uniform purchase must be made with 3D Impressions: (prices subject to change)
- o Royal blue polo shirt with the program embroidered on the upper left breast and the student’s name and program level over the right upper breast.
- o Black tactical pants (no specific vendor)
- o Black belt
- o Black duty boots (no specific vendor)

Program Outcomes

1. Recognize the nature and seriousness of the patient’s condition or extent of injuries to assess requirements for emergency medical care.
2. Administer appropriate emergency medical care based on assessment findings of the patient’s condition.
3. Perform basic non-invasive skills – lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury.
4. Perform safely and effectively the expectations of the Texas Department of State Health Services-approved curriculum.
5. Implement the standards of care related to the Texas Department of State Health Services (TDSHS) Emergency Medical Technician (EMT) – Basic certification exam.
6. Implement the standards of care related to the Texas Department of State Health Services (TDSHS) Emergency Medical Technician Paramedic (EMT-P) – Paramedic certification exam.

**EMERGENCY MEDICAL TECHNICIAN – BASIC
LEVEL ONE CERTIFICATE**

Program of Study

		<u>Credit</u>
EMSP 1501 ¹	Emergency Medical Technician	5
EMSP 1455 ¹	Trauma Management.....	4
EMSP 1456 ¹	Patient Assessment and Airway Management	4
EMSP 1360 ^{1,2}	Clinical – Emergency Medical Technician	3
Total Credit Hours for Level 1 Certificate.....		16

- Notes: 1 Certified EMT – Basic: students enrolled in Paramedic program can earn Advanced Placement Credit for this course.
 2 Capstone course that consolidates the student’s learning experiences.

**EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC
 LEVEL ONE CERTIFICATE**

Program of Study

	Spring Semester	<u>Credit</u>		Fall Semester	Credit
EMSP 1338	Introduction to Advanced Practice.....	3	EMSP 2306	Emergency Pharmacology	3
EMSP 2434	Medical Emergencies	4	EMSP 2444	Cardiology	4
EMSP 2260	Clinical – Emergency Medical Technology / Technician (EMT Paramedic)	2	EMSP 2261	Clinical – Emergency Medical Technology/ Technician (EMT Paramedic)	2
	Total	9		Total	9

	Spring Semester	Credit
EMSP 2330	Special Populations	3
EMSP 2243	Assessment Based Management	2
EMSP 2135	Advanced Cardiac Life Support	1
EMSP 2364 ¹	Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)	3
	Total	9

Total Credit Hours for Level 1 Certificate.....18

- Notes: 1 Capstone course that consolidates the student’s learning experiences.
 π All students are required to take EDUC 1300/COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements

**EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC
ASSOCIATE OF APPLIED SCIENCE DEGREE**

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	11
Total General Education Courses	17
Technical Education Courses	43
Total Credit Hours for A.A.S.....	60

Program of Study

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
EDUC 1300 π Learning Framework or COLS 0300 College Success Skills		EMSP 1338 Introduction to Advanced Practice	3
		EMSP 2434 Medical Emergencies	4
		EMSP 2260 ² Clinical – Emergency Medical Technology/ Technician (EMT Paramedic).....	2
EMSP 1501 ¹ Emergency Medical Technician	5	Total	9
EMSP 1455 ¹ Trauma Management.....	4		
EMSP 1456 ¹ Patient Assessment and Airway Management	4		
EMSP 1360 ¹ Clinical – Emergency Medical Technology/(EMT Paramedic)	3		
Total	16		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
EMSP 2306 Emergency Pharmacology	3	EMSP 2330 Special Populations	3
EMSP 2444 Cardiology.....	4	EMSP 2243 Assessment Based Management	2
EMSP 2261 Clinical – Emergency Medical Technology/ Technician (EMT Paramedic)	2	EMSP 2135 Advanced Cardiac Life Support	1
Total	9	EMSP 2364 Practicum (or Field Experience) – Emergency Medical Technology/Technician (EMT Paramedic).....	3
		Total	9
		Academic Courses	
		BIOL 2401 Anatomy & Physiology I	4
		BIOL 2402 Anatomy & Physiology II.....	4
		MATH 1314 College Algebra	3
		ENGL 1301 Composition I	3
		PSYC 2301 General Psychology	3
		Total	17
		Total Credit Hours for A.A.S.....	60

Notes: 1 Certified EMT - Basic students can earn Advanced Placement Credit for this course.
 π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Program Outcomes

1. Safely perform technical proficiency in all the skills necessary to fulfill the role of an EMT-Paramedic.
2. Comprehend, apply, and evaluate the role of an EMT-Paramedic
3. Interpret and apply Emergency Medical Services and general medical knowledge necessary to function in a healthcare setting.
4. Implement the standards of care related to the Texas Department of State Health Services (TDSHS) Emergency Medical Technician (EMT) – Paramedic certification exam.

Program Requirements and Admission Process

Students must meet regular college admission requirements (*see Admission Regulations section*), meet Texas Success Initiative (TSI) college-ready requirements and satisfy the following additional application requirements:

1. Evidence of good physical and mental health as reflected by a recent physical exam (within the past 6 months). The exam must include the following documentation:
 - a. Proof of negative TB skin test or chest x-ray results.
 - b. Up-to-date immunization record to include the following¹
 - Measles
 - Mumps
 - Rubella
 - Varicella
 - Tetanus
 - c. The first of three injections in the Hepatitis B vaccination series².
2. Proof of American Heart Association (AHA) CPR for Health Care Providers (adult, infant, and child) prior to the first day of class.
3. Submit to urine drug screening and criminal background check as directed by a program official.
4. Students enrolled in the Emergency Medical Technician program must also submit an annual TB skin test completed prior to the date of the initial TB skin test when admitted to the program.
5. Fulfill admission requirements for and be admitted to Southwest Texas Junior College.
6. Must hold a current Texas NREMT EMT or AEMT Certification.
7. Must be in good standing with Texas Department of Health EMS Compliance.

Eligibility for NR/DSHS Certification

The National Register (NR) or EMT-P and Texas Department of State Health Services (DSHS) is the credentialing organization for Emergency Medical Technicians. In order to become nationally certified (NR) and to receive (DSHS) certified EMT-P license graduates of the program must pass the respective exams. Completion of all program didactic and clinical requirements DOES NOT guarantee eligibility to take the NR/DSHS examination. Eligibility is also dependent upon national criminal background checks. Some issues, but not all may include:

1. Conviction of a crime, which includes felony, gross misdemeanor, or misdemeanor, with the only exceptions being speeding and parking violations.
2. Alcohol and/or drug related violations.
3. Military court-martials.
4. Violations or sanctions related to the academic honor code.

For more information, please visit the following website www.dshs.state.tx.us.

- Notes:
1. Proof of immunizations must be official laboratory reports (titers) or an official immunization record. All immunizations are required.
 2. Hepatitis B vaccination series must be completed within the first year of the program.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed. (*See Course Descriptions section*).

LAW ENFORCEMENT ACADEMY
Uvalde and Eagle Pass campuses

Purpose

The purpose of the Southwest Texas Junior College Law Enforcement Academy’s Basic Peace Officer course, a 720-hour course of study, is to prepare prospective law enforcement officers for the Texas Commission on Law Enforcement (TCOLE) Certification Exam. Students who successfully complete the Academy will earn a Level 1 Certificate in Criminal Justice and will be able to sit for the TCOLE Basic Peace Officer State Exam. In addition, upon successful completion, the student may apply the Level 1 Certificate towards the Criminal Justice Associate of Applied Science (AAS – Basic Peace Officer option). The Academy also offers TCOLE in-service courses at both intermediate and advanced levels for the purpose of enhancing the Peace Officers’ level of proficiency and meeting training requirements.

Admission Requirements – Basic Peace Officer Program

To be admitted, a prospective student must comply with TCOLE rule 217.1 <http://tcole.texas.gov/content/commission-rules>

Below is a summary of that rule, but please review all TCOLE requirements at the URL above.

- The Level I Certificate is TSI-waived; however individuals are encouraged to take the TSI Assessment and, if necessary, enroll in the appropriate developmental education courses in preparation to continue to the Associate of Applied Science (A.A.S.) in Criminal Justice. Individuals who have Military Exemption or individuals with a B.S. or B.A. degree or higher will not be required to test.
- complete an SWTJC Application for Admission.
- submit a completed Criminal History Check form (FAST form).
- be physically sound for the performance of duty appropriate to the type of license sought. Submit Physician, psychological and Drug Screening results (TCOLE L-2 & L-3 Forms).

A student who has completed all coursework for the A.A.S. Criminal Justice degree except for “Basic Peace Officer” courses (CJLE 1429, CJLE 1506, CJLE 1512, CJLE 1518, and CJLE 1524,) may apply to Southwest Texas Junior College Law Enforcement Academy in order to complete these courses.

**LAW ENFORCEMENT ACADEMY
CERTIFICATE**

Program of Study

Credit

CJLE 1506	Basic Peace Officer I.....	5
CJLE 1512	Basic Peace Officer II.....	5
CJLE 1518	Basic Peace Officer III.....	5
CJLE 1524	Basic Peace Officer IV.....	5
CJLE 1429	Basic Peace Officer V.....	4

Total Credit Hours for Certificate24

Tuition and Fees

Students enrolling in the Academy pay regular college tuition, fees and additional surcharges. Additional fees are also required prior to admission upon acceptance to the program. The following fees are approximate costs identified to assist the student in financial planning (Note: prices vary from year to year):

- CPR Certification Fee = \$30.00
- State Test Fee - \$35.00

Prior to Acceptance to the Academy

- Students **MUST** be approved by TCOLE fingerprint screening. Students must make an appointment with FAST services online <http://uenroll.identogo.com/servicecode/11G4J8> - \$38.50.
- Physical and Drug Screening (L-2 form) must be completed by a licensed physician designated by the Academy – prices vary depending on the physician. (contact the Academy office for physician information).
- Students must complete a Psychological exam (L-3 form) with an approved Academy psychologist (contact the Academy office for psychologist information) - \$100.00 (prices subject to change).
- The Level I Certificate is TSI-waived; however individuals are encouraged to take the TSI Assessment and, if necessary, enroll in the appropriate developmental education courses in preparation to continue to the Associate of Applied Science (A.A.S.) in Criminal Justice.

Upon acceptance to the Academy

Once a student has been accepted into the Southwest Texas Junior College Law Enforcement Academy, the following purchases will need to be made:

- A uniform of Royal Blue Classroom shirt and Grey PT shirt **MUST** be ordered from an approved vendor (contact the Academy office for vendor information).
- Academy Headcover (cap with Academy seal) **MUST** be made from an approved vendor (contact the Academy office for vendor information).
- Khaki tactical pants (no specific vendor)
- Black Duty Boots, minimum 8” high(must be able to shine) – Prices vary
- Black Shorts/Black Sweatpants/Black Windpants for PT
- Black socks
- Running sneakers
- Books purchased through SWTJC bookstore: (HFRG Threat Pattern Recognition Use of Force Student, Priced at campus bookstore)
- Ammunition (PISTOL/RIFLE AMMO **MUST BE BRASS CASINGS ONLY**)
 - 9mm (9X19mm) Pistol AMMO: 800-1,000 ROUNDS
 - 12 GAUGE
 - Shotgun-SLUGS: 15 ROUNDS
 - Shotgun-00, 9 PELLET BUCKSHOT: 15 ROUNDS
 - Shotgun-Birdshot: 25 ROUNDSRemington .223/NATO or 5.56 RIFLE AMMO: 300 ROUNDS
- Testing
 - State Exam - \$35.00

Withdrawal and Dismissal Policy

Southwest Texas Junior College Southwest Texas Junior College Law Enforcement Academy reserves the right to request the withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. Students must maintain a minimum grade of 80 in all areas of the academy program. Students withdrawing from the academy must comply with the SWTJC withdrawal policy and must participate in an exit interview in order to remain in good standing.

PATIENT CARE TECHNICIAN

Uvalde Campus

Purpose

The Patient Care Technician (PCT) Program includes courses that lead to a Level 1 Certificate with certification(s)/license(s) in Nurse Assistant, Phlebotomy, Electrocardiogram, and Medical Assistant.

The PCT Level 1 Certificate is a one-year, 2 semester program that prepares students for certification by National Healthcareer Association (NHA) in Phlebotomy, Electrocardiogram, and Medical Assistant. In addition, the program prepares students for certification by Nurse Aide Training and Competency Evaluation Program (NATCEP) as a Certified Nurse Assistant.

Upon successful completion of the program and certifications, students will possess the basic knowledge and skills necessary to assist with critical patient care. Student will be able to check vital signs, perform CPR and first aid, assist with medical examinations, perform electrocardiograms, basic laboratory procedures and phlebotomy, and various nurse assistant procedures.

Admission Requirements

Students admitted through regular college admission procedures (see Admission Regulations section). The Level 1 Certificate is TSI exempt; however, those not meeting Texas Success Initiative (TSI) requirements are encouraged to enroll in the appropriate developmental course(s).

THE FOLLOWING MUST BE COMPLETED PRIOR TO BEING ADMITTED INTO THE PROGRAM.

Application Process -- Applicants must meet the following requirements:

1. Fulfill admission requirements and be admitted to Southwest Texas Junior College.
2. Must have a high school diploma/GED or receive within one year of completing the National Healthcareer Association courses (Phlebotomy Technician, Electrocardiogram Technician, and Clinical Medical Assistant).
3. Must hold a valid social security card.
4. Must hold a valid driver's license or state issued I.D. card. Name registered on DL or ID must match name as listed on social security card.
5. Evidence of required immunizations, in writing, as required by the Texas Department of Health, including the Hepatitis-B series and Meningitis vaccine or proof of acceptable titer levels. Hepatitis-B series must be completed prior to registration.
6. Must obtain a documented negative TB Skin Test or a negative chest x-ray report with positive TB reaction. If providing documentation of previous TB test it must be within 12 months of the training session.
7. Must hold a current Basic Life Support (BLS) Provider CPR Card valid thru the training period.
8. Upon acceptance to the program, purchase of the approved school uniform and supplies.
9. Pass a criminal background check through the Texas Department of Public Safety. Process and fee will be explained by Department Coordinator. Students with any criminal convictions might not be eligible to test for the state exam or National Registry test.
10. Students are required to have their health care provider complete and sign the required program health form, which will be provided the first class day.

Program Outcomes

1. Implement the standards of care related to the National Healthcareer Association for Clinical Medical Assistant (CCMA).

2. Implement the standards of care related to the National Healthcareer Association for Phlebotomy Technician (CPT).
3. Implement the standards of career related to the National Healthcareer Association for Electrocardiogram Technician (CET).
4. Implement standards of care related to Texas Department of Aging and Disability Services (DADS) for Certified Nurse Assistant (CNA).

**PATIENT CARE TECHNICIAN
LEVEL 1 CERTIFICATE**

Program of Study

Fall Semester	<u>Credit</u>	Spring Semester	Credit
NURA 1307	Body Systems.....3	MDCA 1352	Medical Assistant Laboratory Procedures 3
HITT 1305	Medical Terminology I.....3	PLAB 1323 ²	Phlebotomy 3
MDCA 1205	Medical Law and Ethics2	NUPC 1320 ³	Patient Care Technician/Assistant..... 3
NURA 1401	Nurse Aide for Health Care.....4	MDCA 1210	Medical Assistant Interpersonal and Communication Skills 2
NURA 1160	Clinical – Nursing Assistant/Aide and Patient Care Assistant/Aide.....1	MDCA 1317 ^{1,2}	Procedures in a Clinical Setting 3
	Total 13		Total 14
			Total Credit Hours for Level 1 Certificate .. 27

- Notes: 1 Capstone course that consolidates the student’s learning experiences.
 2 Must have a high school diploma or GED within one year of completion of National Healthcareer Association courses

Tuition and Fees

Students enrolling in the Patient Care Technician program pay regular college tuition, fees and additional surcharges. Additional fees are also required prior to admission upon acceptance to the program. The following fees are approximate costs identified to assist the student in financial planning (Note: prices vary from year to year):

- Uniform Scrubs..... \$35
- Books \$823.13
- CPR Certification..... \$31
- Background checks \$3.00
- Immunizations..... \$235.00

Advanced Placement Policy

In order to receive advanced placement credit for CNA, CCMA, CPT, or CET, the applicant must hold current certifications and/or licensures in each training area.

1. Provide appropriate documentation to the College of Applied Sciences Dean.
2. Must be fully accepted into the PCT program.
3. Must successfully complete COLS 0300 or EDUC 1300, NURA 1307, HITT 1305, and MDCA 1205.

Students Certified as a:

- CNA will receive the following advanced placement credits (grade of “P”) for the following courses:
 NURA 1401 4 hrs.
 NURA 1160..... 1 hr.
- CPT will receive the following advanced placement credit (grade of “P”) for the following course:
 PLAB 1323..... 3 hrs.
- CCMA will receive the following advanced placement credits (grade of “P”) for the following courses:

MDCA 1352	3 hrs.
MDCA 1210	2 hrs.
MDCA 1317	3 hrs.
NUPC 1320	3 hrs.

- CET will receive the following advanced placement credits (grade of “P”) for the following course:
MDCA 1317 3 hrs.

POWERLINE TECHNICIAN PROGRAM

Purpose

The Powerline Technician Program will equip individuals with the education and training needed for an entry level powerline apprentice position in the utility industry. Training in the 14-week course will include 10 weeks of powerline specific classroom and field work as well as 4 weeks of truck driver training for a class A CDL. Upon completion of the program students will receive a college Certificate of Completion in Powerline Technician Training, and be eligible to sit for the Class A Commercial Driver’s License (CDL) and First Aid/CPR certification exams.

Admission Requirements:

- Minimum 18 years of Age
- High School Diploma or GED
- Pass the Reading, Writing, and Math assessment tests
- Hold a Valid Texas Driver's License
- Have a Clear Motor Vehicle Record
- Pass a DOT Physical/Drug Test
- Agree to a Criminal History Check
- Pass a Physical Assessment Test
- Provide Proof of Health Insurance or Purchase Student Insurance (optional)

Powerline Technician Training (400 Hours):

ELPT 1021 – Introduction to Electrical Safety and Tools
 ELPT 1011 – Basic Electrical Theory
 ELPT 2023 – Transformers
 LNWK 1011 – Climbing Skills
 LNWK 2024 – Troubleshooting Distribution Systems
 LNWK 1001 – Orientation and Line Skill Fundamentals
 EMSP 1020 - CPR Adult

Truck Driving for Powerline Technician Training (160 Hours):

CVOP 1013 - Professional Truck Driver I
 CVOP 1040 – Professional Truck Driver II

RADIOLOGIC TECHNOLOGY

Uvalde Campus

Purpose

The purpose of the Radiologic Technology program is to provide a quality education in Radiologic Technology and to prepare graduates to perform competently and ethically as entry level Radiologic Technologists.

The Radiologic Technology program at SWTJC will achieve its purpose by preparing and graduating students that can:

1. Communicate ideas and information effectively
2. Demonstrate professional and ethical responsibility
3. Apply knowledge of human anatomy and physiology
4. Perform radiographic procedures correctly
5. Properly operate radiographic equipment
6. Apply radiation safety and protection practices
7. Demonstrate critical thinking abilities

Program Prerequisites

The following courses must be completed with a minimum grade of “C” prior to the start of the Radiologic Technology program. Students may be actively enrolled in prerequisite courses during the application process.

- BIOL 2401 Anatomy and Physiology I (4 sem. hrs.)
- BIOL 2402 Anatomy and Physiology II..... (4 sem. hrs.)
- EDUC 1300 Learning Framework (3 sem. hrs.)
- Or
- COLS 0300 College Success Skills

Applicants must have a minimum cumulative GPA of 2.0 (on a 4.0 scale) or higher for pre-requisite courses. A grade below a “C” on prerequisite courses will not be accepted.

ALL PREREQUISITE COURSES MUST BE COMPLETED BY SPRING OF THE ADMISSION YEAR.

BIOL 2401 and BIOL 2402 must have been completed within 5 years of the time of application to the program. BIOL 2401 and BIOL 2402 courses taken beyond the 5 year limit must be repeated regardless of the grade achieved.

Application Requirements

Students must meet regular college admission requirements (see *Admission Regulations* section), meet Texas Success Initiative (TSI) college-ready requirements and satisfy the following additional application requirements:

Submit to the Radiologic Technology Office BY MAY 15 OF THE APPLICATION YEAR:

1. A Radiologic Technology application by the posted deadline
2. Copies of any professional licenses, certifications, or registrations
3. Health care related experience form
4. Technical Standards and Essential Functions form.
5. Clinic travel acknowledgement form
6. Essay

All required forms will be found on the Radiologic Technology page of the SWTJC website (www.swtjc.edu).

SHOULD MAY 15 FALL ON A WEEKEND, APPLICATIONS WILL BE DUE THE FOLLOWING MONDAY.

Admission Process

Twenty students are admitted to the program every two years. Admission is based on a graded point value system. An application with incomplete records will not be considered for admission. The admission process is competitive and completion of minimum requirements is not a guarantee of admission. Students will be notified of acceptance in writing. A list of alternates will be established.

Upon notification of acceptance in the Radiologic Technology program, the following must be submitted to the Radiologic Technology office:

1. Evidence of good physical and mental health as reflected by a recent physical exam (within the past 3 months). The exam must include the following documentation:
 - a. Proof of negative TB skin test or chest x-ray results.
 - b. Up-to-date immunization record to include the following:²
 - i. Measles
 - ii. Mumps
 - iii. Rubella
 - iv. Varicella
 - v. Tetanus
 - c. The first of three injections of the Hepatitis B vaccination series³.
2. Proof of American Heart Association (AHA) CPR for Health Care Providers (adult, infant, and child) prior to the first day of class.
3. Submit to urine drug screening and criminal background check as directed by a program official.
4. Proof of Health Insurance.

Students enrolled in the Radiologic Technology program must also submit the following:

1. Proof of annual flu immunization during the 1st fall and 2nd fall semesters
2. Annual TB skin test completed prior to the date of the initial TB skin test when admitted to the program.

Eligibility for ARRT Certification and TMB state license

The American Registry of Radiologic Technologists (ARRT) is the credentialing organization for Radiologic Technologists. In order to become nationally certified (RT(R)), graduates of the program must pass the national ARRT examination in Radiography.

The Texas Medical Board (TMB) is the state agency mandated to regulate the practice of Medical Radiologic Technologies (MRT). In order to become Texas State licensed, graduates of the program must pass the TMB Jurisprudence (JP) exam for Medical Radiologic Technologists and the ARRT examination.

Completion of all program didactic and clinical requirements DOES NOT guarantee eligibility to take the ARRT or TMB examination. Eligibility is also dependent upon ethics review by the ARRT, the TMB, and a national criminal background check. Some issues, but not all, addressed by the ARRT and the TMB are:

1. Conviction of a crime, which includes felony, gross misdemeanor, or misdemeanor, with the only exceptions being speeding and parking violations
2. Alcohol and/or drug related violations
3. Military court-martials

² Proof of immunizations must be official laboratory reports (titers) or an official immunization record. All immunizations are required.

³ Hepatitis B vaccination series must be completed within the first year of the program.

4. Violations or sanctions related to the academic honor code

For further information, please visit the following websites www.arrt.org and www.tmb.state.tx.us, or speak to a program official.

**RADIOLOGIC TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE**

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	8
Other	3
Total General Education Courses	17
Technical Education Courses	43
 Total Credit Hours for A.A.S.	 60

Program of Study

Prerequisites

EDUC 1300π	Learning Framework				
	or				
COLS 0300	College Success Skills				
BIOL 2401 ¹	Anatomy & Physiology I.....	4			
BIOL 2402 ¹	Anatomy & Physiology II.....	4			
	Total	8			

FIRST YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
RADR 1311	Basic Radiographic Procedures	3	RADR 2301	Intermediate Radiographic Procedures.....	3
RADR 1309	Intro. to Radiography and Patient Care.....	3	RADR 2313	Radiation Biology and Protection	3
RADR 2309	Radiographic Imaging Equipment	3	RADR 1360	Clinical-Radiologic Technology/ Science – Radiographer	3
RADR 1260	Clinical – Radiologic Technology/ Science - Radiographer	2	RADR 1313	Principles of Radiographic Imaging I.....	3
PSYC 2314	Lifespan Growth & Development.....	3		Total	12
	Total	14			

	<u>Summer Session I</u>	<u>Credit</u>		<u>Summer Session II</u>	<u>Credit</u>
RADR 2266	Practicum (or Field Experience) - Radiologic Technology/Science – Radiographer.....	2	RADR 2267	Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer	2
	Total	2		Total	2

SECOND YEAR

	<u>Fall Semester</u>	<u>Credit</u>		<u>Spring Semester</u>	<u>Credit</u>
RADR 2331	Advanced Radiographic Procedures	3	RADR 2335 ²	Radiologic Technology Seminar	3
RADR 2305	Principles of Radiographic Imaging II.....	3	RADR 2467	Practicum (or Field Experience) Radiologic Technology/Science – Radiographer ...	4
RADR 2367	Practicum (or Field Experience) Radiologic Technology/Science – Radiographer.....	3	ENGL 1301	Composition I.....	3
ELECTIVE	Humanities & Fine Arts.....	3		Total	10
	Total	12		Total Credit Hours for A.A.S.	60

NOTES: 1 Capstone course that consolidates the student's learning experiences.
π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

- i. BIOL 2401 and BIOL 2402 (Anatomy & Physiology I/II) must be completed with a minimum grade of "C" prior to the start of the Radiologic Technology program. Students may be actively enrolled in prerequisite courses during the application process.
- ii. ALL PREREQUISITE COURSES MUST BE COMPLETED BY SPRING OF THE ADMISSION YEAR.
- iii. BIOL 2401 and BIOL 2402 (Anatomy & Physiology I/II) must have been completed within 5 years of the time of application to the program. Anatomy & Physiology courses taken beyond the 5 year limit must be repeated, regardless of the grade achieved.
- iv. All RADR courses must be completed with a minimum grade of "C" to progress to the next semester of the program.

Tuition and Fees

Students enrolling in the Radiologic Technology program pay regular tuition and fees. In addition students accepted in the program will be expected to pay the following additional fees:

Fall semester of freshman year

1. Uniform scrubs, 3 sets of tops and bottoms. Color will be specified by the program (\$100.00 - \$150.00)
2. Lab coat. Color will be specified by the program (\$25.00 - \$35.00)
3. White sneakers or nursing shoes (\$75.00 - \$125.00)
4. Program patches, one for each scrub top, and lab coat (\$25.00)
5. Two sets of lead x-ray markers (\$35.00)
6. Two SWTJC Rad Tech Polo Shirts (\$40)

Spring semester of sophomore year

1. ARRT certification exam application (\$200.00)
2. Texas Medical Board license/background check/fingerprints (\$150.00)
3. TMB JP exam fee (\$34.00)
4. Graduation cap, gown, and diploma (\$50.00)

All costs listed are estimated and are subject to change without notice.

Withdrawal and Dismissal Policy

SWTJC Radiologic Technology program reserves the right to request the withdrawal of any student whose health, conduct, personal qualities, or scholastic records indicate that it would be inadvisable for the student to continue in the program.

A student wishing to withdraw from the program and remain in good standing at SWTJC must participate in an exit interview with the program director. The student must also comply with the withdrawal procedures as stated in the college catalog under "Changes and Withdrawals" (see *Academic Regulations* section).

Refund Policy

See *Finances* section

Attendance Policy

Students are required to adhere to attendance policies as outlined in the college catalog and SWTJC Radiologic Technology Program Student Handbook.

Graduation Requirements

Radiologic Technology students will be eligible for graduation upon satisfactory completion of all program didactic and clinical requirements. All RADR courses must be completed with a grade of “C” or higher to qualify for graduation. Students who qualify for graduation are eligible to attend the May commencement ceremony. An associate of Applied Science degree (A.A.S.) will be conferred.

SCHOOL OF REGISTERED NURSING

Uvalde Campus

Purpose

This program is designed to prepare students to practice in a complex and ever-changing health care environment. In addition, the integrated concept based curriculum provides the graduate with foundational potential to progress forward to a Bachelor of Science in Nursing Degree.

Preparation for practice as a professional nurse will be concept-based theoretical knowledge associated with concept based clinical activities provided in a structured, supervised clinical practice environment. The program is designed to provide dynamic, interactive classroom information; simulation experiences to enhance clinical capabilities: concept-based simulation scenarios to test clinical expertise; and supervised clinical experience to complete Associate of Applied Science in Nursing Degree requirements necessary to become a Registered Nurse (RN). This educational process will develop the student as an active participant and through the use of innovative teaching approaches, foster a safe, collaborative, and interactive educational environment.

Differentiated Essential Competencies (DECs) from the Texas Board of Nursing (BON) and Professional Clinical Standards of Care in nursing will provide the guidelines for the development of physical skills, clinical reasoning, clinical judgement, ethical reasoning, and therapeutic communication skills. These essentials contribute to the knowledge and skill activities that direct graduates to become a member of the health care team. Designated curriculum, integrated with global issues and pathophysiological concepts, will ensure the graduates will be able to actively participate in society as educated, culturally astute and socially responsible individuals. Functioning within a multidisciplinary health care team requires diversity and compassion in traditional and/or non-traditional health care environments serving clients across the life span.

This program leads to an Associate of Applied Science in Nursing Degree and can be completed in two calendar years. Upon successful completion of the program, the graduate is eligible to apply to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Program Objectives/Outcomes

Upon completion of this registered nursing program, the graduate will function within the roles and responsibilities of the Associate Degree nurse and be able to:

1. Implement the standards of care as designated by the Board of Nursing for the State of Texas in a variety of health care settings.
2. Utilize critical reasoning, evidence-based practice and cultural diversity knowledge and skill when assessing, planning, implementing and evaluating patient care across the life-span.

3. Engage in continuous improvement of cognitive, psychomotor and psychotherapeutic abilities necessary to comprehensively assess and provide safe and effective nursing care.
4. Demonstrate caring behaviors and utilize teaching strategies that promote wellness, a healthy life style and recovery from illness.
5. Communicate and work effectively with patients, family members and the multidisciplinary health care team.
6. Demonstrate ethical and legal principles as a member of the multi-disciplinary health care team.
7. Maintain competence upon becoming a Registered Nurse through self-evaluation, peer review and continued education.
8. Continue to develop as an accountable and responsible member of the nursing profession.

Accreditation

Southwest Texas Junior College (SWTJC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The SWTJC Associate Degree Nursing Program is an approved school of nursing under the Texas Board of Nursing and the Texas Higher Education Coordinating Board. Approval from the Commission for Nursing Education Accreditation (CNEA) will be sought when eligibility requirements utilizing the concept-based curriculum are met.

ADMISSION REQUIREMENTS

There three steps that must be completed in sequence before an applicant can be considered a nursing student. The first step is the **PREPARATION FOR ADMISSION TO THE NURSING PROGRAM**. The second step is the **APPLICATION PROCESS** and the third step is the **ADMISSION PROCESS**.

PREPARATION FOR ADMISSION TO THE AASN PROGRAM

AASN students are admitted to the program each fall semester but the official admission process begins during the spring semester. Students receive guidance from College Counselors and the AASN education staff members to assist them to prepare for the admission process.

1. Prior to the spring semester it is expected that each applicant has completed requirements for admission to Southwest Texas Junior College which includes assessment and placement in basic courses as guided by the Texas Success Initiative (TSI).

To complete the **PREPARATION FOR ADMISSION TO THE AASN PROGRAM** process, it is recommended that potential nursing applicants complete all prerequisites prior to the spring semester so faculty members have sufficient data to make thorough decisions regarding the potential success of the applicant to complete the nursing program in a successful manner. Grades from science and English courses are especially meaningful for this predictive process.

2. If applicants are enrolled in prerequisites during the spring semester, mid-term grades for their courses must be made available to nursing faculty members prior to being considered for the fall AASN student pool.
3. Following is the list of pre-requisite courses that must be completed with a minimum grade of “C” or better and a minimum GPA of 2.5 prior to implementation of the **ADMISSION PROCESS**.

BIOL 2401 Anatomy & Physiology I
 BIOL 2402 Anatomy & Physiology II
 BIOL 2420 Microbiology
 ENGL 1301 Composition I
 PSYC 2314 Human Growth & Development
 PHIL 2306 Ethics

4. If any of the science courses are 5 years old at the time of application, it is required that the applicant take RNSG 1311 Nursing Pathophysiology.

APPLICATION PROCESS

1. To be eligible for the **APPLICATION PROCESS**, each applicant must complete the Assessment Technologies Institute, Inc. (ATI) Test of Academic Education Skills (TEAS) assessment as well as an English proficiency assessment. The Administrative Assistant of the Associate of Applied Science Degree in Nursing Program will announce the testing dates along with instructions on scheduling an appointment for the assessment on the SWTJC Home page during the fall semester. The registration form will be posted on the SWTJC RN webpage. It is the responsibility of the applicant to secure a date to complete the two assessments. .
2. The application process begins with successful results from the ATI TEAS assessment with a recommended Adjusted Individual Total Score of **70**. Scores that comprise the benchmark for the following TEAS categories are determined by ATI and reflect the national mean, including:
 - a. Reading – 70
 - b. Math – 69
 - c. Science – 54
 - d. English (Grammar) – 64
3. Instructions on how to proceed with the English proficiency assessment process will be provided in writing via e-mail after the assessment has been taken.
4. On Monday after spring break each individual student must have completed designated English proficiency requirements (Reading Comprehension, vocabulary, and medical terminology lessons) to remain eligible for the program
5. An application form will be forwarded to the applicant for completion when the student has successfully completed the ATI TEAS and English proficiency requirements. The application form must be completed and returned to the AASN Administrative Assistant's office within two weeks of receiving the application
6. Reference forms must be submitted directly to the AASN program from the applicant's point of reference prior to the due date stated in the reference form.
7. A criminal background investigation is required for **all** SWTJC AASN applicants planning to enter the AASN program. Upon application to the AASN Program, the applicant's personal data will be submitted to the Texas Board of Nursing so a criminal background check can be performed. A copy of all correspondence received from the TBON must be submitted to the AASN office to be filed in the student's record.
8. Each applicant is required to go through an interview with the AASN director. The interview will be scheduled once all three reference forms have been received.
9. Licensure Eligibility – The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a Registered Nurse. The BON provides individuals with one opportunity for petition for a Declaratory Order (DO) as to their eligibility in accordance with Article 301.257 of the Nursing Practice Act. The BON website, www.bon.state.tx.us, contains eligibility questions and the declaratory order. Each applicant must review the following documents in the TBON Rules and Regulations:
 - 213.27** Good Professional Conduct
 - 213.28** Licensure of Persons with Criminal Offenses
 - 213.29** Criteria and Procedures Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters
 - 213.30** Declaratory Order of Eligibility for Licensure

ADMISSION PROCESS

When the activities required for the **PREPARATION FOR ADMISSION** and **APPLICATION PROCESS** are completed, applicant selections will be made. A letter will be sent via e-mail identifying the applicant's status in the program.

To complete the **ADMISSION PROCESS**, all requirements listed below must be completed and evidence of these requirements presented to the AASN Administrative Assistant office prior to August 1st. Students will not be registered for classes until they have completed the **ADMISSION PROCESS**.

1. Declared a Registered Nursing major with the office of admissions by completing the Declaration of Major Field of Student Form.
2. Current Basic Life Support (BLS) certification* from the American Heart Association class "C" for Health Care Providers. A current BLS card is required before the applicant can attend clinical rotations
3. Evidence* of mental and physical health as documented in a physical
4. Evidence* of all immunizations or acceptable serum titer levels, in writing, as required by the Texas Department of Health (Measles, Mumps, Rubella, (MMR); Diphtheria; Tetanus, Pertussis (DTap); Varicella, Meningitis; and Hepatitis "B" series).
5. Current documentation* of negative Tuberculin screen either through a TB skin test (TST) or blood assay for Mycobacterium Tuberculosis (T-Spot or QFT-GIT) or chest x-ray if previous positive blood assay. For applicants who have received the bacilli Clamette-Guerin (BCG) vaccine or those who are a positive reactor to TST must show documentation of a negative blood assay. Based on recommendations from the Centers for Disease Control and Prevention (CDC), if applicant has had positive blood assay, a chest X-ray is required with accompanying documentation indicating no active symptoms of active TB such as productive cough, night sweats, or unexplained weight loss. Annual TB Skin test or blood assay is required.
6. Evidence* of health insurance. Such insurance must be maintained for the duration of enrollment in the nursing program.
7. Negative drug urine screen* (instructions will be provided). A positive drug screen on admission to the program for an unauthorized substance will cause the applicant to no longer be eligible to come into the program.
8. Purchase of the approved school uniform, patch lab coat, fully closed white shoes, and laboratory supplies (approved blood pressure cuff, stethoscope, pen light, bandage scissors, hemostat, and watch with second hand) as required.
9. Basic computer skills must be evident by a course grade or ability to demonstrate computer competence.
10. All nursing students are required to have a working computer and continuous access to the internet. Ability to scan documents for uploading into Canvas and Thypon is also required. This can be done on a computer using one of many free phone apps. Scanners are also available in the SWTJC libraries.
11. Students are required to carry liability insurance* throughout the program. The fee for this insurance is included in the admission fees.

*All health documentation and insurance carriers must be based in the United States. No foreign insurance or health documentation will be accepted for any reason.

Notification of Selected Applicants

All applicants will be notified via e-mail regarding their acceptance status. Selected applicants and alternates will be required to attend an orientation session as specified in the notification letter at the time and date notified in the confirmation letter. Failure to attend the orientation will result in forfeiture of acceptance in the program. The alternate list will be maintained until the program begins in August. Alternates will be notified in the order determined if openings become available.

Point System for Applicants

Points will be accumulated from data supplied by the applicant and address the following issues:

1. One (1) point will be given for each of the required pre-requisite courses in the curriculum completed with a grade of "B" or better. **(6) Points** _____
2. One (1) point will be given if the applicant has been on the SWTJC President's List; SWTJC Dean's List, member of PTK or can show evidence of academic recognition from other colleges or universities attended. **(1) Points** _____
3. Three (3) points will be given if the applicant receives a grade of "A" on the first attempt of Anatomy & Physiology I or II. Five (5) points will be given if the applicant receives a grade of "A" on the first attempt of both Anatomy & Physiology I and II. **(5) Points** _____
4. One (1) point will be given if the applicant has received a "C" or better on all general education courses within the past 5 years. **(1) Points** _____
5. One (1) point will be given if at least 10 semester credit hours have been completed at SWTJC. **(1) Points** _____
6. Points will be given based on cumulative GPA; two (2) points will be given for cumulative GPA between 3.5 and 4.0; one (1) point will be given for cumulative GPA between 3.0 and 3.49. **(2) Points** _____
7. Points will be given if the applicant has had clinical experience and has a current licensure/certification as a Vocational Nurse, Emergency Medical Technician Paramedic, Military Medic, Certified Nurse Assistant, or Patient Care Technician **(4) Points** _____
 - a. 1- 2 years experience 1 Point
 - b. 3 – 5 years experience 2 Points
 - c. 6 – 10 years experience 3 Points
 - d. 11 or more years experience 4 Points
8. Five (5) points will be given to applicant with military service. **(5) Points** _____

(25) Total Points: _____

Licensure Eligibility

The Texas Board of Nurses determines eligibility requirements for applicants for the initial licensure by examination. All candidates for licensure will be required to answer the following questions:

1. Been convicted of a misdemeanor?
2. Been convicted of a felony:
3. Pled no lo contendere, no contest, or guilty?
4. Received deferred adjudication?

5. Been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
6. Been sentenced to serve jail or prison time or court-ordered confinement?
7. Been granted pre-trial diversion?
8. Been arrested or have any pending criminal charges?
9. Been cited or charged with any violation of the law?
10. Been subject of a court-martial; Article 15 violation; or received any form of military judgment, punishment, or action?

NOTE: You may only exclude Class C misdemeanor traffic violations

Expunged and Sealed Offenses

While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, ticket, or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your licensure to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character of the Nurse.

Orders of Non-disclosure

Pursuant to Tex. Gov't Code §552.142(b), if you have criminal matters that are the subject of an order of non-disclosure, you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness of duty issue. Pursuant to other sections of the Gov't Code Chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal the matter, the Board may require you to provide information about any conduct that raises issues of character.

- Are you currently the target or subject of a grand jury or governmental agency investigation?
- Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, or suspended, placed on probation, refused to renew a license, certificate of multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you? (You may exclude disciplinary actions previously disclosed to the Texas Board of Nursing on an initial or renewal licensure application).
- *In the past five (5) years have you been diagnosed with or treated or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder which impaired or does impair your behavior, judgment, or ability to function in school or work? (You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have no further hospitalization since disclosure).
- *In the past five (5) years, have you been addicted or treated for the use of alcohol or any other drug? (You may answer "No" if you have completed and/or are in compliance with TPAPN).

**Pursuant to the Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466,*

If your response is yes to any of these questions, you are strongly encouraged to submit a petition for "Declaratory Order" to the Texas Board of Nurses prior to acceptance or within the first notification of acceptance. For information or guidance in this process to determine eligibility for licensure by examination, contact the Texas Board of Nurses at 512-305-7400 or go to the website: www.bon.texas.gov. The "Declaratory Order" form can be accessed at http://www.bon.texas.gov/forms_declaratory_order.asp.

If you have any questions or concerns, or need additional clarification, contact the Associate Degree Nursing Program Director @ 830-591-4163.

REGISTERED NURSE ASSOCIATE OF APPLIED SCIENCE DEGREE

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	12
Other	3
Total General Education Courses.....	21
Technical Education Courses (Nursing)	39
Total Credit Hours for A.A.S.	60

Program of Study

Prior Semesters	<u>Credit</u>
EDUC 1300π Learning Framework	
BIOL 2401 ¹ Anatomy & Physiology I.....	4
BIOL 2402 ¹ Anatomy & Physiology II.....	4
BIOL 2420 ¹ Microbiology.....	4
ENGL 1301 ¹ Composition I.....	3
PSYC 2314 ¹ Lifespan Growth and Development.....	3
PHIL 2306 ¹ Introduction to Ethics	3
Total	21

FIRST YEAR

Fall Semester		Credit	Spring Semester		Credit
RNSG 1128	Introduction to Health Care Concepts.....	1	RNSG 1126	Professional Nursing Concepts II.....	1
RNSG 1430	Health Care Concepts I.....	4	RNSG 1216	Professional Nursing Competencies	2
RNSG 1125	Professional Nursing Concepts I	1	RNSG 1533	Health Care Concepts II	5
RNSG 1301	Pharmacology.....	3	RNSG 1362	Clinical – Registered Nursing	3
RNSG 1161	Clinical – Registered Nursing.....	1			
			Total		11 ³
Total		10 ³			

SECOND YEAR

Fall Semester		Credit	Spring Semester		Credit
RNSG 1137	Professional Nursing Concepts III.....	1	RNSG 2539	Health Care Concepts IV	5
RNSG 1538	Health Care Concepts III.....	5	RNSG 2138 ²	Professional Nursing Concepts IV	1
RNSG 2361	Clinical – Registered Nursing.....	3	RNSG 2362	Clinical – Registered Nursing	3
Total		9 ³	Total		9 ³
			Total Credit Hours for A.A.S.		60

- Notes: 1 This course must be completed with a minimum grade of "C". It is recommended that all these courses be completed prior to applying for admission. All science courses are required to be completed before applying to the ADN program.
 2 Capstone course that consolidates the student's learning experiences.
 3 Students who need to be enrolled in full-time study may enroll in courses that meet the BSN requirements.
 π All students are required to complete EDUC 1300; however, EDUC 1300 does not count toward degree requirements.

**ASSOCIATE DEGREE NURSING
 ASSOCIATE OF APPLIED SCIENCE DEGREE
 (LVN to RN Pathway)**

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	12
Other	3
Total General Education Courses.....	21
Technical Education Courses (Nursing)	37
LVN Advanced Placement Credits	2
 Total Credit Hours for A.A.S.	 60

Program of Study

Prior Semesters Credit	Advanced Placement Credit Courses	Credit
EDUC 1300π Learning Framework	RNSG 1125 ² Professional Nursing Concepts I.....	1
BIOL 2401 ¹ Anatomy & Physiology I.....	RNSG 1161 ² Clinical – Registered Nursing	1
BIOL 2402 ¹ Anatomy & Physiology II.....		
BIOL 2420 ¹ Microbiology.....	Total LVN Advanced Placement Credit Hours ²	2
ENGL 1301 ¹ Composition I.....		
PSYC 2314 ¹ Lifespan Growth and Development		
PHIL 2306 ¹ Introduction to Ethics		
 Total		 21

FIRST YEAR

Fall Semester	Credit	Spring Semester	Credit	
RNSG 1128	Introduction to Health Care Concepts.....		1	
RNSG 1430	Health Care Concepts I.....	RNSG 1126	Professional Nursing Concepts II.....	1
RNSG 1301	Pharmacology.....	RNSG 1533	Health Care Concepts II.....	5
		RNSG 1362	Clinical – Registered Nursing	3
		RNSG 1216	Professional Nursing Competencies.....	2
 Total	 8 ⁴	 Total	 11 ⁴	

SECOND YEAR

Fall Semester	Total	9 ⁴
RNSG 1137	Professional Nursing Concepts III.....	1
RNSG 1538	Health Care Concepts III.....	5
RNSG 2361	Clinical – Registered Nursing.....	3

	Spring Semester	RNSG 2362	Clinical – Registered Nursing	3
			Total	9 ⁴
RNSG 2539	Health Care Concepts IV			5
RNSG 2138 ³	Professional Nursing Concepts IV		Total Credit Hours for A.A.S.	60

- Notes: 1 This course must be completed with a minimum grade of “C”. It is recommended that all these courses be completed prior to applying for admission. All science courses are required to be completed prior to applying to the ADN program.
2 LVN Advanced Placement credits awarded upon successful completion of Fall and Spring of First Year.
3 Capstone course that consolidates the student’s learning experiences.
4 Students who need to be enrolled in full-time study may enroll in courses that meet the BSN requirements.
π All students are required to complete EDUC 1300; however, EDUC 1300 does not count toward degree requirements.

Tuition and Fees

Students enrolling in the Associate Degree Nursing Program pay the regular college tuition, fees and an additional \$300 Allied Health surcharge each fall and spring semester. If you have questions regarding general tuition, please refer to a current SWTJC catalog. Other costs the student may accrue include traveling to special clinical sites: psychiatric rotations, wound care centers or acute care sites. Listed below are some additional fees and expenses that are required throughout the program. Some of these amounts are actual costs and some are approximate to assist the student in financial planning:

Pre-Admission:

1. Entrance ATI examination	65.00
2. WEAVER License	\$ 60.00
3. Criminal Background Check	\$ 50.00
4. Required Physical Examination	\$100.00
5. Immunizations (Hepatitis B Series – 3 doses).....	\$95.00
6. Measles, Mumps, Rubella Vaccine (MMR – 2 does).....	\$105.00
7 Tdap Vaccine	\$65.00
8. Meningitis Vaccine	\$135.00
9. Varicella (2 doses).....	\$300.00
10. Tuberculin Screen	\$25.00
11. Uniforms, white lab coat, and fully enclosed white shoes	\$250.00
11. School patch (purchase at bookstore)	\$15.00
12. Nursing equipment (stethoscope, bandage scissors, hemostats, penlight Calculator, and watch with second hand).....	\$150.00
Total.....	\$ 1,265.00

Fall Semester I:

1. ATI National Assessment and Remediation.....	\$647.50
2. Computer Documentation for Clinical Experiences	\$50.00
3. Textbooks	\$736
4. Allied Health Surcharge	\$300.00
5. Health Insurance (EJ Smith).....	\$150.00
6. Drug Screen	\$60.00
7. Influenza Vaccine	\$50.00
8. Liability Insurance.....	\$ 24.00
Total.....	\$ 2,017.50

Spring Semester I:

1. ATI National Assessment and Remediation.....	\$ 617.50
2. Textbooks	\$ 200.00
3. Allied Health Surcharge	\$300.00
4. Health Insurance	\$150.00
Total.....	\$ 1,267.50

Fall Semester II:

1. ATI National Assessment and Remediation.....	\$617.50
2. Allied Health Surcharge	\$300.00
3. Tuberculin Skin Test	\$25.00

4. Drug Screen.....	\$60.00
5. Health Insurance.....	\$150.00
Total.....	\$1,212.50

Spring Semester II:

1. ATI National Assessment and Remediation.....	\$ 617.50
2. Allied Health Surcharge	\$300.00
3. Health Insurance.....	\$150.00
4. BON Licensure Application	\$100.00
5. Pearson Vue NCLEX Fee.....	\$200.00
7. Graduation Cap, Gown, Tassel, & Diploma.....	\$50.00
8. Class Graduation Composite	\$5.00
9. Class Pin.....	\$100.00
Total.....	\$ 1,522.50

Approximate total (**without tuition**) **\$7,285.00**

Progression Policy

Students’ progress through the curriculum according to the outlined Program of Studies. For progression in the ADN program, the student must meet all of the following criteria:

1. Abide by the Rules, Regulations, and Procedures outlined in the Southwest Texas Junior College catalog and the Associate of Applied Science Degree Nursing Student Handbook.
2. Complete all nursing courses in sequence as outlined in the degree plan with a grade of **C=75%** or better and meet all clinical objectives as specified in the course syllabus. For each didactic nursing course, the student must achieve an average grade of **80%** or above on examinations, including the mid-term and final examination. After it is determined that the student has achieved 80% on the examinations, other class assignments will be calculated to determine the final grade. The student must maintain a cumulative GPA of 2.5 or greater to progress to the next semester.
3. Complete all college support courses designated for the nursing program with a grade of C or better.
4. Once enrolled in the nursing program, a student who receives a D, F, or W in a nursing course or drops a nursing course, must, if eligible, re-enroll in that course before enrolling in a subsequent nursing course.
5. A student will be readmitted only one time to the nursing program. Following a second D, F, I, or break in enrollment during the program, a student is not eligible for readmission to the nursing program.
6. Consideration for readmission will be on an individual basis and as space permits.
7. Have declared a Registered Nursing major with the office of admissions by completing the Declaration of Major Field Student Form.
8. A grade of Incomplete “I” will need to be completed within the next semester that the “I” has been acquired. Progression within the nursing curriculum will be interrupted since students cannot progress in the nursing program with a grade of D, F, or I in a nursing course.
9. After admission to the program, the student has three years to complete the graduation requirements.
10. Throughout the program, students will be encouraged to work no more than 24 clock hours per week. If academic status is compromised, it will be recommended that the student decrease their working hours. Any activity associated with gainful employment must not interfere with classroom or clinical requirements.

Withdrawal

SWTJC Associate Degree Nursing Program reserves the right to request withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue.

A student considering withdrawal from a Nursing Course(s) should refer to the Associate of Applied Science Degree in Nursing Student Handbook and make an appointment with their course Faculty of Record, Faculty Advisor, and the Program Director. All reasonable effort must be made to complete the course as designated since withdrawal from a course will mean that the student must wait a year to re-enroll in the program or seek admission to another school.

Completion of the Program

Successful completion of all course requirements in addition to completion of required ATI evaluation, remedial work, and focused reviews will lead to submission of student credentials to the Texas State Board of Nursing to verify that the student is prepared to take the National Council of Licensure Examination (NCLEX-RN) examination. Throughout the program each course will contain assignments for activities and standardized examinations that will provide faculty with information related to the achievement level of each student. It is the prerogative of the faculty to assign additional activities toward the latter part of the program to assign standardized evaluation that has the potential to provide data regarding achievement level of the student that has been acquired to successfully complete the nursing program and predictability to pass NCLEX-RN. This may be in the form of an assessment program in addition to ATI requirements.

All registered nursing graduates must successfully complete a jurisprudence examination given by the Texas Board of Nursing before they will be allowed to take the NCLEX-RN. Additional information related to graduation activities is available in the Associate Degree Nursing Student Handbook.

Potential graduates must apply for graduation and pay the cap, gown, and diploma fees at the Admissions Office. Nursing graduates are encouraged to participate in the SWTJC graduation ceremonies where they will receive the Associate of Applied Science Degree. Participating in additional ceremonies such as pinning is encouraged since both provide graduates and their families an opportunity to celebrate this achievement.

SCHOOL OF VOCATIONAL NURSING *Uvalde, Eagle Pass, and Del Rio campuses*

Purpose

The purpose of the SWTJC School of Vocational Nursing Program is to prepare graduate vocational nurses as beginning practitioners who are competent and self-directed to function under the supervision of the registered nurse or physician. The primary role of the entry-level graduate of a vocational nursing program is to provide nursing care in structured health care setting for individual clients who are experiencing common, well-defined health problems with predictable outcomes. The new graduate can readily integrate technical skills and use of computers and equipment into practice. The vocational nursing role represents the beginning level of the nursing practice continuum as members of the profession, provider of patient-centered care, patient safety advocate, and member of health care team.

Students who successfully complete all programs objectives and meet the Texas Board of Nursing requirements will be eligible to register and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and apply to the Texas Board of Nursing for Licensure.

The School of Vocational Nursing consistently strives to promote the highest standards in vocational nurse education and nursing practice. The school operates under the direction of Southwest Texas Junior College, the Texas Board of Nursing, and the Texas Higher Education Coordinating Board.

Program Goals

The goals of Southwest Texas Junior College School of Vocational Nursing are to:

1. Provide and maintain a quality curriculum that incorporates educational requirements and competencies as prescribed by the Texas Board of Nursing (BON).

2. Provide instruction that includes current standards of nursing practice, procedures, and advances in technology (computers, simulation, etc.)
3. Provide a quality learning environment that promotes critical thinking, enhances problem solving abilities, and ensures technical competence.
4. Ensure that students are prepared to successfully pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN).
5. Ensure that the graduate will function as a vital member of the health care team in meeting the needs of a socially diverse community.

Program Objectives/Outcomes

Upon completion of the Vocational Nursing Program, the graduate will be able to:

1. Safely plan and implement therapeutic nursing interventions within the scope and role of the vocational nurse as an entry level practitioner in a variety of healthcare settings.
2. Demonstrate critical thinking skills in the delivery of safe and effective care.
3. Utilize the nursing process as a conceptual model in the care of patients, families, and communities with commonly occurring health needs throughout the life span.
4. Demonstrate therapeutic communication skills while interacting with patients, families, communities, and members of the interdisciplinary healthcare team.
5. Demonstrate caring behaviors and respect for humans in meeting the needs of patients.
6. Implement a teaching plan for patients with common health problems and well defined learning needs.
7. Demonstrate professional and ethical behaviors in the practice of vocational nursing as stated in the Vocational Nursing Practice Act.
8. Demonstrate accountability for own nursing practice.
9. Participate as an advocate in the activities that focus on improving the health care of patients.
10. Demonstrate behaviors that promote the development and practice of vocational nursing.

Accreditation

SWTJC School of Vocational Nursing is accredited by the Texas Board of Nursing and the Texas Higher Education Coordinating Board.

Application Process

Students are admitted to this program through regular college admission procedures (*see Admission Regulations section*) and by satisfying the following additional requirements:

1. Minimum 2.5 cumulative GPA for specific prerequisites that include BIOL 2401 Anatomy & Physiology I, BIOL 2402 Anatomy & Physiology II, PSYC 2301 General Psychology, and PSYC 2314 Lifespan Growth & Development. Acquired grades below a “C” on prerequisites will not be accepted.

Note: If any Anatomy & Physiology course is over 5 years old, at the time of applying, the course **MUST** be repeated. If both BIOL 2401 and BIOL 2402 are over 5 years old, at the time of applying, RNSG 1311 Nursing Pathophysiology may be taken in lieu of both BIOL courses. Meeting the application process does not guarantee admission into the program.

2. Application for admission to SWTJC and to the VN Program.
3. Official High School transcript or GED certificate.
4. Official transcripts from all colleges/universities attended other than SWTJC.
5. Meet TSI College-Readiness requirements.
 - a) If exempt due to an alternate test, you must provide documentation of acceptable scores.

This applies to ACT, SAT, TAKS, COMPASS, Accuplacer, ASSET, STAAR, TASP, THEA, TAAS, etc.

6. Take the **TEAS VI** examination and meet the Vocational Nursing Program requirements. *Please call in spring for scheduled dates.*
7. Three letters of reference that speak to your character and work ethic (instructors, co-workers, or employers)
8. A background investigation is required for all SWTJC Nursing Students prior to admission into the nursing program.

After the student applies for admission the SWTJC School of Vocational Nursing will submit the student's name to the Texas Board of Nursing. The student's information is then sent to IdentoGo. This company will notify the student as to when he/she can make arrangements to have a fingerprint scanning appointment with **IdentoGo**. The student will pay IdentoGo for both fingerprint scanning services) and the cost of the DPS/FBI background check

The Texas Board of Nursing will send the results of the DPS/FBI criminal background check to the student (clear background check, positive background check or request a petition for declaratory order, or correspond with the student who has a rejected fingerprint scan and request another scan).

As a condition of admission, SWTJC School of Vocational Nursing will require the student to provide The School of Nursing with copies of all communications regarding the student's status received from the Texas Board of Nursing.

9. The following are the requirements set out by the Texas Board of Nursing:

The Texas Board of Nursing requires the following questions be asked of each applicant prior to Licensure:

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years*, been addicted to/and or treated for the use of alcohol or any other drug?
4. For any criminal offense, including those pending appeal, have you:

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.)

- A. been arrested and have any pending criminal charges?
- B. been convicted of a misdemeanor?
- C. been convicted of a felony?
- D. pled nolo contendere, no contest, or guilty?
- E. received deferred adjudication?
- F. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- G. been sentenced to serve jail or prison time? Court-ordered confinement?
- H. been granted pre-trial diversion?
- I. been cited or charged with any violation of the law?
- J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

Note: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed; it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in

fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (see 22 TAC §213.27).

Note: Orders of Non-Disclosure: Pursuant to Tex Gov't Code §552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?
6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice in a competent, ethical, and professional manner?
7. Are you currently the target or subject of a grand jury or governmental agency investigation?
8. Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)

Note: Any positive response will remain confidential and not subject to public disclosure unless required by law.

9. Have you ever been granted the authority to practice nursing in any country, state, province, or territory?

Note: This does not apply to any nursing license(s) issued by another U.S. state or territory, excluding Puerto Rico. If you were licensed in Puerto Rico, you should be answering yes.

*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

All students are required to comply with Texas Board of Nursing rules and regulations in order to become licensed.

10. All application requirements must be completed and filed by April 1st. All requirements for admission, including successful background check with the Texas Board of Nursing must be met in order to be considered for admission to the nursing program. The student will receive written notification of acceptance to the SWTJC School of Vocational Nursing.

Students that have received a letter of acceptance require the following documentation:

1. **A drug screening test** is required for all SWTJC Vocational Nursing students.

2. A physical exam conducted by a licensed physician, nurse practitioner, or physician's assistant that demonstrates evidence of good physical and mental health (received within the last 6 months). The student is responsible for paying for the cost of the physical exam.

The exam must include the following documentation:

Tuberculin Test (PPD) or Chest X-ray

Hepatitis B Vaccine Series (series of three)

MMR (measles, mumps, and rubella vaccine)

Td Booster (administered within 10 years prior to start of nursing school)

Tdap (Tetanus, Diphtheria, Pertussis)

Varicella – 2 doses (history of disease not accepted)

Flu Shot (when offered; by end of October)

3. Proof of personal health insurance coverage.
4. **Proof of current CPR** from American Heart Association - Basic Life Support BLS (CPR & AED).
5. **Proof of liability insurance**, which the student must enroll in through SWTJC. The student is responsible for the cost of liability insurance.

Re-Admission Policy

1. Students applying for re-admission to the Vocational Nursing Program (VN) must comply with all current SWTJC admissions requirements, VN program admission requirements, and with VN program re-admission requirements.
2. Students applying for re-admission to the VN program are not automatically granted acceptance. Readmission is contingent upon space availability.
3. A student that fails or is withdrawn from the VN program must submit a letter to the Admissions and Progression Nursing Committee explaining the reason for failure/withdrawal and a plan of action for future success.
4. The Admissions and Progression Committee will evaluate each student on an individual basis and will assess the student's ability to demonstrate skills, knowledge, professional and ethical behaviors. The decision will also be based on the curriculum in effect at the time of application for re-admission.
5. Students who were withdrawn from the VN program during the fall semester and are accepted for re-admission will be required to repeat **all** courses for the fall semester regardless of any previous nursing course work successfully completed.
6. Students who were withdrawn from the VN program during the Spring semester will be required to make an appointment with the director of the nursing program during the summer, by May 15th, to schedule the following requirements:
 - a. Take a comprehensive exam and a skills exam to demonstrate competency in nursing skills and knowledge proficiency of the fall semester courses.
 - b. Score at least 80% on both the comprehensive exam and skills exam in order to be re-admitted in the spring semester. If the score is below 80%, the student must re-apply in the fall semester and repeat **all** course work for the fall semester regardless of previous course work successfully completed.
7. All students must complete the VN program within **two years** from initial admission; otherwise, students will be required to re-apply and repeat the VN program entirely regardless of previous course work successfully completed.
8. Re-admitted students must contact the nursing program to make arrangements for a current Criminal Background Check and Drug Screening Test.

All policies associated with the Vocational Nursing program are subject to change without prior notice in order to keep all College and Program policies in compliance with State and Federal laws and/or with rules regulated to the program's accrediting agency.

VOCATIONAL NURSING CERTIFICATE

Program of Study

Summer Session I	<u>Credit</u>	Summer Session II	<u>Credit</u>
EDUC 1300 π Learning Framework		BIOL 2402 Anatomy & Physiology II	4
or COLS 0300 College Success Skills		PSYC 2301 General Psychology	3
BIOL 2401 Anatomy & Physiology I.....	4	Total	7
PSYC 2314 Lifespan Growth & Development.....	3		
Total	7		

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
VNSG 1116 ² Nutrition	1	VNSG 1230 Maternal-Neonatal Nursing.....	2
VNSG 1323 Basic Nursing Skills	3	VNSG 1234 Pediatrics	2
VNSG 2331 Advanced Nursing Skills	3	VNSG 1432 ¹ Medical/Surgical Nursing II.....	4
VNSG 1122 Vocational Nursing Concepts	1	VNSG 1138 Mental Illness.....	1
VNSG 1136 Mental Health.....	1	VNSG 1231 Pharmacology	2
VNSG 1329 Medical/Surgical Nursing I	3	VNSG 1561 Clinical – Licensed Vocational Nurse Training	5
VNSG 1126 Gerontology.....	1	Total	16
VNSG 1227 Essentials of Medication Administration.....	2	Total Credit Hours for VN Program.....	48
VNSG 1360 Clinical - Licensed Vocational Nurse Training.....	3		
Total	18		

- Notes:
- 1 Capstone course that consolidates the student’s learning experiences.
 - 2 HECO 1322 or BIOL 1322 may replace.
 - π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Students enrolling in the Vocational Nursing Program pay the regular college tuition, fees and an additional \$300 Allied Health surcharge each fall and spring semester. Additional fees are also required prior to admission and upon acceptance to the program. The following fees are approximate costs identified to assist the student in financial planning:

Fall Semester:

1. Required Physical Exam Varies
2. Hepatitis B vaccine series about \$80.00
3. Uniforms ordered through the nursing school\$75
4. School Patches (available at bookstore)..... 6.00
5. Textbooks..... about \$900.00
6. Nursing Equipment (stethoscope, bandage scissors, hemostat,
Penlight, sphygmomanometer, gait belt, goggles) about \$69
7. Liability insurance.....\$14.50
8. White nursing shoes Varies
9. Watch with a second hand..... Varies
10. Four function calculator Varies
11. ATI National Assessment Exams & Remediation \$950.00

Spring Semester:

1. Board of Nurse Examiners for the State of Texas License fee.....\$125.00

2. National Council Licensure examination for Practical Nurses
(NCLEX-PN)\$200.00
3. Graduation Cap and Gown and Diploma about \$75.00
4. ATI National Assessment Exams & Remediation \$950.00

Withdrawal and Dismissal Policy

Southwest Texas Junior College School of Vocational Nursing reserves the right to request the withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. Students must maintain a minimum grade of 80 in all nursing courses in order to remain in the nursing program. Students withdrawing from the nursing program must comply with the SWTJC withdrawal policy and must participate in an exit interview in order to remain in good standing.

Vocational Nursing Advanced Placement Policy

A student who is a Certified Nurse Aid (CNA) may receive credit for:
VNSG 1323 – Basic Nursing Skills (3 hrs.)

To receive advanced placement credit for the vocational nursing certificate of completion, the applicant must:

1. Provide documentation of current CNA certification;
2. Apply and be admitted into the Nursing Program;
3. Have completed at least 6 semester hours at SWTJC;
4. Satisfactorily complete a skills assessment exam with a grade of 80% or better;
5. Make arrangements to take the exam with a nursing faculty 4 weeks before the first day of school.

Students who meet the criteria and satisfactorily pass the skills assessment exam will receive advanced placement credit and a grade of “P” for the course.

Graduation Requirements

Students who have met all program requirements are eligible to attend the May commencement ceremony. Graduates will receive a Vocational Nursing Certificate of Completion.

WELDING TECHNOLOGY
Uvalde, Eagle Pass and Crystal City Campuses

Purpose

Welding Technology is a program for those who desire to gain advanced knowledge and skills in the field of welding. Skills in Oxy-Acetylene Welding and Cutting and Shielded Metal Arc Welding will be developed along with related learning in areas such as welding math, drafting, layout, blueprint reading and structural and pipe fabrication. The Welding Technology program carries three award options: a Level 1 Certificate, Level 2 Certificate and an A.A.S. degree.

Admission Requirements

Students are admitted through regular college admission procedures (*see Admission Regulations section*). Students will receive a Level One Certificate and/or an A.A.S. degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

The Welding Technology Program carries three award options, a Level One Basic Certificate, Level One Advanced Certificate, and an A.A.S. degree. The Level 1 Certificates are TSI exempt, however, those not meeting Texas Success Initiative (TSI) requirements are encouraged to enroll in the appropriate developmental course(s). Students pursuing the Level 2 Certificate or A.A.S. degree must meet all TSI requirements.

WELDING TECHNOLOGY - BASIC LEVEL ONE CERTIFICATE

Program of Study

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
WLDG 1323 ² Welding Safety, Tools, and Equipment	3	WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1421 ² Welding Fundamentals	4	WLDG 1317 Introduction to Layout and Fabrication	3
WLDG 1430 Introduction to Gas Metal Arc Welding	4	WLDG 1435 ¹ Introduction to Pipe Welding	4
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW).....	4	WLDG 1353 Intermediate Layout and Fabrication	3
WLDG 1313 Intro to Blueprint Reading for Welders	3	Total	14
Total	11	Total Credit Hours for Certificate	25

- Notes: 1 Capstone course that consolidates the student's learning experiences.
2 Recommended bridging course for students with limited prior experience in welding.

WELDING TECHNOLOGY - ADVANCED LEVEL ONE CERTIFICATE

Program of Study (Prerequisite: Welding Technology – Basic Level One Certificate)

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
WLDG 2406 Intermediate Pipe Welding	4	WLDG 2453 ¹ Advanced Pipe Welding.....	4
WLDG 2435 Advanced Layout and Fabrication	4	WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW).....	4
WLDG 2451 Advanced Gas Tungsten Arc Welding	4	Total	8
Total	12	Total Credit Hours for Certificate	20

- Notes: 1 Capstone course that consolidates the student's learning experiences.
2 Recommended bridging course for students with limited prior experience in welding.

WELDING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Courses:		<u>Credit</u>
Social & Behavioral Sciences	3	
Humanities & Fine Arts	3	
Mathematics	3	
Other	6	
Total General Education Courses		15
Technical Education Courses		45
Total Credit Hours for A.A.S.		60

Program of Study

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
EDUC 1300 π Learning Framework or COLS 0300 College Success Skills		WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1323 ² Welding Safety, Tools, and Equipment	3	WLDG 1317 Introduction to Layout and Fabrication.....	3
WLDG 1421 ² Welding Fundamentals.....	4	WLDG 1435 ¹ Introduction to Pipe Welding	4
		WLDG 1353 Intermediate Layout and Fabrication	3
WLDG 1430 Introduction to Gas Metal Arc Welding	4	Total	14
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW).....	4		
WLDG 1313 Intro to Blueprint Reading for Welders	3		
COSC 1301 Introduction to Computing	3		
Total	14		
Summer Semester		Credit	
Core Elective Social & Behavioral Sciences.....	3		
Core Elective Speech	3		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
WLDG 2406 Intermediate Pipe Welding	4	WLDG 2453 ¹ Advanced Pipe Welding.....	4
WLDG 2435 Advanced Layout and Fabrication	4	WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW).....	4
WLDG 2451 Advanced Gas Tungsten Arc Welding	4	ELECTIVE Humanities and Fine Arts	3
Total	12	ELECTIVE College Level Mathematics.....	3
		Total	14
		Total Credit Hours for A.A.S.	60

- Notes: 1 Capstone course that consolidates the student's learning experiences.
 2 Recommended bridging course for students with limited prior experience in welding.
 π All students are required to take EDUC 1300/COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed. (*see Course Descriptions*).

WILDLIFE MANAGEMENT
Uvalde Campus

Purpose

The Wildlife Management program will provide proven principles and skills, which will enable students to practice the science of wildlife management. The program will enable students to acquire the capability to become assistant Wildlife Biologists, Park Managers, Game Refuge Managers, Hunting Preserve Managers, Private Land (Ranch) Hunting Operators, Eco Tourism Managers and Wildlife Photographers. The Wildlife Management program offers a one-year Certificate and an Associate of Applied Science (A.A.S.) degree.

Admission Requirements

Students are admitted to the Wildlife Management program through regular college admission procedures (*see Admission Regulations section*). Students will receive a one-year Certificate and/or an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation (*see Curricula section*).

The Wildlife Management program carries two award options, a one-year Certificate and the two-year A.A.S. degree. The one-year Certificate is TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year Certificate and/or the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

WILDLIFE MANAGEMENT CERTIFICATE

Program of Study

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
EDUC 1300π	Learning Framework	WMGT 1264 ¹	Practicum – Wildlife and Wildlands Science and Management 2
or			
COLS 0300	College Success Skills	WMGT 1315	Wildlife Outdoor Recreation & Management 3
WMGT 1305	Introduction to Wildlife Management3	GISC 1302	Understanding Geographic Information Systems 3
WMGT 1310	Wildlife Identification3		
AGRI 1309	Computers in Agriculture3	AGRI 1370	Range and Wildlife Ecology 3
	Total9		Total 11
			Total Credit Hours for Certificate 20

Notes: 1 Capstone course that consolidates the student’s learning experiences.

π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

WILDLIFE MANAGEMENT ASSOCIATE OF APPLIED SCIENCE DEGREE

	<u>Credit</u>
General Education Courses:	
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	11
Other	6
Total General Education Courses	23
Technical Education Courses.....	37
Total Credit Hours for A.A.S.....	60

Program of Study

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
EDUC 1300π Learning Framework		WMGT 1264 Practicum – Wildlife and Wildlands Science and Management	2
or		WMGT 1315 Wildlife Outdoor Recreation & Management	3
COLS 0300 College Success Skills		GISC 1302 Understanding Geographic Information Systems	3
WMGT 1305 Introduction to Wildlife Management.....	3	AGRI 1370 Range and Wildlife Ecology	3
WMGT 1310 Wildlife Identification	3	BIOL 1413 General Zoology	4
AGRI 1309 Computers in Agriculture	3		
BIOL 1411 General Botany.....	4		
Total	13	Total	15
	<u>Summer Semester</u>		<u>Credit</u>
ENGL 1301 Composition I.....			3
ELECTIVE Speech Communications			3
Total			6

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
WMGT 1300 Wildlife Preserve Management.....	3	WMGT 2359 Wildlife Propagation, Handling & Management.....	3
AGRI 2330 Wildlife Conservation and Management.....	3	WMGT 2264 ¹ Practicum – Wildlife and Wildlands Science and Management	2
GISC 1321 Introduction to Raster-Based Geographic Information Systems	3	AGRI 2370 Wildlife Management Techniques	3
ELECTIVE Social and Behavioral Sciences	3	ELECTIVE College Level Mathematics.....	3
Total	12	ELECTIVE Humanities and Fine Arts	3
		Total	14
		Total Credit Hours for A.A.S.....	60

Notes: 1 Capstone course that consolidates the student's learning experiences.

π All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

TECHNICAL PROGRAMS

DISMISSAL AND SUSPENSION POLICY

The following procedures will be followed regarding the dismissal or suspension of any student from any of the following programs:

Air Conditioning and Refrigeration
Automotive Body Technology
Automotive Technology
Aviation Maintenance
Business Office Technology
Child Development
Computer Information Systems
Cosmetology
Criminal Justice
Diesel Technology
Management Program
Radiologic Technology
Registered Nursing
Vocational Nursing
Welding Technology
Wildlife Management

The procedures are:

- a. A written request, from the instructor or division chairperson initiating the action, must be submitted to the Vice-President for Academic Affairs.
- b. The reason for the request must be listed. Excessive absenteeism and unethical behavior are to be considered reasons for immediate dismissal. Failure to achieve and maintain the scholastic probation policy each semester will also be considered a reason for immediate dismissal.
- c. The student should be informed that procedures are pending and advised of the available options.
 - i. Students can voluntarily accept the recommendations of the instructor and division chairperson, **or**;
 - ii. Students can request a decision from the appropriate Vice-President which they can accept, **or**;
 - iii. The decision of the Vice-President can be appealed to the Disciplinary Committee or the Admissions Committee (scholastic). The recommendations of the committee can be accepted, **or**;
 - iv. The committee's decision can be appealed to the President of the college. The President's decision can be accepted, **or**;
 - v. The final decision can be requested from the Southwest Texas Junior College Board of Trustees.

COURSE DESCRIPTIONS

The college continually strives to offer all courses listed in the catalog with extensive offerings at Del Rio and Eagle Pass as well as selected courses at other off-campus sites. However, some specialized courses are offered only on student demand or interest.

See the *Curricula* section for a complete explanation of the parts of a course description.

ABDR 1307 - Collision Repair Welding - 3 sem. hrs. (2-4-0)

A study of industry and standard welding and cutting procedures. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Uniform Fee: \$50**

ABDR 1331 - Basic Refinishing - 3 sem. hrs. (2-4-0)

An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

ABDR 1419 - Basic Metal Repair - 4 sem. hrs. (2-6-0)

Covers metal principles and working techniques including proper tool usage and product application. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1307. **Lab Fee: \$24**

ABDR 1441 - Structural Analysis and Damage Repair I - 4 sem. hrs. (2-6-0)

Training in the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids. Capstone course that consolidates the student's learning experiences. Two lecture and six laboratory hours per week. Prerequisite: ABDR1307, ABDR 1315, ABDR 1419. **Lab Fee: \$24; End-of-Course Assessment Fee: \$30**

ABDR 1442 - Structural Analysis and Damage Repair II - 4 sem. hrs. (2-6-0)

Continuation of general repair and replacement procedures for damaged structural parts and collision damage. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1441. **Lab Fee: \$24**

ABDR 1449 - Automotive Plastic and Sheet Molded Compound Repair - 4 sem. hrs. (2-6-0)

A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives and plastic welding. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1315. **Lab Fee: \$24**

ABDR 1458 - Intermediate Refinishing - 4 sem. hrs. (2-6-0)

Training in mixing and spraying of automotive topcoats. Introduction to partial panel refinishing techniques. Expanded training in mixing and spraying of automotive topcoats. Emphasis on formula ingredient, reducing, thinning, and special spraying techniques. Introduction to partial panel refinishing techniques and current industry paint removal techniques. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1331. **Lab Fee: \$24; Uniform Fee: \$50**

ABDR 2255 - Collision Repair Estimating - 2 sem. hrs. (1-2-0)

An advanced course in collision estimating and development of an accurate damage report utilizing estimating software. One lecture and two laboratory hours per week. Prerequisite: ABDR 1307, ABDR 1441. **Lab Fee: \$24**

ABDR 2280 - Cooperative Education - Autobody/Collision and Repair Technology/Technician - 2 sem. hrs. (1-0-7)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Capstone course that consolidates the student's learning experiences. One lecture and seven external hours per week. Prerequisite: None. Co-requisite: ABDR 2449, ABDR 2431, ABDR 2255. **Co-op Fee: \$24**

ABDR 2353 - Color Analysis and Paint Matching - 3 sem. hrs. (2-4-0)

Advanced course in color theory, analysis, tinting, and blending techniques for acceptable paint matching. Two lecture and four laboratory hours per week. Prerequisite: ABDR 1331 and ABDR 1458. Co-requisite: None. **Lab Fee: \$24; Uniform Fee: \$50**

ABDR 2431 - Structural Analysis and Damage Repair III - 4 sem. hrs. (2-6-0)

Application of advanced concepts for collision repair and replacement of major structural components. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1307, ABDR 1419. **Lab Fee: \$24**

ABDR 2441 - Major Collision Repair and Panel Replacement - 4 sem. hrs. (2-6-0)

Instruction in preparation of vehicles for major repair processes. Covers interpreting information from damage reports, planning repair sequences, selecting appropriate tools, and organizing removed parts for reinstallation. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1307, ABDR 1419. **Lab Fee: \$24**

ABDR 2449 - Advanced Refinishing - 4 sem. hrs. (2-6-0)

Application of multi-stage refinishing techniques. Advanced skill development solving refinishing problems. Application of multi-stage refinishing techniques with emphasis on formula mixing and special spraying techniques. Two lecture and six laboratory hours per week. Prerequisite: ABDR 1331, ABDR 1458. **Lab Fee: \$24; Uniform fee: \$50; End-of-Course Assessment Fee: \$30**

ACCT 2301 - Principles of Accounting I - Financial - 3 sem. hrs. (3-0-0) 5203015104

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Emphasis on financial accounting. Accounting procedures and practices; the theory of accounts; the accounting cycle; preparation of classified financial statements; internal control; notes and interest; inventory systems; depreciation; payroll; accounting systems and concepts. Three lecture hours per week. Prerequisite: None.

ACCT 2302 - Principles of Accounting II - Managerial - 3 sem. hrs. (3-0-0) 5203015104

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Emphasis on managerial uses of accounting data. Accounting procedures and practices applicable to partnership and corporation; stocks and bonds; departmental - branch and manufacturing accounting; managerial uses of accounting data; cost systems; budgeting; statement analysis and interpretation flow of funds and cash; and tax considerations. Three lecture hours per week. Prerequisite: ACCT 2401 or 2301.

ACCT 2401 - Principles of Accounting I - Financial - 4 sem. hrs. (3-3-0) 5203015104

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Emphasis on financial accounting. Accounting procedures and practices; the theory of accounts; the accounting cycle; preparation of classified financial statements; internal control; notes and interest; inventory systems; depreciation; payroll; accounting systems and concepts. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

ACCT 2402 - Principles of Accounting II - Managerial - 4 sem. hrs. (3-3-0) 5203015104

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Emphasis on managerial uses of accounting data. Accounting procedures and practices applicable to partnership and corporation; stocks and bonds; departmental - branch and manufacturing accounting; cost systems; budgeting; statement analysis and interpretation flow of funds and cash; and tax considerations. Three lecture and three laboratory hours per week. Prerequisite: ACCT 2401. **Lab Fee: \$24**

ACNT 1311 - Introduction to Computerized Accounting - 3 sem. hrs. (2-3-0)

Introduction to utilizing the computer in maintaining accounting records, with primary emphasis on a general ledger package. Record keeping using QuickBooks software. Two lecture and three laboratory hours per week. Prerequisite: ACCT 2401 or ACNT 1403. **Lab Fee: \$24; QuickBooks Test Prep/Certification Exam Fee: \$103**

ACNT 1403 - Introduction to Accounting I - 4 sem. hrs. (3-3-0)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AERM 1203 – Shop Practices – 2 sem. hrs. (1-4-0)

An introduction to shop safety, the correct use of hand tools, equipment, and precision measurement, identification of aircraft hardware, and the fabrication of fluid lines and tubing. Emphasis is on procedures for testing, heat treating, and inspection of aircraft structures. One lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AERM 1205 – Weight & Balance – 2 sem. hrs. (1-4-0)

An introduction to Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations, and appropriate maintenance record entries. One lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AERM 1208 – Federal Aviation Regulations – 2 sem. hrs. (1-4-0)

A course in the use and understanding of the Federal Aviation Administration (FAA) and aircraft manufacturers' publications, forms and records, and the exercise of mechanic privileges within prescribed limitations. One lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AERM 1210 – Ground Operations – 2 sem. hrs. (1-3-0)

An introductory course in fuels, servicing methods, safety procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control. One lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Consumable Supplies Fee: \$175**

AERM 1241 – Wood, Fabric, & Finishes – 2 sem. hrs. (1-3-0)

A course in the use and care of various covering materials, finishes and wood structures including approved methods and procedures. Safety also addressed. One lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Consumable Supplies Fee: \$175**

AERM 1243 – Instrument & Navigation/Communication – 2 sem. hrs. (1-3-0)

A study of aircraft instruments and electronic flight instrument systems including testing and installing instruments; inspecting, checking and troubleshooting navigation and communication systems; and inspecting and repairing antennas and electronic equipment installations. One lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Consumable Supplies Fee: \$125**

AERM 1247 – Airframe Auxiliary Systems – 2 sem. hrs. (1-3-0)

A comprehensive study of airframe auxiliary systems including cabin atmospheric control systems, ice and rain control systems for aircraft and engines, and fire detection and protection systems. Fundamentals of safety procedures also addressed. One lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Consumable Supplies Fee: \$175**

AERM 1253 – Aircraft Welding – 2 sem. hrs. (1-3-0)

Skill development in repair procedures for steel, magnesium, brass and aluminum materials. Includes the selection and application of appropriate methods of welding, brazing, and soldering. Fundamentals of safety procedures also addressed. One lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Consumable Supplies Fee: \$225**

AERM 1254 – Aircraft Composites – 2 sem. hrs. (1-3-0)

Comprehensive concepts of the inspection and repair of composite, fabric, core and laminated structural materials including doors, windows, bonded structures and interior furnishings. Safety procedures to include the handling and storage of composite materials will also be addressed. One lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Consumable Supplies Fee: \$150**

AERM 1303 – Shop Practices – 3 sem. hrs. (2-4-0)

An introduction to shop safety, the correct use of hand tools, equipment, and precision measurement, identification of aircraft hardware, and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating, and inspection of aircraft structures. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AERM 1314 – Basic Electricity – 3 sem. hrs. (2-2-0)

A study of aircraft electrical systems and their requirements including the use of ammeter, voltmeter, and ohmmeter; series and parallel circuits; inductance and capacitance; magnetism; converting alternating current (AC) to direct current (DC); controlling devices; maintenance and servicing of aircraft batteries; and interpreting aircraft electrical diagrams. Two lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Consumable Supplies Fee: \$24**

AERM1315 –Aviation Science – 3 sem. hrs. (2-3-0)

Fundamentals of mathematics, physics, and drawings as they apply to aircraft principles and operations as required by the Federal Aviation Administration (FAA) for airframe and power plant mechanics. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AERM 1345 – Airframe Electrical Systems – 3 sem. hrs. (2-2-0)

A study of airframe electrical systems including installation, removal, disassembly and repair of electrical components and related wiring. Fundamentals of electrical safety also addressed. Two lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Consumable Supplies Fee: \$175**

AERM 1349 – Hydraulic, Pneumatic, & Fuel Systems – 3 sem. hrs. (2-3-0)

Skill development in inspecting, servicing and maintaining aircraft fluid systems including hydraulics, pneumatics and fuel. Application of concepts through detailed maintenance procedures. Fundamentals of safety procedures also addressed. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Consumable Supplies Fee: \$150**

AERM 1350 – Landing Gear Systems – 3 sem. hrs. (2-3-0)

General principles of inspection, servicing, overhaul, and repair of fixed and retractable landing gear systems and the operation and repair of position and warning systems. Includes coverage of systems, components, operation, and fundamentals of safety procedures. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Consumable Supplies Fee: \$175**

AERM 1352 – Aircraft Sheet Metal – 3 sem. hrs. (2-4-0)

Skill development in inspection and repair of sheet metal structures including forming, lay out, and bending of sheet metal and identification, selection, and installation of rivets and fasteners. Fundamentals of safety procedures also addressed. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Consumable Supplies Fee: \$225**

AERM 2231 – Airframe Inspection – 2 sem. hrs. (1-3-0)

In-depth coverage of methods and procedures to perform airframe conformity and air worthiness inspections (including One Hundred Hour Inspections) in accordance with Federal Aviation Regulations and manufacturer's service information. One lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AERM 2233 – Assembly & Rigging – 2 sem. hrs. (1-3-0)

A comprehensive study of the assembly and rigging of fixed and rotary-wing aircraft including structural alignment, balancing and rigging of control systems, and assembly of aircraft components. Fundamentals of safety procedures are also addressed. One lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Consumable Supplies Fee: \$175**

AGAH 1323 - Wildlife Conservation and Management - 3 sem. hrs. (3-1-0)

Study of the principles and practices used in the production and improvement of North American wildlife resources. Three lecture and one laboratory hours per week. Prerequisite: None. **Lab Fee: \$16.25**

AGCR 1307 - Range Management - 3 sem. hrs. (2-4-0)

Study of the practical problems of managing native pastures and range lands. Topics include range land ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AGMG 1318 - Introduction to Agricultural Economics - 3 sem. hrs. (3-0-0)

Study of the fundamental economic principles and their application to the problems of the industry of agriculture. Three lecture hours per week. Prerequisite: None.

AGMG 1371 - Wildlife Resources - 3 sem. hrs. (2-3-0)

An introduction to wildlife resources of the United States with specific reference to Texas. The history of game management, endangered species, and methods for maintenance and increase of wildlife. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AGMG 2312 - Marketing of Agricultural Products - 3 sem. hrs. (3-0-0)

Study of operations in the movement of agricultural commodities from producer to consumer including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. Three lecture hours per week. Prerequisite: None.

AGRI 1307 - Agronomy - 3 sem. hrs. (2-3-0) 0111025101

Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AGRI 1309 - Computers in Agriculture - 3 sem. hrs. (2-2-0) 0101015101

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software. Two lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AGRI 1315 - Horticulture - 3 sem. hrs. (2-3-0) 0106015111

Structure, growth, and development of horticultural plants from a practical and scientific approach. Environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control of growth, pest control, and landscaping. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AGRI 1325 - Marketing of Agricultural Products - 3 sem. hrs. (3-0-0) 0101025101

Essential marketing functions in the movement of agricultural commodities and products from producer to consumer. Three lecture hours per week. Prerequisite: None.

AGRI 1329 - Principles of Food Science - 3 sem. hrs. (2-2-0) 0110015101

Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing, and quality control. The on-hoof and carcass evaluation of domestic meat animals in relation to quality and yield grades. The subsequent slaughter and processing of the animals with emphasis on carcass evaluation, federal grading, and health inspection. The evaluation of meat cuts, meat processing, and preservation of meat products. Two lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AGRI 1370 - Range and Wildlife Ecology - 3 sem. hrs. (3-0-0) 0306017101

This course provides a basic overview of range and wildlife ecological concepts with an emphasis on conservation and management practices. The concept of integrated rangeland and wildlife management is discussed. Three lecture hours per week. Prerequisite: None.

AGRI 1419 - Introductory Animal Science - 4 sem. hrs. (3-3-0) 0109015101

Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Laboratory activities will reinforce scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AGRI 2317 - Introduction to Agricultural Economics - 3 sem. hrs. (3-0-0) 0101035101

Fundamental economic principles and their applications to the problems of the industry of agriculture. The field of agricultural economics and its relationship to other sciences. The characteristics of our economic system and basic economic concepts. Survey of the farm and ranch firm and its organization and management; structure and operation of the marketing system; functional and institutional aspects of agricultural finance; government policies and programs related to agriculture. Three lecture hours per week. Prerequisite: None.

AGRI 2330 - Wildlife Conservation and Management - 3 sem. hrs. (3-1-0) 0306015101

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands. An introduction to the wildlife resources of the United States with special reference to Texas. The ecology and management of wildlife populations including native, exotic, and endangered species. This course provides an overview habitat management across forests, rangelands, and wetlands of North America. Three lecture and one laboratory hours per week. Prerequisite: None. **Lab Fee: \$16.25**

AGRI 2370 - Wildlife Management Techniques - 3 sem. hrs. (2-2-0)

Field and laboratory techniques used in wildlife management and research: aging, sexing, marking, capture, monitoring, disease surveys, food habitats and nutrition analysis, habitat assessment and population estimation. Two lecture and two laboratory hours per week. Prerequisite: WMGT 1305, WMGT 1310, WMGT 1300, AGRI 1309. **Lab Fee: \$24**

ANTH 2346 - General Anthropology - 3 sem. hrs. (3-0-0) 4502015125

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archaeology, linguistics, and ethnology. An introduction to the working principles in the field of anthropology. Brief attention is given to physical anthropology, linguistics and archeology, while the major emphasis is placed on comparative or cultural anthropology, including attention to institutions of family, religion, social order, diet, kinship, role, and status distinction, art and crafts, and subsistence. Reference is given to prehistoric and preliterate peoples, the Native Americans and the impact of modern western technology on primitive and modern peoples. Three lecture hours per week. Prerequisite: None.

ARTS 1301 - Art Appreciation - 3 sem. hrs. (3-0-0) 5007035126

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts. Three lecture hours per week. Prerequisite: None.

ARTS 1303 - Art History I (Prehistoric to the 14th century) - 3 sem. hrs. (3-0-0) 5007035226

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Three lecture hours per week. Prerequisite: None.

ARTS 1304 - Art History II (14th century to the present) - 3 sem. hrs. (3-0-0) 5007035226

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Three lecture hours per week. Prerequisite: None.

ARTS 1311 - Design I (2-dimensional) - 3 sem. hrs. (3-3-0) 5004015326

An introduction to the fundamental terminology, concepts, theory, and application of two dimensional design. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

ARTS 1316 - Drawing I - 3 sem. hrs. (3-3-0) 5007055226

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

ARTS 1317 - Drawing II - 3 sem. hrs. (3-3-0) 5007055226

A studio course exploring drawing with continued emphasis on descriptive, expressive, and conceptual approaches. Students will further develop the ability to use and interpret a variety of subjects while using diverse materials and techniques. Course work will employ critical analysis to broaden their understanding of drawing as a discipline. Three lecture and three laboratory hours per week. Prerequisite: ARTS 1316. **Lab Fee: \$24**

ARTS 1325 - Drawing and Painting - 3 sem. hrs. (2-2-0) 5007085226

Drawing and painting for non-art majors. A beginning course investigating a variety of media, techniques and subjects exploring the fundamental elements of drawing and painting in today's art world. Two lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

ARTS 2316 - Painting I - 3 sem. hrs. (3-3-0) 5007085226

Exploration of ideas using painting media and techniques. An introduction to oil and synthetic (water-based) media. Exploring the potentials of painting media with emphasis on color, composition, and other formal elements as well as individual expression with an emphasis on process. Includes the study of past and contemporary painters. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

ARTS 2317 - Painting II - 3 sem. hrs. (3-3-0) 5007085226

Exploration of ideas using painting media and techniques. A continuation of ARTS 2316 with a greater emphasis on aesthetics, critical thinking skills, self-expression and individual exploration. Three lecture and three laboratory hours per week. Prerequisite: ARTS 2316 or approval of instructor. **Lab Fee: \$24**

ARTS 2323 - Life Drawing I - 3 sem. hrs. (1-5-0) 5007055326

Basic study of the human form. The exploration of the human figure, from the live model, through the use of traditional drawing media including charcoal, graphite, ink and other media. One lecture and five laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

ARTS 2326 - Sculpture I - 3 sem. hrs. (3-3-0) 5007095130

Exploration of ideas using sculpture media and techniques. Fundamentals of three dimensional design as experienced in basic sculptural processes using a variety of media, including additive and subtractive processes. Three lecture and three laboratory hours per week. Prerequisite: ARTS 1311 or approval of instructor. **Lab Fee: \$24**

ARTS 2341 - Art Metals I - 3 sem. hrs. (3-3-0) 5007135126

Exploration of ideas using basic techniques in jewelry and metal construction. Basic lost wax and hand building techniques in working with non-ferrous metals. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

ARTS 2346 - Ceramics I - 3 sem. hrs. (3-3-0) 5007115126

Exploration of ideas using basic ceramic processes. An introduction to basic ceramic processes emphasizing production and aesthetic expression. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

ARTS 2347 - Ceramics II - 3 sem. hrs. (3-3-0) 5007115126

Exploration of ideas using basic ceramic processes. A continuation of ARTS 2346 with opportunities for specialization in ceramic processes emphasizing production and aesthetic expression. Three lecture and three laboratory hours per week. Prerequisite: ARTS 2346. **Lab Fee: \$24**

ARTS 2348 - Digital Art I - 3 sem. hrs. (3-0-0) 5004025226

Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. Three lecture hours per week. Prerequisite: BCIS 1405 or COSC 1301.

ARTS 2366 - Watercolor I - 3 sem. hrs. (3-3-0) 5007085326

Exploration of ideas using water-based painting media and techniques. The fundamentals of watercolor. Basic material and techniques are introduced including the study of artists, past and contemporary, using water-based media. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AUMT 1305 - Introduction to Automotive Technology – 3 sem. hrs. (2-3-0)

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer-specific. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AUMT 1407 - Automotive Electrical Systems - 4 sem. hrs. (2-6-0)

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical principles, schematic diagrams and service manuals. May be taught manufacturer specific. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AUMT 1410 - Automotive Brake Systems - 4 sem. hrs. (2-6-0)

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Uniform Fee: \$100**

AUMT 1416 - Automotive Suspension and Steering Systems - 4 sem. hrs. (2-6-0)

Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, and alignment procedures and tire and wheel service. May be taught manufacturer specific. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AUMT 1445 - Automotive Climate Control Systems. - 4 sem. hrs. (2-6-0)

Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

AUMT 2280 - Cooperative Education - Automobile/Automotive Mechanics Technology/Technician - 2 sem. hrs. (1-0-7)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. One lecture and seven external hours per week. Prerequisite: None. Co-requisite: AUMT 2428. **Co-op Fee: \$24**

AUMT 2328 - Automotive Service - 3 sem. hrs. (2-4-0)

Mastery of automotive service including competencies covered in related courses. May be taught manufacturer specific. Capstone course that consolidates the student's learning experiences. Two lecture and four laboratory hours per week. Prerequisite: None. Co-requisite: AUMT 2425. **Lab Fee: \$24; End of Course Assessment Fee: \$20; ASE Testing Fee: \$92**

AUMT 2413 - Automotive Drive Train and Axles - 4 sem. hrs. (2-6-0)

A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on the diagnosis and repair. May be taught with manufacturer specific instructions. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Uniform Fee: \$100**

AUMT 2417 - Automotive Engine Performance Analysis I - 4 sem. hrs. (2-6-0)

Theory, operation, diagnosis of drivability concerns, and repair ignition, and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions. Two lecture and six laboratory hours per week. Prerequisite: AUMT 1407. **Lab Fee: \$24**

AUMT 2421 - Automotive Electrical Diagnosis and Repair - 4 sem. hrs. (2-6-0)

Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific. Two lecture and six laboratory hours per week. Prerequisite: AUMT 1407. **Lab Fee: \$24**

AUMT 2425 - Automotive Automatic Transmission and Transaxle - 4 sem. hrs. (2-6-0)

A study of the operation, hydraulic circuits, and electronic controls of modern automatic transmissions/transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific. Two lecture and six laboratory hours per week. Prerequisite: AUMT 2413. **Lab Fee: \$24**

AUMT 2434 - Automotive Engine Performance Analysis II - 4 sem. hrs. (2-6-0)

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Capstone course that consolidates the student's learning experiences. Two lecture and six laboratory hours per week. Prerequisite: AUMT 2417. **Lab Fee: \$24; End of Course Assessment Fee: \$20**

AUMT 2443 - Advanced Emissions Systems Diagnostics - 4 sem. hrs. (2-6-0)

Diagnosis and repair of emission control systems with emphasis on the application of advanced diagnostic information, tools, and techniques. Course will include state and federal laws required for preparation for licensing. May be taught with manufacturer specific. Two lecture and six laboratory hours per week. Prerequisite: AUMT 1407, AUMT 2417, AUMT 2434. **Lab Fee: \$24**

BCIS 1305 - Business Computer Applications - 3 sem. hrs. (2-4-0) 1102025404

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

BIOL 1106 - Biology for Science Majors I Lab - 1 sem. hrs. (0-3-0) 26.0101.51 03

This laboratory-based course accompanies Biology 1306, Biology for Science Majors I. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. Three laboratory hours per week. Prerequisite: None. Co-requisite: Biology 1306. **Lab Fee: \$24**

BIOL 1107 - Biology for Science Majors II Lab - 1 sem. hrs. (0-3-0) 26.0101.51 03

This laboratory-based course accompanies Biology 1307, Biology for Science Majors II. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Three laboratory hours per week. Prerequisite: None. Co-requisite: Biology 1307. **Lab Fee: \$24**

BIOL 1108 - Biology for Non-Science Majors I Lab - 1 sem. hrs. (0-3-0) 26.0101.51 03

This laboratory-based course accompanies BIOL 1308, Biology for Non-Science Majors I. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Three laboratory hours per week. Prerequisite: None. Co-requisite: Recommended: Biology 1308. **Lab Fee: \$24**

BIOL 1109 - Biology for Non-Science Majors II Lab - 1 sem. hrs. (0-3-0) 26.0101.51 03

This laboratory-based course accompanies BIOL 1309, Biology for Non-Science Majors II. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Three laboratory hours per week. Prerequisite: None. Co-requisite: Recommended: Biology 1309. **Lab Fee: \$24**

BIOL 1306 - Biology for Science Majors I - 3 sem. hrs. (3-0-0) 2601015103

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. BIOL 1306 includes the scientific method, the chemical basis of life, the organization and function of the cell, cellular reproduction, energy transformations, and genetics. Other concepts are included in BIOL 1407. BIOL 1306 and BIOL 1307 are two linked courses designed to be taken in consecutive semesters. Intended for science majors. BIOL 1306 and BIOL 1308 may not both be counted towards completion of graduation requirements. Students enrolling in BIOL 1306 should have one year of high school chemistry or one semester of college chemistry and a strong background in biology. Three lecture hours per week. Prerequisite: None. Co-requisite: BIOL 1106 Biology for Science Majors I Laboratory.

BIOL 1307 - Biology for Science Majors II - 3 sem. hrs. (3-0-0) 2601015103

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. BIOL 1306 and BIOL 1307 are two linked courses designed to be taken in consecutive semesters. Intended for science majors. BIOL 1307 includes evolution, history of life, diversity and form and function of organisms, classification, and ecology. Other concepts are included in BIOL 1306. BIOL 1307 and BIOL 1309 may not both count towards completion of graduation requirements. Three lecture hours per week. Prerequisite: It is recommended that BIOL 1306 and 1106, be taken before BIOL 1307/1107. Co-requisite: BIOL 1107 Biology for Science Majors II Laboratory.

BIOL 1308 - Biology for Non-Science Majors I - 3 sem. hrs. (0-3-0) 2601015103

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure (anatomy), function (physiology), and reproduction. BIOL 1308 is the first part of a two-semester introduction to these concepts. Other concepts are included in BIOL 1309, the second part of the course. Emphasis will be placed on selected topics in contemporary biology. BIOL 1308 is the first

part of a two-semester introduction to these concepts. Other concepts are included in BIOL 1309, the second part of the course. Three laboratory hours per week. Prerequisite: None. Co-requisite: Recommended BIOL 1108, Biology for Non-Science Majors I Laboratory.

BIOL 1309 - Biology for Non-Science Majors II - 3 sem. hrs. (3-0-0) 2601015103

Provides a survey of biological principles with an emphasis on humans, including evolution, ecology (plant and animal), plant and animal diversity and physiology. BIOL 1309 is the second part of a two-semester introduction to these concepts. Other concepts are included in BIOL 1308. Emphasis will be placed on selected topics in contemporary biology. BIOL 1309 is the second part of a two-semester introduction to these concepts. It is recommended that students take BIOL 1308 before BIOL 1309. Three lecture hours per week. Prerequisite: None... Co-requisite: Recommended BIOL 1109 Biology for Non-Science Majors II Laboratory.

BIOL 1411 - General Botany - 4 sem. hrs. (3-3-0) 2603015103

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure, and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi (This course is intended for science majors.) Three lecture and three laboratory hours per week. Prerequisite: MATH 1314 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. **Lab Fee: \$24**

BIOL 1413 - General Zoology - 4 sem. hrs. (3-3-0) 2607015103

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. (This course is intended for science majors.) Three lecture and three laboratory hours per week. Prerequisite: MATH 1314 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. **Lab Fee: \$24**

BIOL 2101 – Anatomy & Physiology I (Lab) 1 sem. hrs. (0-3-0) 2607075103

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Three laboratory hours per week. Prerequisite: None. Co-requisite: BIOL 2301. **Lab Fee: \$24**

BIOL 2102 – Anatomy & Physiology II (Lab) 1 sem. hrs. (0-3-0) 2607075103

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Three laboratory hours per week. Prerequisite: BIOL 2101. Co-requisite: BIOL 2302. **Lab Fee: \$24**

BIOL 2106 – Environmental Biology (Lab) – 1 sem. hrs. (0-3-0) 0301035101

This laboratory-based course accompanies Biology 2306, Environmental Biology. Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risk, and approaches to ecological research. Three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

BIOL 2120 - Microbiology for Non-Science Majors (Lab) – 1 sem. hrs. (0-3-0) 2605035103

This course covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other allied-health majors and covers basics of microbiology. Emphasis is on medical microbiology, infectious diseases, and public health. Three laboratory hours per week. Prerequisite: None. Co-requisite: BIOL 2320. **Lab Fee: \$24**

BIOL 2301 – Anatomy & Physiology I – 3 sem. hrs. (3-0-0) 2607075103

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Three lecture hours per week. Prerequisite: None. Co-requisite: BIOL 2101

BIOL 2302 – Anatomy & Physiology II – 3 sem. hrs. (3-0-0) 2607075103

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Three lecture hours per week. Prerequisite: BIOL 2301 or BIOL 2401. Co-requisite: BIOL 2102

BIOL 2306 – Environmental Biology – 3 sem. hrs. (3-0-0) 0301035101

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Three lecture hours per week. Recommended prerequisite: MATH 1314 – Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

BIOL 2316 - Genetics - 3 sem. hrs. (3-0-0) 2608015103

Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering. Three lecture hours per week. Prerequisite: BIOL 1406 or BIOL 2401 Human Anatomy with minimum grade of C.

BIOL 2320 – Microbiology for Non-Science Majors – 1 sem. hrs. (0-3-0) 2605035103

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms, and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. Three laboratory hours per week. Prerequisite: None. Co-requisite: BIOL 2120

BIOL 2401 - Anatomy and Physiology I - 4 sem. hrs. (3-3-0) 2607075103

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses. Three lecture and three laboratory hours per week. Prerequisite: Biology 1306 and Biology 1307 recommended. **Lab Fee: \$24**

BIOL 2402 - Anatomy and Physiology II - 4 sem. hrs. (3-3-0) 2607075103

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance) and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Three lecture and three laboratory hours per week. Prerequisite: BIOL 2401. **Lab Fee: \$24**

BIOL 2420 - Microbiology for Non-Science Majors - 4 sem. hrs. (3-3-0) 2605035103

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganism. Emphasis is on medical microbiology, infectious diseases, and public health. The lab course covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology. Emphasis is on medical microbiology, infectious disease, and public health. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

BIOL 2421 - Microbiology for Science Majors - 4 sem. hrs. (3-3-0) 2605025103

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. This is a general survey course in the biology of bacteria. The survey will include a study of metabolism, growth and death, variation and genetics, classification and morphology, and bacterial relationship with mankind. Three lecture and three laboratory hours per week. Prerequisite: BIOL 1306 and BIOL 1307. CHEM 1311-1312 or approval of instructor. This course is offered each spring semester and by petition at other times. **Lab Fee: \$24**

BMGT 1301 - Supervision - 3 sem. hrs. (3-0-0)

The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills. Three lecture hours per week. Prerequisite: None

BMGT 1307 - Team Building - 3 sem. hrs. (3-0-0)

Principles of building and sustaining teams in organizations. Includes team dynamics, process improvement, trust and collaboration, conflict resolution, and the role of the individual in the team. [New WECM update: February, 2013, W. Box]CIP: 52.0201 The student will analyze the process of team building; integrate interpersonal skills, group dynamics, and leadership in the working of a team; and participate in a team to apply tools and techniques of the problem solving process. Three lecture hours per week. Prerequisite: None.

BMGT 1325 – Office Management – 3 sem. hrs. (3-0-0)

Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills. Three lecture hours per week. Prerequisite: None

BMGT 1327 - Principles of Management - 3 sem. hrs. (3-0-0)

Concepts, terminology, principles, theories, and issues in the field of management. Three lecture hours per week. Prerequisite: None

BMGT 1341 – Business Ethics – 3 sem. hrs. (3-0-0)

Discussion of ethical issues, the development of moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility. Three lecture hours per week. Prerequisite: None

BMGT 1282 - Cooperative Education- Business Administration and Management, General - 3 sem. hrs. (1-0-14)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One lecture and fourteen external hours per week. Prerequisite: None. Co-requisite: BMGT 1301 or 1327. **Co-op Fee: \$24**

BMGT 1383 - Cooperative Education- Business Administration and Management, General - 3 sem. hrs. (1-0-15)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One lecture and fifteen external hours per week. Prerequisite: BMGT 1382. **Co-op Fee: \$24**

BMGT 2303 - Problem Solving and Decision Making - 3 sem. hrs. (3-0-0)

Decision-making and problem-solving processes in organizations utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities using managerial decision tools. This is a capstone course that consolidates the student's learning experience and should only be taken during the last semester before graduation. Three lecture hours per week. Prerequisite: None. Co-requisite: BMGT 2383

BMGT 2309 - Leadership - 3 sem. hrs. (3-0-0)

Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. Three lecture hours per week. Prerequisite: None

BMGT 2311 - Change Management - 3 sem. hrs. (3-0-0)

Knowledge, skills, and tools that enable a leader/organization to facilitate change in a participative style. Three lecture hours per week. Prerequisite: None

BMGT 2482 - Cooperative Education - Business Administration and Management, General - 4 sem. hrs. (1-0-22)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One lecture and twenty-two external hours per week. Prerequisite: None. **Co-op Fee: \$24**

BMGT 2483 - Cooperative Education - Business Administration and Management, General - 4 sem. hrs. (1-0-22)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One lecture and fifteen external hours per week. Prerequisite: BMGT 2482. **Co-op Fee: \$24**

BUSG 2309 - Small Business Management/Entrepreneurship - 3 sem. hrs. (3-0-0)

Starting, operating and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. Three lecture hours per week. Prerequisite: None

BUSI 1301 - Business Principles - 3 sem. hrs. (3-0-0) 5201015104

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. A basic course in the fundamentals of business. The course is intended to give an overview of business and to develop an understanding of the realistic problems and practices of business. It includes a study of business organizations and operations, business functions, and various areas of business such as forms of organization, entrepreneurship, basic accounting and financial management, human resource development and management, business ethics and law, product marketing and distribution, and electronic commerce. Three lecture hours per week. Prerequisite: None

BUSI 1307 - Personal Finance - 3 sem. hrs. (3-0-0) 1904015109

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. Topics studied include the financial planning process, creation of financial statements including balance sheet and income and expense statements, preparation of a personal income tax return, management skills of basic assets such as cash, savings, autos and housing, credit management, life, health and property insurance, investments including stocks, bonds and mutual funds, retirement and estate planning. Three lecture hours per week. Prerequisite: None

CDEC 1281 - Cooperative Education - Childcare Provider/Assistant - 2 sem. hrs. (1-0-8)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. One lecture and eight external hours per week. Prerequisite: TECA 1311 and CDEC 1313. **Co-op Fee: \$16.25; CPR Certification Fee: \$27; Food Handler's License Fee: \$30**

CDEC 1303 - Family, School & Community - 3 sem. hrs. (3-0-1)

Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Three lecture and one external hours per week. Prerequisite: None. **Co-op Fee: 16.25**

CDEC 1311 - Educating Young Children - 3 sem. hrs. (3-0-1)

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Three lecture and one external hours per week. Prerequisite: None. **Co-op Fee: 16.25**

CDEC 1313 - Curriculum Resources for Early Childhood Programs - 3 sem. hrs. (3-0-0)

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. Three lecture hours per week. Prerequisite: None.

CDEC 1318 - Wellness of the Young Child - 3 sem. hrs. (2-2-0)

Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Two lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

CDEC 1319 - Child Guidance - 3 sem. hrs. (3-0-0)

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Three lecture hours per week. Prerequisite: None.

CDEC 1321 - The Infant and Toddler - 3 sem. hrs. (3-0-0)

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques. Three lecture hours per week. Prerequisite: TECA 1311, TECA 1318, CDEC 1313

CDEC 1354 - Child Growth and Development - 3 sem. hrs. (3-0-0)

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Three lecture hours per week. Prerequisite: None. **Lab Fee: \$24**

CDEC 1356 - Emergent Literacy for Early Childhood - 3 sem. hrs. (2-2-0)

An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight. Two lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

CDEC 1359 - Children with Special Needs - 3 sem. hrs. (2-2-0)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. Two lecture and two laboratory hours per week. Prerequisite: TECA 1311, TECA 1318, CDEC 1313. **Lab Fee: \$24**

CDEC 2280 - Cooperative Education - Child Care Provider/Assistant - 2 sem. hrs. (1-0-8)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. One lecture and eight external hours per week. Prerequisite: CDEC 1281, TECA 1311, TECA 1318, CDEC 1313. **Co-op Fee: \$16.25**

CDEC 2281 - Cooperative Education - Child Care Provider/Assistant - 2 sem. hrs. (1-0-8)

Career related activities encountered in the student's area of specialization are offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. This is a capstone course and should only be taken during the last semester before graduation. One lecture and eight external hours per week. Prerequisite: CDEC 2280, CDEC 1319, CDEC 1356, CDEC 1281, CDEC 2307, and TECA 1303. **Co-op Fee: \$16.25**

CDEC 2307 - Math and Science for Early Childhood - 3 sem. hrs. (2-2-0)

Exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. Two lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

CDEC 2326 - Administration of Programs for Children I - 3 sem. hrs. (2-2-0)

Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Two lecture and two laboratory hours per week. Prerequisite: CDEC 1319, CDEC 1356, CDEC 1281, CDEC 2307, and TECA 1303. **Lab Fee: \$24**

CETT 1302 - Electricity Principles - 3 sem. hrs. (2-4-0)

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operations. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Uniform Fee: \$150; VGI Refrigerant Certification Fee: \$20; Employment Ready Testing Fee: \$15; Consumable Supplies Fee: \$50**

CETT 1409 - DC-AC Circuits - 4 sem. hrs. (3-3-0)

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. Three lecture and three laboratory hours per week. Prerequisite: CETT 1402. **Lab Fee: \$24**

CHEM 1111 - General Chemistry I Laboratory - 1 sem. hrs. (0-4-0) 4005015303

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. CHEM 1111 is a laboratory course involving laboratory studies related to topics in Chemistry 1311. Four laboratory hours per week. Prerequisite: CHEM 1311 General Chemistry I or. Co-requisite: CHEM 1311 General Chemistry I. **Lab Fee: \$24**

CHEM 1112 - General Chemistry II Laboratory - 1 sem. hrs. (0-4-0) 4005015603

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. CHEM 1112 is a laboratory course involving selected laboratory studies related to topics in Chemistry 1312. Four laboratory hours per week. Prerequisite: CHEM 1312 General Chemistry II or. Co-requisite: CHEM 1312 General Chemistry II. **Lab Fee: \$24**

CHEM 1311 - General Chemistry I - 3 sem. hrs. (3-0-0) 4005015203

Fundamental principles of Chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. High school chemistry is strongly recommended. Three lecture hours per week. Prerequisite: Math 1314 College Algebra or equivalent academic preparation. Co-requisite: CHEM 1111 General Chemistry I Laboratory.

CHEM 1312 - General Chemistry II - 3 sem. hrs. (3-0-0) 4005015503

Chemical equilibrium, thermodynamics, acid-base concepts, thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Three lecture hours per week. Prerequisite: CHEM 1311 General Chemistry I. Co-requisite: Recommended CHEM 1112 General Chemistry II Laboratory.

CHEM 1405 - Introductory Chemistry I - 4 sem. hrs. (3-4-0) 4005015103

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. This course is designed especially for students of business and liberal arts. The work of the course covers the fundamentals of general chemistry and the descriptive chemistry of non-metals. (May not be used in chemistry major sequence.) Three lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

CHEM 1407 - Introductory Chemistry II - 4 sem. hrs. (3-4-0) 4005015103

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. This course is designed especially for students of business and liberal arts. Emphasis is placed upon basic principle, nomenclature, principal reaction, and method of synthesis. It considers all major classes of carbon compounds with special attention given to those sections which may be associated with biological substances. (May not be used in chemistry major sequence.) Three lecture and four laboratory hours per week. Prerequisite: CHEM 1405. **Lab Fee: \$24**

CHEM 2423 - Organic Chemistry I - 4 sem. hrs. (3-4-0) 4005045203

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Three lecture and four laboratory hours per week. Prerequisite: CHEM 1311/1111 and 1312/1112. **Lab Fee: \$24**

CHEM 2425 - Organic Chemistry II - 4 sem. hrs. (3-4-0) 4005045203

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Three lecture and four laboratory hours per week. Prerequisite: CHEM 2423. **Lab Fee: \$24**

CJCR 1300 - Basic Jail Course - 3 sem. hrs. (2-4-0)

Human relations; observation; evaluation of prisoners; booking procedures; classification; mug shots; fingerprinting; strip searches; meals; medical services; visitation; inmates rights and privileges; detention areas; disturbances; riots; fire procedures; release procedures; and key, knife and tool control. Includes the required Texas Commission on Law Enforcement (TCLEOSE) objectives for course #1005. This course was designed to be repeated multiple times to improve student proficiency. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

CJCR 1304 - Probation and Parole - 3 sem. hrs. (3-0-0)

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. Three lecture hours per week. Prerequisite: None.

CJCR 1307 - Correctional Systems and Practices - 3 sem. hrs. (3-0-0)

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. Three lecture hours per week. Prerequisite: None.

CJCR 1358 - Rights of Prisoners - 3 sem. hrs. (3-0-0)

Legal rights of convicted offenders incarcerated in state and federal penal institutions. Emphasizes constitutional principles, case law, and federal and state statutes concerning prisoner rights. Three lecture hours per week. Prerequisite: None.

CJCR 2325 - Legal Aspects of Corrections - 3 sem. hrs. (3-0-0)

A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff. Three lecture hours per week. Prerequisite: None.

CJLE 1211 - Basic Firearms - 2 sem. hrs. (2-1-0)

Firearm safety, cleaning and care techniques, proper shooting principles, and proficiency. Two lecture and one laboratory hours per week. Prerequisite: None. **Lab Fee: \$16.25**

CJLE 1303 - Basic Telecommunication Certification - 3 sem. hrs. (3-1-0)

Law enforcement functions, history of public safety communications, federal laws regulating public safety communications, radio communication systems, radio operations, fire and EMS dispatch considerations, telephone operations, law enforcement information systems, communication records, logs and documentation, legal issues, emergency management, police emergency situations, 9-1-1/computer aided dispatch, media relations, stress management, and crisis prevention. Required course for law enforcement telecommunication personnel prior to completion of 12 months of service. Three lecture and one laboratory hours per week. Prerequisite: None. **Lab Fee: \$16.25**

CJLE 1327 – Interviewing and Report Writing for Criminal Justice Professions – 3 sem. hrs. (3-0-0)

Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports. Three lecture hours per week. Prerequisite: CRJ 1301 or CJS 1322

CJLE 1358 - Rights of Prisoners - 3 sem. hrs. (3-0-0)

Legal rights of convicted offenders incarcerated in state and federal penal institutions. Emphasizes constitutional principles, case law, and federal and state statutes concerning prisoner rights. Three lecture hours per week. Prerequisite: None.

CJLE 1429 – Basic Peace Officer V – 4 sem. hrs. (2-7-0)

Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement approved Basic Peace Officer Academy Course #1000. *****THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY by Texas Commission on Law Enforcement***** Two lecture and seven laboratory hours per week. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524. **Lab Fee: \$24; State Licensure Test Fee: \$35**

CJLE 1506 - Basic Peace Officer I - 5 sem. hrs. (3-6-0)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, and IV, (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. *****THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.***** Three lecture and six laboratory hours per week. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1429, CJLE 1512, CJLE 1518, CJLE 1524. **Lab Fee: \$24**

CJLE 1512 - Basic Peace Officer II - 5 sem. hrs. (3-6-0)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, and IV (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. *****THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.***** Three lecture and six laboratory hours per week. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1429, CJLE 1506, CJLE 1518, CJLE 1524. **Lab Fee \$24**

CJLE 1518 - Basic Peace Officer III - 5 sem. hrs. (3-6-0)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, and IV (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. *****THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.***** Three lecture and six laboratory hours per week. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1429, CJLE 1506, CJLE 1512, CJLE 1524. **Lab Fee \$24**

CJLE 1524 - Basic Peace Officer IV - 5 sem. hrs. (3-6-0)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and IV (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. *****THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.***** Three lecture and six laboratory hours per week. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1429, CJLE 1506, CJLE 1512, CJLE 1518. **Lab Fee \$24**

CJLE 2247 - Tactical Skills for Police - 2 sem. hrs. (3-0-0)

Development of proficiency with a range of impact weapons and/or chemical agents and defensive techniques necessary to control a violent person. Three lecture hours per week. Prerequisite: None.

CJSA 1302 - Private Security Officer Training - 3 sem. hrs. (3-0-0)

A critical study of the provisions of the Texas Private Investigators and Private Security Agencies Act. Topics include the impact of the code on procedures and policies, judicial interpretation of statutes and related procedures, and rules and regulations. Satisfies the requirements for Commissioned Security Officer Skill Certification. Three lecture hours per week. Prerequisite: None.

CJSA 1308 - Criminalistics I - 3 sem. hrs. (3-0-0)

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. Three lecture hours per week. Prerequisite: None.

CJSA 1312 - Crime In America - 3 sem. hrs. (3-0-0)

American crime problems in historical perspective, social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. Three lecture hours per week. Prerequisite: None.

CJSA 1313 - Court Systems and Practices - 3 sem. hrs. (3-0-0)

The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing. Three lecture hours per week. Prerequisite: None.

CJSA 1322 - Introduction to Criminal Justice - 3 sem. hrs. (3-0-0)

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections. Three lecture hours per week. Prerequisite: None.

CJSA 1330 – Cybercrimes – 3 sem. hrs. (3-0-0)

An introduction to cybercrime. Topics include specific laws, investigative techniques, and criminological theories applicable to computer crime. Three lecture hours per week. Prerequisite: None

CJSA 1351 - Use of Force - 3 sem. hrs. (3-0-0)

Study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the Texas Commission on Law Enforcement Use of Force Intermediate Certificate requirement. This course was designed to be repeated multiple times to improve student proficiency. Three lecture hours per week. Prerequisite: CRIJ 1301 or CJSA 1322

CJSA 1400 – Death Investigation I – 4 sem. hrs. (3-2-0)

Concepts, investigations process, scene management, required documentation, and case management for incidences of natural, accidental, and suicidal deaths. Follows the Department of Justice National Guidelines for Death Investigations and meets the criteria for academic credit recognition from the American Board of Medicolegal Death Investigators. Three lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

CJSA 2283 – Cooperative Education – Criminal Justice/Safety Studies – 3 sem. hrs. (1-0-7)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. One lecture and seven external experience hours per week. Prerequisite: CRIJ 1301 or CJSA 1322. **Co-Op Fee: \$24**

CJSA 2323 - Criminalistics II - 3 sem. hrs. (3-0-0)

Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification. Three lecture hours per week. Prerequisite: None.

CJSA 2331 - Child Abuse: Prevention and Investigation - 3 sem. hrs. (3-0-0)

Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law, and conduct case studies. Three lecture hours per week. Prerequisite: None.

CNBT 1110 - Basic Construction Safety - 1 sem. hrs. (3-0-0)

Basic job site construction safety in residential, commercial, and industrial construction. Three lecture hours per week. Prerequisite: None.

CNBT 1400 - Blueprint Reading - 4 sem. hrs. (3-3-0)

Introductory blueprint reading for residential and light commercial construction. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

CNBT 1446 - Construction Estimating I - 4 sem. hrs. (3-3-0)

Fundamentals of estimating materials and labor costs in construction. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

COLS 0300 - College Success Skills - 3 sem. hrs. (2-2-0) 3201015212

Psychology of learning and success. Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Includes college orientation and development of students' academic skills that apply to all disciplines. COLS 0300 may not be counted for local credit toward an associate degree or certificate and is not transferable. Two lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

COMM 1316 - News Photography I - 3 sem. hrs. (3-3-0) 0904015506

Problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing, and printing media. A general beginner's course with emphasis on taking and processing pictures for reproduction in publications. The course consists of history, camera operation, exposure methods (for both color and black and white), basic darkroom methods (black and white only) covering negative development, printing and mounting. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

COMM 1317 - News Photography II - 3 sem. hrs. (3-3-0) 0904015506

Problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing, and printing media. A continuation of COMM 1316 familiarizing the student with the fundamentals of basic photography. Emphasis is on darkroom procedures including advanced black and white printing techniques and color printing. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

COMM 2305 - Editing and Layout - 3 sem. hrs. (3-0-0) 0904015106

Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design. Students will engage in graphic design for the print media. History and current practices in various forms of printing, type design, copy-fitting and layout fundamentals and trends in graphic design will be discussed. Three lecture hours per week. Prerequisite: None.

COMM 2311 - News Gathering and Writing I - 3 sem. hrs. (3-3-0) 0904015706

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. A course in fundamentals to acquaint the student with newspaper traditions, practices, and objectives as well as techniques of news gathering, interviewing, and writing the various types of news stories. Each student is required to report for The Southwest Texan (newspaper). Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

COMM 2315 - News Gathering and Writing II - 3 sem. hrs. (3-3-0) 0904015806

Continuation of the aims and objectives of news gathering and writing with emphasis on advanced reporting techniques. A continuation of COMM 2311 with discussions of various types of complex stories such as sports, reviews, criticisms, features, interviews and editorials; primarily a course to perfect students' writing skills and techniques; the ethics of reporting and the obligations of the competent journalist. Each student is required to report for The Southwest Texan (newspaper). Three lecture and three laboratory hours per week. Prerequisite: COMM 2311. **Lab Fee: \$24**

COMM 2324 - Practicum in Electronic Media - 3 sem. hrs. (3-2-0) 0907015306

Lecture and laboratory instruction and participation. Three lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

COMM 2327 - Introduction to Advertising - 3 sem. hrs. (3-0-0) 0909035106

Fundamentals of advertising, including marketing theory and strategy, copywriting, design and selection of media. Three lecture hours per week. Prerequisite: None.

COMM 2331 - Radio/Television Announcing - 3 sem. hrs. (2-3-0) 0907015406

Principles of announcing; study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Study of phonetics is recommended. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

COMM 2332 - Radio/Television News - 3 sem. hrs. (2-3-0) 0907015206

Preparation and analysis of news styles for the electronic media. Two lecture and three laboratory hours per week. Prerequisite: COMM 2331. **Lab Fee: \$24**

COSC 1301 - Introduction to Computing - 3 sem. hrs. (3-1-0) 1101015107

Overview of computer systems – hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. Three lecture and one laboratory hours per week. Prerequisite: None. **Lab Fee: \$16.25**

COSC 1336 - Programming Fundamentals I - 3 sem. hrs. (2-3-0) 1102015507

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.) Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

COSC 1337 - Programming Fundamentals II - 3 sem. hrs. (2-3-0) 1102015607

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. (This course is included in the Field of Study Curriculum for Computer Science.) Two lecture and three laboratory hours per week. Prerequisite: COSC 1336. **Lab Fee: \$24**

COSC 1420 – Programming I – 4 sem. hrs. (4-0-0) 1102015207

Introduces the fundamental concepts of structured programming in the C language. Topics include data types, control structures; functions, structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming, and introduction to the historical and social context of computing. Four lecture hours per week. Prerequisite: None

COSC 2325 - Computer Organization and Machine Language - 3 sem. hrs. (2-3-0) 1102015407

Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. (This course is included in the Field of Study Curriculum for Computer Science.) Two lecture and three laboratory hours per week. Prerequisite: COSC 1336. **Lab Fee: \$24**

COSC 2336 - Programming Fundamentals III - 3 sem. hrs. (2-3-0) 1102015707

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. (This course is included in the Field of Study Curriculum for Computer Science.) Two lecture and three laboratory hours per week. Prerequisite: COSC 1337. **Lab Fee: \$24**

CRIJ 1301 - Introduction to Criminal Justice - 3 sem. hrs. (3-0-0) 4301045124

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. Three lecture hours per week. Prerequisite: None.

CRIJ 1306 - Court Systems and Practices - 3 sem. hrs. (3-0-0) 4301045424

This course is a study of the court system as it applies to the structures, procedures, practices, and sources of law in American courts, using federal and Texas statutes and case law. Three lecture hours per week. Prerequisite: None.

CRIJ 1307 - Crime in America - 3 sem. hrs. (3-0-0) 4504015225

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crimes. Three lecture hours per week. Prerequisite: None.

CRIJ 1310 - Fundamentals of Criminal Law - 3 sem. hrs. (3-0-0) 4301045424

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. Three lecture hours per week. Prerequisite: None.

CRIJ 1313 - Juvenile Justice System 3 sem. hrs. (3-0-0) 4301045524

A study of juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of the police agencies, role of correctional agencies, and the theories concerning delinquency. Three lecture hours per week. Prerequisite: None.

CRIJ 2301 - Community Resources in Corrections - 3 sem. hrs. (3-0-0) 4301045224

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. Three lecture hours per week. Prerequisite: None.

CRIJ 2313 - Correctional Systems & Practices - 3 sem. hrs. (3-0-0) 4301045424

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. Three lecture hours per week. Prerequisite: CRIJ 1301 or CJSA 1322.

CRIJ 2314 - Criminal Investigation - 3 sem. hrs. (3-0-0) 4301045524

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. Three lecture hours per week. Prerequisite: CRIJ 1301 or CJSA 1322.

CRIJ 2323 - Legal Aspects of Law Enforcement - 3 sem. hrs. (3-0-0) 4301045524

Police authority; responsibilities; constitutional constraints; laws of arrest, search and seizure; police liability. Three lecture hours per week. Prerequisite: CRIJ 1301 or CJSA 1322.

CRIJ 2328 - Police Systems & Practices - 3 sem. hrs. (3-0-0) 4301045724

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police, ethics, and use of authority. Three lecture hours per week. Prerequisite: CRIJ 1301 or CJSA 1322.

CRPT 1411 - Conventional Roof Systems - 4 sem. hrs. (3-3-0)

Principles of design and construction of a conventional roof system incorporating gable, hip, valley and intersections. Emphasis given to safe work practices and the use, and maintenance of tools and equipment. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

CRPT 1415 - Conventional Wall Systems - 4 sem. hrs. (3-3-0)

Conventional wall systems with emphasis on wood frame construction. Includes identification of components; construction of wall systems; safe work practices; and the use, and maintenance of tools and equipment. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

CRPT 1423 - Floor Systems - 4 sem. hrs. (3-3-0) 46.0201

An introduction to common floor systems. Includes component identification; construction of a floor system; safe work practices; and the use, and maintenance of tools and equipment. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

CRPT 1429 - Introduction to Carpentry - 4 sem. hrs. (3-3-0)

An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

CRPT 1441 - Conventional Exterior Finish System - 4 sem. hrs. (3-3-0) 46.0201

Installation of exterior finish systems and components including the placement and installation of cornice, windows, doors, siding, and flashing. Emphasis on safe work practices and the use, and maintenance of tools and equipment. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

CRPT 1445 - Conventional Interior Finish System - 4 sem. hrs. (3-3-0) 46.0201

Installation of interior finish systems and components including the placement and installation of doors, trim, floor, wall, and ceiling finishes. Emphasis on safe work practices and the use, and maintenance of tools and equipment. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

CSME 1248 - Principles of Skin Care - 2 sem. hrs. (0-6-0)

An introduction of the theory and practice of skin care. Six laboratory hours per week. Prerequisite: None. Co-requisite: CSME 1401. **Lab Fee: \$24**

CSME 1310 - Introduction to Haircutting and Related Theory - 3 sem. hrs. (1-5-0)

Introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning and finishing techniques. One lecture and five laboratory hours per week. Prerequisite: CSME 1401. **Lab Fee: \$24**

CSME 1401 - Orientation to Cosmetology - 4 sem. hrs. (2-5-0)

An overview of the skills and knowledge necessary for the field of cosmetology. Two lecture and five laboratory hours per week. Co-requisite: None. **Lab Fee: \$24**

CSME 1405 - Fundamentals of Cosmetology - 4 sem. hrs. (2-5-0)

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. Two lecture and five laboratory hours per week. Co-requisite: CSME 1401. **Lab Fee: \$24**

CSME 1434 - Cosmetology Instructor I - 4 sem. hrs. (2-7-0)

The fundamentals of instructing cosmetology students. Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Two lecture and seven laboratory hours per week. Prerequisite: CSME 1435. **Lab Fee: \$24**

CSME 1435 - Orientation to the Instruction of Cosmetology - 4 sem. hrs. (2-6-0)

An overview of the skills and knowledge necessary for the instruction of cosmetology students. Two lecture and six laboratory hours per week. Prerequisite: Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. **Lab Fee: \$24; Insurance Fee: \$20**

CSME 1443 - Manicuring and Related Theory - 4 sem. hrs. (2-5-0)

Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services. Two lecture and five laboratory hours per week. Prerequisite: None. Co-requisite: CSME 1401. **Lab Fee: \$24; Salon Material Fee: \$65**

CSME 1453 - Chemical Reformation and Related Theory - 4 sem. hrs. (2-6-0)

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. Two lecture and six laboratory hours per week. Prerequisite: None. Co-requisite: CSME 1401. **Lab Fee: \$24; Salon Material Fee: \$65**

CSME 2310 - Advanced Haircutting and Related Theory - 3 sem. hrs. (2-3-0)

Advanced concepts and practice of haircutting. Topics include haircuts, utilizing scissors, razor, and /or clippers. Two lecture and three laboratory hours per week. Prerequisite: CSME 1310. **Lab Fee: \$24**

CSME 2337 - Advanced Cosmetology Techniques - 3 sem. hrs. (2-2-0)

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. Two lecture and two laboratory hours per week. Prerequisite: CSME 1405. **Lab Fee: \$24**

CSME 2343 - Salon Development - 3 sem. hrs. (2-2-0)

Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping. Two lecture and two laboratory hours per week. Prerequisite: CSME 1401. **Lab Fee: \$24**

CSME 2401 - The Principles of Hair Coloring and Related Theory - 4 sem. hrs. (2-6-0)

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. Two lecture and six laboratory hours per week. Prerequisite: CSME 1401. **Lab Fee: \$24**

CSME 2414 - Cosmetology Instructor II - 4 sem. hrs. (2-6-0)

A continuation of the fundamentals of instructing cosmetology students. Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Two lecture and six laboratory hours per week. Prerequisite: CSME 1434. **Lab Fee: \$24**

CSME 2439 - Advanced Hair Design - 4 sem. hrs. (2-5-0)

Advanced concepts in the theory and practice of hair design. Two lecture and five laboratory hours per week. Prerequisite: CSME 1401, CSME 1405. **Lab Fee: \$24**

CSME 2441 - Preparation for the State Licensing Examination - 4 sem. hrs. (2-5-0)

Preparation for the state licensing examination. Two lecture and five laboratory hours per week. Prerequisite: CSME 1401; All CSME degree plan courses must be completed prior to enrolling for CSME 2441. **Lab Fee: \$24; Exam Fee: \$ 176.00**

CSME 2444 - Cosmetology Instructor IV - 4 sem. hrs. (2-6-0)

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation techniques. Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Two lecture and six laboratory hours per week. Prerequisite: CSME 2449. **Lab Fee: \$24**

CSME 2445 - Instructional Theory and Clinic Operation - 4 sem. hrs. (2-6-0)

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Capstone course that consolidates the

student's learning experiences. Two lecture and six laboratory hours per week. Prerequisite: CSME 2444. **Lab Fee: \$24; Texas Department of Licensing and Regulation Instructor Examination Fee: \$176**

CSME 2449 - Cosmetology Instructor III - 4 sem. hrs. (2-6-0)

Presentation of lesson plan assignments and evaluation techniques. Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Two lecture and six laboratory hours per week. Prerequisite: CSME 2414. **Lab Fee: \$24**

DANC 2303 - Dance Appreciation I - 3 sem. hrs. (3-0-0) 5003015426

Survey of primitive, classical, and contemporary dance and its interrelationship with cultural developments and other art forms. Three lecture hours per week. Prerequisite: None.

DANC 2304 - Dance Appreciation II - 3 sem. hrs. (3-0-0) 5003015426

Survey of the development of contemporary dance forms and their relationships with other modern art forms. Three lecture hours per week. Prerequisite: None.

DEMR 1301 - Shop Safety and Procedures - 3 sem. hrs. (2-2-0)

A study of shop safety, rules, basic shop tools, and test equipment. Two lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

DEMR 1310 - Diesel Engine Testing and Repair I - 3 sem. hrs. (2-4-0)

An introduction to testing and repairing diesel engines including related systems and specialized tools. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

DEMR 1330 - Steering and Suspension I - 3 sem. hrs. (2-4-0)

A study of design, function, maintenance, and repair of steering and suspension systems. Emphasis on troubleshooting and repair of failed components. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

DEMR 1349 - Diesel Engine II - 3 sem. hrs. (2-4-0)

An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

DEMR 1405 - Basic Electrical Systems - 4 sem. hrs. (2-6-0)

Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

DEMR 1406 - Diesel Engine I - 4 sem. hrs. (2-6-0)

An introduction to the basic principles of diesel engines and systems. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Uniform Fee: \$120; Consumable Supplies Fee: \$75**

DEMR 1417 - Basic Brake Systems - 4 sem. hrs. (2-6-0)

Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; ASE Exam Fee: \$66**

DEMR 1421 - Power Train I - 4 sem. hrs. (2-6-0)

Fundamentals of repair and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

DEMR 1423 - Heating Ventilation and Air Conditioning (HVAC) Troubleshooting and Repair - 4 sem. hrs. (2-6-0)

Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Uniform Fee: \$120; Consumable Supplies Fee: \$75**

DEMR 1447 - Power Train II - 4 sem. hrs. (2-6-0)

Continuation of fundamentals and theory of power train systems. Emphasis on disassembly, inspection, and repair of power train components. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

DEMR 2281 - Cooperative Education - Diesel Mechanics Technology/Technician - 2 sem. hrs. (1-0-7)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Capstone course that consolidates the student's learning experiences. One lecture and seven external hours per week. Prerequisite: None. Co-requisite: DEMR 1447, DEMR 2348, DEMR 2432. **Co-op Fee: \$24**

DEMR 2348 - Failure Analysis - 3 sem. hrs. (2-3-0)

An advanced course designed for analysis of typical part failures on equipment. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

DEMR 2432 - Electronic Controls - 4 sem. hrs. (2-6-0)

Advanced skills in diagnostic and programming techniques of electronic control systems. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; ASE Exam Fee: \$66**

DRAM 1120 - Theater Practicum I - 1 sem. hrs. (1-4-0) 5005065326

Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Participation in and evaluation of rehearsal and performance activities related to the departmental productions. One lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

DRAM 1121 - Theater Practicum II - 1 sem. hrs. (1-4-0) 5005065326

Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Participation in and evaluation of rehearsal and performance activities related to the departmental productions. One lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

DRAM 1310 - Introduction to Theater - 3 sem. hrs. (3-0-0) 5005015126

Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Participation in major productions may be required. A survey of the fields of theater employment designed to provide introductory knowledge. Equal time and attention is given to each of the phases of the entertainment business: Performing, Directing, Producing, Managing, Costuming, Make-up, Scenery, Lighting and Sound. Three lecture hours per week. Prerequisite: None.

DRAM 1330 - Stagecraft I - 3 sem. hrs. (3-3-0) 5005025126

Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization. Practical experience in the technical procedures involved in the mounting of a play. Opportunity is afforded for scenery construction and painting, lighting, properties, sound, stage effects and costume construction. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

DRAM 1341 - Makeup - 3 sem. hrs. (3-0-0) 5005025226

Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application. Theory and practice of the craft of stage makeup. Three lecture hours per week. Prerequisite: None. **Supply Fee: \$24**

DRAM 1351 - Acting I - 3 sem. hrs. (3-3-0) 5005065126

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. Exercises in bodily and vocal control. Varied projects in the training and disciplining of the mind and body for the purpose of theatrical performance. Projects in pantomime and stage action. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

DRAM 1352 - Acting II - 3 sem. hrs. (3-3-0) 5005065126

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. A continuation of DRAM 1351. Study with experience in problems of creating characterization, with emphasis on developing vocal and physical skill in acting. Three lecture and three laboratory hours per week. Prerequisite: DRAM 1351. **Lab Fee: \$24**

DRAM 2120 - Theater Practicum III - 1 sem. hrs. (1-4-0) 5005065326

Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Additional practice in rehearsal and performance activities related to departmental productions. One lecture and four laboratory hours per week. Prerequisite: DRAM 1120 and 1121. **Lab Fee: \$24**

DRAM 2121 - Theater Practicum IV - 1 sem. hrs. (1-4-0) 5005065326

Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Additional practice in rehearsal and performance activities related to departmental productions. One lecture and four laboratory hours per week. Prerequisite: DRAM 1120 and 1121. **Lab Fee: \$24**

DRAM 2361 - History of the Theater I - 3 sem. hrs. (3-0-0) 5005055126

Development of theater art from the earliest times through the 16th century. Three lecture hours per week. Prerequisite: None.

DRAM 2362 - History of the Theater II - 3 sem. hrs. (3-0-0) 5005055126

Development of theater art from the 17th century through the 21st century. Three lecture hours per week. Prerequisite: None.

ECON 2301 - Principles of Macroeconomics - 3 sem. hrs. (3-0-0) 4506015125

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. Three lecture hours per week. Prerequisite: None

ECON 2302 - Principles of Microeconomics - 3 sem. hrs. (3-0-0) 4506015125

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Three lecture hours per week. Prerequisite: None.

ECRD 1211 – Electrocardiography – 2 sem. hrs. (1-3-0)

Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. One lecture and three laboratory hours per week. Prerequisite: None. **NHA Testing Fee: \$115; Lab Fee: \$24**

EDUC 1300 - Learning Framework - 3 sem. hrs. (3-0-0) 4203015125

A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Three lecture hours per week. Prerequisite: None.

EDUC 1301 - Introduction to the Teaching Profession - 3 sem. hrs. (3-0-1) 1301015109

An enriched and integrated pre-service course and content experience that 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms. Three lecture and one external hours per week. Prerequisite: None. **Co-op Fee: \$16.25**

EDUC 2301 - Introduction to Special Populations - 3 sem. hrs. (3-0-1) 1310015109

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Three lecture and one external hours per week. Prerequisite: EDUC 1301. **Co-op Fee: \$16.25**

ELPT 1429 - Residential Wiring - 4 sem. hrs. (3-3-0) 46.0301

Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

EMSP 1338 – Introduction to Advanced Practice – 3 sem. hrs. (2-3-0)

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. Two lecture and three laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360. Co-requisites: EMSP 2434, EMSP 2260. **FISDAP Fee: \$141.75; Sterling Credentials Fee: \$215.00; Lab Fee: \$24**

EMSP 1360 – Clinical – Emergency Medical Technology/Technician – 3 sem. hrs. (0-0-12)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Twelve external experience hours per week. Prerequisite: None. Co-requisites: EMSP 1501, EMSP 1455, EMSP 1456. **Co-Op Fee: \$24**

EMSP 1455 – Trauma Management – 4 sem. hrs. (2-7-0)

Knowledge and skills in the assessment and management of patients with traumatic injuries. Two lecture and seven laboratory hours per week. Prerequisite: None. Co-requisites: EMSP 1501, EMSP 1456, EMSP 1360. **Lab Fee: \$24**

EMSP 1456 – Patient Assessment and Airway Management – 3 sem. hrs. (2-7-0)

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. Two lecture and seven laboratory hours per week. Prerequisite: None. Co-requisites: EMSP 1501, EMSP 1455, EMSP 1360. **Lab Fee: \$24**

EMSP 1501 - Emergency Medical Technician - Basic - 5 sem. hrs. (3-5-0)

Preparation for certification as an Emergency Medical Technician (EMT). Three lecture and five laboratory hours per week. Prerequisite: None. Co-requisites: EMSP 1455, EMSP 1456, EMSP 1360. **Lab Fee: \$24; FISDAP Fee: \$115.50; Sterling Credential Fee: \$131; National Registry Emergency Medical Technician Testing Fee: \$98**

EMSP 2135 – Advanced Cardiac Life Support – 1 sem. hrs. (1-1-0)

Theory and skill necessary for the management of cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency. One lecture and one laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260, EMSP 2306, EMSP 2444, EMSP 2261. Co-requisites: EMSP 2330, EMSP 2243, EMSP 2364. **Lab Fee: \$16.25**

EMSP 2243 – Assessment Based Management – 2 sem. hrs. (1-3-0)

A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. One lecture and three laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260, EMSP 2306, EMSP 2444, EMSP 2216. Co-requisite: EMSP 2330, EMSP 2135, EMSP 2364. **Lab Fee: \$24**

EMSP 2260 – Clinical – Emergency Medical Technology/Technician – 2 sem. hrs. (0-0-6)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Six external experience hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360. Co-requisites: EMSP 1338, EMSP 2434. **Co-op Fee: \$24**

EMSP 2261 – Clinical – Emergency Medical Technology/Technician – 2 sem. hrs. (0-0-9)

A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Nine external experience hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260. Co-requisite: EMSP 2306, EMSP 2444. **Co-op Fee: \$24**

EMSP 2305 – EMS Operations – 3 sem. hrs. (2-4-0)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

EMSP 2306 – Emergency Pharmacology – 3 sem. hrs. (2-4-0)

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Two lecture and four laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260. Co-requisites: EMSP 2444, EMSP 2261 **Lab Fee: \$24**

EMSP 2330 – Special Populations – 3 sem. hrs. (2-4-0)

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. Two lecture and four laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260, EMSP 2306, EMSP 2444, EMSP 2261. Co-requisites: EMSP 2243, EMSP 2135, EMSP 2364. **Lab Fee: \$24**

EMSP 2364 – Practicum (or Field Experience) – Emergency Medical Technology/Technician (EMT Paramedic) – 3 sem. hrs. (0-0-21)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Twenty-one external experience hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260, EMSP 2306, EMSP 2444, EMSP 2261. Co-requisites: EMSP 2330, EMSP 2243, EMSP 2135. **Co-Op Fee: \$24. National Registry Emergency Medical Technician (Paramedic) Testing Fee: \$152.00**

EMSP 2434 – Medical Emergencies – 4 sem. hrs. (3-3-0)

Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. Three lecture and three laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360. Co-requisite: EMSP 1338, EMSP 2260. **Lab Fee: \$24**

EMSP 2444 – Cardiology – 4 sem. hrs. (2-6-0)

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. Two lecture and six laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260. Co-requisite: EMSP 2306, EMSP 2261. **Lab Fee: \$24**

ENGL 1301 - Composition I - 3 sem. hrs. (3-0-0) 23130115112

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Three lecture hours per week. Prerequisite: None.

ENGL 1302 - Composition II - 3 sem. hrs. (3-0-0) 2313015112

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Three lecture hours per week. Prerequisite: ENGL 1301.

ENGL 2307 - Creative Writing I - 3 sem. hrs. (3-0-0) 23130215112

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. Three lecture hours per week. Prerequisite: ENGL 1301.

ENGL 2311 - Technical and Business Writing - 3 sem. hrs. (3-0-0) 23130315112

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Three lecture hours per week. Prerequisite: ENGL 1301.

ENGL 2322 - British Literature I - 3 sem. hrs. (3-0-0) 2314045112

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Three lecture hours per week. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2323 - British Literature II - 3 sem. hrs. (3-0-0) 2314045112

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Three lecture hours per week. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2327 - American Literature I - 3 sem. hrs. (3-0-0) 2314025112

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Significant American prose and poetry to 1865. Three lecture hours per week. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2328 - American Literature II - 3 sem. hrs. (3-0-0) 2314025112

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Significant American prose and poetry from 1865 to the present. Three lecture hours per week. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2332 - World Literature I - 3 sem. hrs. (3-0-0) 1601045213

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Three lecture hours per week. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2333 - World Literature II - 3 sem. hrs. (3-0-0) 1601045213

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Three lecture hours per week. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2351 – Mexican-American Literature – 3 sem. hrs. (3-0-0) 0502035525

A survey of Mexican-American/Chicanx from Mesoamerica to the present. Students will study literary works of fiction, poetry, drama, essays, and memoirs in relation to their historical, linguistic, political, regional, gendered, and cultural contexts. Texts will be selected from a diverse group of authors, literary movements, and media forms. Topics and themes may include the literary performance of identity and culture, aesthetic mediation of racialization, struggle and protest, and artistic activism. Three lecture hours per week. Prerequisite: ENGL 1301

ENGR 1201 - Introduction to Engineering - 2 sem. hrs. (2-0-0) 1401015110

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Two lecture hours per week. Prerequisite: MATH 1314 or equivalent academic preparation

ENGR 1304 - Engineering Graphics – 2 sem. hrs. (2-0-0) 1513015111

Introduction to computer-aided drafting using CAD software and sketching to generate two- and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics. Two lecture and two laboratory hours per week. Prerequisite: MATH 1314 or equivalent academic preparation. **Lab Fee \$24**

ENGR 1307 – Plane Surveying – 3 sem. Hrs. (2-3-0) 1511025111

Development of skills necessary to recognize and solve problems in surveying. Introduction and use of various precision instruments used for surveying, including level, theodolites, electronic distance measuring equipment, and total stations for collecting field data. Introduction to Global Position Systems (GPS) and Geographic Information Systems (GIS) and their use in surveying; and use of graphic design software, such as AutoCAD or Microstation, in surveying problems. Two lecture and three laboratory hours per week. Prerequisite: MATH 1316 or equivalent; ENGR 1304. **Lab Fee: \$24**

ENGR 2105 – Electrical Circuits I Laboratory – 1 sem. hrs. (0-3-0) 1410015510

Laboratory experiments supporting theoretical principles presented in ENGR 2305 involving DC and AC circuit theory, network theorems, time, and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation. Three lecture hours per week. Prerequisite: None. Co-requisite: ENGR 2305. **Lab Fee: \$24**

ENGR 2301 - Engineering Mechanics - Statics - 3 sem. hrs. (3-0-0) 1411015210

Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia. Three lecture hours per week. Prerequisites: PHYS 2325/PHYS 2125. Co-requisite: MATH 2414

ENGR 2302 - Engineering Mechanics - Dynamics - 3 sem. hrs. (3-0-0) 1411015310

Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems. Three lecture hours per week. Prerequisite: ENGR 2301

ENGR 2303 - Engineering Mechanics - Statics and Dynamics - 3 sem. hrs. (3-0-0) 1411015310

Combined, single-semester study of statics and dynamics. Calculus-based study of dynamics of rigid bodies, force-mass acceleration, work energy, and impulse-momentum computation. Three lecture hours per week. Prerequisite: MATH 2413 and PHYS 2425.

ENGR 2304 - Programming for Engineers - 3 sem. hrs. (2-3-0) 1102015207

Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to engineering problems and visualization of engineering information; platforms include spreadsheets, symbolic algebra packages, engineering analysis software, and laboratory control software. Two lecture and three laboratory hours per week. Prerequisite: MATH 2413. **Lab Fee: \$24**

ENGR 2305 – Electrical Circuits I - 3 sem. hrs. (3-0-0) 1410015110

Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems. Three lecture hours per week. Prerequisites: PHYS 2326/2126; MATH 2414. Co-requisite: MATH 2320

ENGR 2308 – Engineering Economics – 3 sem. hrs. (3-0-0) 1401015210

Methods used for determining the comparative financial desirability of engineering alternatives. Provides the student with the basic tools required to analyze engineering alternatives in terms of their worth and cost, an essential element of engineering practice. The student is introduced to the concept of time value of money and the methodology of basic engineering economy techniques. The course will address some aspects of sustainability and will provide the student with the background to enable them to pass the Engineering Economy portion of the Fundamentals of Engineering Exam. Three lecture hours per week. Prerequisite: MATH 2413

ENGR 2332 – Mechanics of Materials – 3 sem. hrs. (3-0-0) 1411015110

Stresses, deformations, stress-strain relationships, torsions, beams, shafts, columns, elastic deflections in beams, combined loading, and combined stresses. Three lecture hours per week. Prerequisite: ENGR 2301

ENGR 2334 – Chemical Engineering Thermodynamics I – 3 sem. hrs. (3-0-0) 1407015210

Fundamental concepts of energy and thermodynamics (e.g., temperature, thermodynamic equilibrium, and heat) will be introduced; the course emphasizes techniques in the application of the fundamentals of thermodynamics to various processes as they frequently occur in chemical and biomolecular engineering. Provides the basic skills and tools necessary in designing and analyzing real-life engineering systems. Serves as preparation for other advanced course in thermodynamics, energy conversion, heat transfer, etc. Three lecture hours per week. Prerequisite: MATH 2415

ESLG 0201 - Intermediate ESL Grammar - 2 sem. hrs. (1-2-0) 3201085712

Develops writing skills, including standard English usage, organization of ideas, and application of grammar, in speakers of languages other than English and prepares them to function in an English speaking society. This course provides intensive study on the fundamentals of English grammar and structure in preparation of college level writing courses. (Equivalent to ENG-0301.) ESLG0201 may not be counted for local credit toward an associate degree or certificate and is not transferable. One lecture and two laboratory hours per week. Prerequisite: LOEP score on USM 170 or greater and Essay 4 or greater. Co-requisite: ESLW 0201 (Student must be co-enrolled). **Lab Fee: \$24**

ESLG 0202 - Advanced ESL Grammar - 2 sem. hrs. (1-2-0) 3201085712

Develops writing skills, including standard English usage, organization of ideas, and application of grammar, in speakers of languages other than English and prepares them to function in an English speaking society. This course is an advanced grammar course of the academic credit ESL sequence and is designed for advanced level students. This course is the highest level of grammar courses offered in the Credit-ESL Program. Emphasis is placed on the application of complex grammatical structures in the writing process. (Equivalent to ENGL-0302.) ESLG0202 may not be counted for local credit toward an associate degree or certificate and is not transferable. One lecture and two laboratory hours per week. Prerequisite: ESLG 0201. Co-requisite: ESLW 0202 (Student must be co-enrolled). **Lab Fee: \$24**

ESLG 0300 – Beginner ESL Grammar - 3 sem. hrs. (2-2-0) 3201085512

Principles and techniques of composition and reading. Open only to non-native speakers. This course is a high beginner-low intermediate integrated grammar, writing, speaking, and listening course. The course has a focus on grammar skills and academic communication, specifically designed for non-native speakers of English. Students will develop basic reading comprehension and vocabulary as well as engage in writing sentences, short narratives, explanations, and descriptions with practice in the principles and conventions of standard edited English grammar. ESLG 0300 may not be counted toward local credit toward an associate degree or certificate and is not transferable. Two lecture and two laboratory hours per week. Prerequisite: None. Co-requisite: None. **Lab Fee: \$24**

ESLR 0301 - Basic ESL Reading and Vocabulary - 3 sem. hrs. (3-1-0) 3201085612

Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society. This course is a low-intermediate reading course that will provide students with extensive reading opportunities. Students will study and practice basic reading skills including vocabulary development, comprehension improvement, and oral reading ability. Students will develop and refine syntactical and contextual strategies while they read and analyze various types of genres, including novels, short stories, essays, and poetry. Examples of different multicultural literature are included. ESLR0301 may not be counted for local credit toward an associate degree or certificate and is not transferable. Three lecture and one laboratory hours per week. Prerequisite: LOEP score on USM 57-169, Essay 3 or less, Reading 57-101. **Lab Fee: \$16.25**

ESLR 0302 - Intermediate ESL Reading and Vocabulary - 3 sem. hrs. (3-1-0)

Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society. This course is an intermediate reading course that provides students with extensive reading opportunities and continued immersion into the English language. Students will study and practice basic reading skills including vocabulary development, comprehension improvement, and reading fluency. Students will develop contextual strategies while they read and analyze various types of genres, including novels, short stories, essays, and poetry. Examples of different multicultural literature are included. ESLR0302 may not be counted for local credit toward an associate degree or certificate and is not transferable. Credit: Three semester credit hours. Three lecture and one laboratory hours per week. Three lecture and one laboratory hours per week. Prerequisite: ESLR0301 or LOEP score on USM 57-169, Essay 3 or less, Reading 57-101. **Lab Fee: \$16.25**

ESLR 0303 - Advanced ESL Reading and Vocabulary - 3 sem. hrs. (3-1-0)

Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society. This course is a high-intermediate to low-advanced reading course that provides students with extensive reading opportunities. Students will study and practice essential reading skills including academic vocabulary development, comprehension, analysis and advanced fluency. Students will develop and refine syntactical and contextual strategies while they read and analyze various types of genres, including novels, short stories, essays, and poetry. Examples of different multicultural literature are included. ESLR0303 may not be counted for local credit toward an associate degree or certificate and is not transferable. Three lecture and one laboratory hours per week. Prerequisite: ESLR 0302 or LOEP score on USM 57-169, Essay 3 or less, Reading 57-101. **Lab Fee: \$16.25**

ESLW 0201 - Intermediate ESL Writing - 2 sem. hrs. (1-2-0) 3201085712

Develops writing skills, including standard English usage, organization of ideas, and application of grammar, in speakers of languages other than English and prepares the student to function in an English speaking society or continue to expand their academic language proficiency. This course is a low-advanced composition course of the academic credit ESL sequence and is designed for low-advanced level students. The course provides extensive study of basic writing skills in preparation for higher level writing courses. Students write paragraphs and short essays and develop an awareness of correct grammar, usage, and mechanical skills. (Equivalent to ENG-0301.) ESLW0201 may not be counted for local credit toward an associate degree or certificate and is not transferable. One lecture and two laboratory hours per week. Prerequisite: LOEP score on USM 170 or greater and Essay 4 or greater. Co-requisite: ESLG 0201 (Student must be co-enrolled). **Lab Fee: \$24**

ESLW 0202 - Advanced ESL Writing - 2 sem. hrs. (1-2-0) 3201085712

Develops writing skills, including standard English usage, organization of ideas, and application of grammar, in speakers of languages other than English and prepares them to function in an English speaking society. This course is an advanced composition course of the academic credit ESL sequence and is designed for advanced level students. This course is designed for English as a Second Language or bilingual students who need further training and practice in expository writing and conventional language skills in preparation for higher level writing courses. Emphasis is on writing of full length essays and research techniques. (Equivalent to ENG-0302.) ESLW0202 may not be counted for local credit toward an associate degree or certificate and is not transferable. One lecture and two laboratory hours per week. Prerequisite: ELSW 0201. Co-requisite: ESLG 0202. **Lab Fee: \$24**

FORS 2440 - Introduction to Forensic Science - 4 sem. hrs. (4-4-0) 4301065124

Survey of the procedures of crime scene investigation in gathering evidence and applicable scientific technologies that follow established protocols by first responders; a preview of how criminalists in forensic laboratories will process the gathered evidence presented. This course provides an introduction to the fundamentals of forensic science as articulated in crime scene investigation, evidence gathering, and preservation. Utilizing lecture and lab, established methods, techniques, and analyses of crime scene evidence is presented as students learn correct techniques of first responders to crime scenes and how evidence is analyzed in forensics labs including: trace analysis of hair and fiber, stain analysis, epithelial cell analysis, latent fingerprint analysis, DNA sequencing and other chemical analyses upon gathered evidence. Four lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

FORS 2450 - Introduction to Forensic Psychology - 4 sem. hrs. (4-0-0) 43.0106.51 24

Survey of current perspectives and technologies in the analysis of criminal mind suggested by crime scene evidence; introduction applications of forensic psychology including the history and current practice of criminal profiling in the apprehension of serial killers as sexual predators. Four lecture hours per week. Prerequisite: Psychology 2301 is required as a pre-requisite for this course.

GEOG 1300 - Principles of Geography - 3 sem. hrs. (3-0-0) 4507015125

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. Emphasis is on physical geography. A course in the study of relation between man's physical environment-land forms, water bodies, minerals, climate- and his reaction to these natural forces as manifested by his occupation, racial status, and his religious contacts. Maps and other tools of geography are studied. Three lecture hours per week. Prerequisite: None.

GEOL 1403 - Physical Geology - 4 sem. hrs. (3-3-0) 4006015403

Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Introduces the basic physical processes of the earth and their effect on man and his environment. Emphasizes plate tectonics, earth materials, weathering and the agents of erosion, and the development of landforms. The lab provides hands-on experience in rock and mineral identification and an introduction to geologic and topographic map interpretation. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

GEOL 1404 - Historical Geology - 4 sem. hrs. (3-3-0) 4006015403

Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Introduces the theories of the evolution of life forms on earth. Concurrent with this study is the history of the development of landforms of North America. Lab introduces fossil identification with emphasis on fossils of Southwest Texas; also includes topographic and geologic map interpretation. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

GEOL 2289 - Academic Cooperative - 2 sem. hrs. (1-0-4) 4001015303

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. One lecture and four external hours per week. Prerequisite: None. **Co-op Fee: \$24**

GISC 1302 - Understanding Geographic Information System - 3 sem. hrs. (2-4-0)

Theory and application of geographic information science (GIS). Includes an overview of the general principles of GIS and practical experience in its use. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

GISC 1321 - Introduction to Raster-Based Geographic Information Systems (GIS) - 3 sem. hrs. (2-4-0)

Instruction in GIS data sets including raster-based information such as images or photographs, acquisition of such data, and processing and merging with vector data. Two lecture and four laboratory hours per week. Prerequisite: GISC 1302. **Lab Fee: \$24**

GOVT 2305 - Federal Government (Federal Constitution and Topics) - 3 sem. hrs. (3-0-0) 4510025125

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights. Three lecture hours per week. Prerequisite: None.

GOVT 2306 - Texas Government (Texas Constitution and Topics) - 3 sem. hrs. (3-0-0) 4510025125

Origin and development of the Texas Constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. Three lecture hours per week. Prerequisite: None.

HALT 1301 - Principles of Horticulture - 3 sem. hrs. (2-3-0)

An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

HALT 2314 - Plant Propagation - 3 sem. hrs. (2-3-0)

A study of the sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separation, and tissue culture; and environmental factors of propagation. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

HART 1403 - Air Conditioning Control Principles - 4 sem. hrs. (2-6-0)

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits. Two lecture and six laboratory hours per week. Prerequisite: CETT 1402 and HART 1407 or approval of instructor. **Lab Fee: \$24**

HART 1407 - Refrigeration Principles - 4 sem. hrs. (2-6-0)

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. Two lecture and six laboratory hours per week. Prerequisite: CETT 1402 or approval of instructor. **Lab Fee: \$24**

HART 1441 - Residential Air Conditioning - 4 sem. hrs. (2-6-0)

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Two lecture and six laboratory hours per week. Prerequisite: CETT 1402 or HART 1407 or approval of instructor. **Lab Fee: \$24; Employment Ready Testing \$15.00**

HART 1445 - Gas and Electric Heating - 4 sem. hrs. (2-6-0)

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Two lecture and six laboratory hours per week. Prerequisite: CETT 1402 and HART 1403 or approval of instructor. **Lab Fee: \$24**

HART 2280 - Cooperative Education - Heating, Air Conditioning, and Refrigeration Technology/Technician - 2 sem. hrs. (1-0-7)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Capstone course that consolidates the student's learning experiences. One lecture and seven external hours per week. Prerequisite: None. Co-requisite: HART 2445, HART 2449. **Co-op Fee: \$24; Student End of Program Assessment Fee: \$36**

HART 2436 - Air Conditioning Troubleshooting - 4 sem. hrs. (2-6-0)

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Two lecture and six laboratory hours per week. Prerequisite: CETT 1402, HART 1403, HART 1407, HART 1441, HART 2442 and HART 1445 or approval of instructor. **Lab Fee: \$24**

HART 2438 - Air Conditioning Installation and Startup - 4 sem. hrs. (2-6-0)

A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Capstone course that consolidates the student's learning experiences. Two lecture and six laboratory hours per week. Prerequisite: CETT 1402, HART 1403 and HART 1441 or approval of instructor. **Lab Fee: \$24; EPA Certification Fee: \$20, Student End of Program Assessment Fee \$24**

HART 2442 - Commercial Refrigeration - 4 sem. hrs. (2-6-0)

Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines. Two lecture and six laboratory hours per week. Prerequisite: CETT 1402, HART 1407, and MAIR 1449 or approval of instructor. **Lab Fee: \$24; R-410 Employment Ready Testing Fee: \$25.00; Commercial Refrigeration Test Fee: \$15.00; Uniform Fee: \$150**

HART 2445 - Residential Air Conditioning Systems Design - 4 sem. hrs. (2-6-0)

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Two lecture and six laboratory hours per week. Prerequisite: HART 1403, HART 1407, HART 1441 or approval of instructor. **Lab Fee: \$24; Refrigerant 410A Certification Fee: \$25**

HART 2449 - Heat Pumps - 4 sem. hrs. (2-6-0)

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Two lecture and six laboratory hours per week. Prerequisite: CETT 1402, HART 1403, HART 1407, and HART 1441. **Lab Fee: \$24; Other Fees: Heat Pump Employment Ready Test \$15.00**

HECO 1322 - Nutrition & Diet Therapy - 3 sem. hrs. (3-0-0) 1905015109

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (Cross-listed as BIOL 1322). Three lecture hours per week. Prerequisite: None.

HIST 1301 - United States History I - 3 sem. hrs. (3-0-0) 5401025125

A survey of the social, political, economic, cultural, and intellectual history of the United States from pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that maybe addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. Three lecture hours per week. Prerequisite: None

HIST 1302 - United States History II - 3 sem. hrs. (3-0-0) 5401025125

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. Three lecture hours per week. Prerequisite: None.

HIST 2301 - Texas History - 3 sem. hrs. (3-0-0) 5401025225

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. Three lecture hours per week. Prerequisite: None.

HIST 2311 - Western Civilization I - 3 sem. hrs. (3-0-0) 5401015425

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. Three lecture hours per week. Prerequisite: None.

HIST 2312 - Western Civilization II - 3 sem. hrs. (3-0-0) 5401015425

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. Three lecture hours per week. Prerequisite: None.

HIST 2327 – Mexican-American History I – 3 sem. hrs. (3-0-0) 5401025425

A survey of the economic, social, political, intellectual, and cultural history of Mexican Americans/Chicanx. Periods include early indigenous societies, conflict and conquest, early European colonization and empires, New Spain, early revolutionary period, Mexican independence and nation building, United States expansion to the United States-Mexico War Era. Themes to be addressed are mestizaje and racial formation in the early empire, rise and fall of native and African slavery, relationship to early global economies, development of New Spain's /Mexico's northern frontier, gender and power, missions, resistance and rebellion, emergence of Mexican identities, California mission secularization, Texas independence, United States' wars with Mexico, and the making of borders and borderlands. Three lecture hours per week. Prerequisite: None.

HIST 2328 – Mexican American History II – 3 sem. hrs. (3-0-0) 5401025425

A survey of the economic, social, political, intellectual, and cultural history of Mexican Americans/Chicanx. Periods include the United States-Mexico War Era, incorporation of Northern Mexico into the United States, Porfirian Mexico, and the nineteenth century American West, 1910 Mexican Revolution and Progressive Era, the Great Depression and New Deal, World War II and the Cold War, Civil Rights Era, Conservative ascendancy, the age of NAFTA and turn o the 21st Century developments. Themes to be addressed are the making of borders and borderlands, impact of Treaty of Guadalupe Hidalgo, gender and power migration and national identities, citizenship and expulsion, nineteenth century activism and displacement, industrialization and the making of a transnational Mexican working class, urbanization and community formation, emergency of a Mexican American Generation, war and citizenship, organized advocacy and activism, Chicano Movement, changing identifications and identities, trade and terrorism. Three lecture hours per week. Prerequisite: None

HITT 1305 – Medical Terminology I – 3 sem. hrs. (3-0-0)

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Three lecture hours per week. Co-requisites: NURA 1307, MDCA 1205, HITT 1305, NURA 1401.

HRPO 2301 - Human Resources Management - 3 sem. hrs. (3-0-0)

Behavioral and legal approaches to the management of human resources in organizations. Three lecture hours per week. Prerequisite: None.

HRPO 2307 - Organizational Behavior – 3 sem. hrs. (3-0-0)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. Three lecture hours per week. Prerequisite: None

HUMA 1301 - Introduction to the Humanities I - 3 sem. hrs. (3-0-0) 2401035112

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Three lecture hours per week. Prerequisite: None.

HUMA 1302 – Introduction to Humanities II – 3 sem. hrs. (3-0-0) 2401035112

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Three lecture hours per week. Prerequisite: None

HUMA 1315 - Fine Arts Appreciation - 3 sem. hrs. (3-0-0) 5001015126

Understanding purposes and processes in the visual and musical arts including evaluation of selected works. This course may include dance, drama, and/or literary works. Three lecture hours per week. Prerequisite: None.

HUMA 2323 - World Cultures – 3 sem. hrs. (3-0-0) 2401035112

This course is a general study of diverse world cultures. Topics include cultural practices, social structures, religions, arts, and languages. Prerequisite: None

IBUS 1305 - Introduction to International Business and Trade - 3 sem. hrs. (3-0-0)

The techniques of entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. Three lecture hours per week. Prerequisite: None.

IBUS 1351 - Multinational Enterprises and Partnerships - 3 sem. hrs. (3-0-0)

The essential relationship between domestic and foreign business and industries engaged in shared services and production. Includes economic development through international co-production agreements with governments, technology transfer, legal, financial, labor, and management factors, and practical applications of agreements. Three lecture hours per week. Prerequisite: None.

IBUS 2345 - Import Customs Regulations - 3 sem. hrs. (3-0-0)

Duties and responsibilities of the licensed customs broker. Includes processes for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, and liquidation, computerized systems, laws, and regulations. Three lecture hours per week. Prerequisite: None.

IMED 1301 - Introduction to Digital Media - 3 sem. hrs. (2-3-0)

Theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing digital media presentations. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

IMED 1316 - Web Design I - 3 sem. hrs. (2-3-0)

Instruction in web design and related graphic design including mark-up languages, and browser issues. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1301. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

IMED 2309 - Internet Commerce - 3 sem. hrs. (2-3-0)

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include dynamic data, integration, data collection, and on-line transactions. Two lecture and three laboratory hours per week. Prerequisite: None. Co-requisite: IMED 1316 and ITSW 1307. **Lab Fee: \$24**

INRW 0001 - Integrated Reading/Writing (BASE INRW) - 1 sem. hrs. (0-1-0)

Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English. This Intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment: as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental writing course, or as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course. One laboratory hours per week. Prerequisite: None. **Lab Fee: \$16.25**

INRW 0301 – Integrated Reading and Writing I – 3 sem. hrs. (3-1-0)

This is a combined lecture/lab performance-based course designed to develop students' critical reading and academic writing skills. The course provides opportunities for students to develop the foundational skills needed to fulfill TSI requirements for reading and/or writing. Successful completion of this course means that students can enroll in the highest level of integrated reading/writing offered at SWTJC. This is a course with a required lab. Three lecture and one laboratory hours per week. Prerequisite: None. **Lab Fee: \$16.25**

INRW 0302 - Integrated Reading and Writing II - 3 sem. hrs. (3-1-0) 32.0108.59 12

This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and writing. Three lecture and one laboratory hours per week. Prerequisite: None. **Lab Fee:** \$16.25

ITNW 1313 - Computer Virtualization - 3 sem. hrs. (2-3-0)

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. Install and configure virtual machines managers; create and network virtual machines; and set priorities for accessing resources. Move and clone virtual machines. Ensure high availability of applications within virtual machines. Lectures, projects, and exercises reinforce skills as they are learned. Two lecture and three laboratory hours per week. Prerequisite: ITSC 1305. **Lab Fee:** \$24

ITNW 1325 - Fundamentals of Networking Technologies - 3 sem. hrs. (2-3-0)

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee:** \$24

ITNW 1353 - Supporting Network Server Infrastructure - 3 sem. hrs. (3-0-0)

Installing, configuring, managing, and supporting a network infrastructure. This hands-on course is designed to prepare you for the MCSE certification exam and for the challenges you will face as a Microsoft networking professional. Lectures, projects and exercises reinforce skills as they are learned. The text includes CoursePrep Test Preparation software will help get you ready for the exam day. Three lecture hours per week. Prerequisite: None. **Lab fee:** \$24

ITNW 1454 - Implementing and Supporting Servers - 4 sem. hrs. (3-3-0)

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Three lecture and three laboratory hours per week. Prerequisite: ITSC 1305. **Lab Fee:** \$24

ITNW 2312 - Routers - 3 sem. hrs. (2-3-0)

Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols. Two lecture and three laboratory hours per week. Prerequisite: ITNW 1325. **Lab Fee:** \$24

ITSC 1301 - Introduction to Computers - 3 sem. hrs. (2-3-0)

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for POFT 1329. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee:** \$24

ITSC 1305 - Introduction to PC Operating Systems - 3 sem. hrs. (2-3-0)

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee:** \$24

ITSC 1325 - Personal Computer Hardware - 3 sem. hrs. (2-4-0)

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1301. The course is focused towards the CompTIA A+ Essentials, exam code 220-701. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee:** \$24

ITSC 2280 - Cooperative Education, Computer and Information Sciences, General - 2 sem. hrs. (1-0-7)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Capstone course that consolidates the student's learning experiences. This course must be taken the graduating semester for the A.A.S. degree. One lecture and seven external hours per week. Prerequisite: ITCC 1342 and ITNW 1454 or approval of instructor. **Co-op Fee:** \$24

ITSE 1302 - Computer Programming - 3 sem. hrs. (2-3-0)

Introduction to computer programming including design, development, testing, implementation, and documentation. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1301. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee:** \$24

ITSW 1307 - Introduction to Database - 3 sem. hrs. (2-3-0)

Introduction to database theory and the practical applications of a database. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1301. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee:** \$24; **MOS Exam Fee:** \$75; **MOS Test Prep Fee:** \$40

ITSY 1342 - Information Technology Security - 3 sem. hrs. (2-3-0)

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. An emphasis on acceptable use policy measures, ethical computer use, and the threats seen in the everyday world of technology. Two lecture and three laboratory hours per week. Prerequisite: ITSC 1305 and ITNW 1454. **Lab Fee:** \$24

ITSY 2300 - Operating System Security - 3 sem. hrs. (2-3-0)

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards. Two lecture and three laboratory hours per week. Prerequisite: ITSY 1342. **Lab Fee: \$24**

ITSY 2317 - Wireless Security Development - 3 sem. hrs. (2-3-0)

Development of information security policies, standards, and guidelines for an organization. Includes Demilitarized Zone (DMZ), antivirus, Virtual Private Network (VPN), wireless communications, remote access, and other critical administrative and operational security policies. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. Emphasizes wireless security goals of availability, integrity, accuracy, and confidentiality in the design, planning, implementing, operating, and troubleshooting of wireless LAN along with appropriate planning and administrative controls. Two lecture and three laboratory hours per week. Prerequisite: ITNW 1325. **Lab fee \$24**

ITSY 2441 - Security Management Practices - 4 sem. hrs. (3-3-0)

In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. Three lecture and three laboratory hours per week. Prerequisite: ITNW 1453. **Lab Fee: \$24**

MAIR 1449 - Refrigerators, Freezers, Window Air Conditioners - 4 sem. hrs. (2-6-0)

Theory, sequence of operation, components and repair, electrical schematics, and troubleshooting electronic components in air conditioning and refrigeration. Emphasis on safety for the electrical, mechanical, and sealed systems. Two lecture and six laboratory hours per week. Prerequisite: CETT 1402 and HART 1407 or approval of instructor. **Lab Fee: \$24**

MATH 0001 – Developmental Mathematics (BASE NCBM) – 1 sem. hrs. (0-1-0)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. This Intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment: as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental math course, or as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course. One laboratory hours per week. Prerequisite: None. **Lab Fee: \$16.25**

MATH 0302 - Developmental Mathematics - 3 sem. hrs. (3-1-0) 3201045119

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real variable solving. Applications will be demonstrated throughout. Three lecture and one laboratory hours per week. Prerequisite: None. **Lab Fee: \$16.25;**

MATH 0303 - Intermediate Algebra - 3 sem. hrs. (3-1-0) 3201045219

This course is a study of relations and functions. It will demonstrate the use of algebra in the context of solving equations and inequalities. Other algebraic concepts related to absolute value, polynomial, radical and rational expressions will also be discussed with a special emphasis on linear and quadratic functions. Methods of graphing functions will be demonstrated as well as the use of systems of linear equations. Real-world applications of algebra will be modeled throughout the course. Three lecture and one laboratory hours per week. Prerequisite: None. **Lab Fee: \$16.25**

MATH 0309 – Foundations of Mathematical Reasoning – 3 sem. hrs. (3-1-0) 3201045119

This course surveys a variety of mathematical topics needed to prepare students for college level statistics, quantitative reasoning, or for algebra-based courses. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models. This course is not for-college level credit. Three lecture hours and one laboratory hours per week. Minimum placement Math score: TSI 336. **Lab Fee: \$16.25**

MATH 0314 – Linked Intermediate Algebra (3-0-0) 3201045119

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models, and problem solving. Three lecture hours per week. Prerequisite: None

MATH 0332 – Linked Foundation of Mathematical Reasoning (3-0-0) 3201045319

This course surveys a variety of mathematical topics needed to prepare students for college level statistics, quantitative reasoning, or for algebra-based courses. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios and proportion; percentages; solving equations linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representation of functions; exponential models. Three lecture hours per week. Prerequisite: None

MATH 0342 – Linked Foundations of Mathematical Reasoning (3-0-0) 3201045319

This course surveys a variety of mathematical topics needed to prepare students for college level statistics, quantitative reasoning, or for algebra-based courses. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios and proportion; percentages; solving equations linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representation of functions; exponential models. Three lecture hours per week. Prerequisite: None

MATH 1314 - College Algebra - 3 sem. hrs. (3-0-0) 2701015419

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Three lecture hours per week. Prerequisite: None

MATH 1316 - Plane Trigonometry - 3 sem. hrs. (3-0-0) 2701015319

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphic, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Three lecture hours per week. Prerequisite: Two years high school algebra or approval of instructor.

MATH 1324 - Mathematics for Business and Social Sciences - 3 sem. hrs. (3-0-0) 2703015219

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Three lecture hours per week. Prerequisite: None

MATH 1325 - Calculus for Business and Social Sciences - 3 sem. hrs. (3-0-0) 2703015319

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I. Three lecture hours per week. Prerequisite: MATH 1314 College Algebra or MATH 1324 Mathematics for Business and Social Sciences

MATH 1332 - Contemporary Mathematics (Quantitative Reasoning) - 3 sem. hrs. (3-0-0) 2701015119

Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered. Three lecture hours per week. Prerequisite: Two years of high school algebra.

MATH 1342 - Elementary Statistical Methods - 3 sem. hrs. (3-0-0) 2705015119

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. Upon successful completion of this course, students will: 1) Apply calculus to solve business, economics, and social sciences problems. 2) Apply appropriate differentiation techniques to obtain derivatives of various functions, including logarithmic and exponential functions. 3) Solve application problems involving implicit differentiation and related rates. 4) Solve optimization problems with emphasis on business and social sciences applications. 5) Determine appropriate technique(s) of integration. 6) Integrate functions using the method of integration by parts or substitution, as appropriate. 7) Solve business, economics, and social sciences applications problems using integration techniques. Three lecture hours per week. Prerequisite: Two years of high school algebra.

MATH 1350 – Mathematics for Teachers I (Fundamentals of Mathematics I) - 3 sem. hrs. (3-0-0) 2701015619

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Three lecture hours per week. Prerequisite: Math 1314.

MATH 1351 – Mathematics for Teachers II (Fundamentals of Mathematics II) - 3 sem. hrs. (3-0-0) 2701016019

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Three lecture hours per week. Prerequisite: MATH 1314.

MATH 2312 - Pre-Calculus Math - 3 sem. hrs. (3-0-0) 2701015819

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Three lecture hours per week. Prerequisite: MATH 1314 or the equivalent preparation.

MATH 2318 - Linear Algebra - 3 sem. hrs. (3-0-0) 2701016319

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices, determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Three lecture hours per week. Prerequisite: MATH 2414 or approval of instructor.

MATH 2320 - Differential Equations - 3 sem. hrs. (3-0-0) 2701046419

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. Three lecture hours per week. Prerequisite: MATH 2414.

MATH 2413 - Calculus I - 4 sem. hrs. (4-0-0) 2701015919

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.. Four lecture hours per week. Prerequisite: MATH 2312 or equivalent preparation

MATH 2414 - Calculus II - 4 sem. hrs. (4-0-0) 2701016019

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Four lecture hours per week. Prerequisite: MATH 2413.

MATH 2415 - Calculus III - 4 sem. hrs. (4-0-0) 2701016119

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Language multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisite: MATH 2414.

MDCA 1205 – Medical Law and Ethics - 2 sem. hrs. (2-0-0)

Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings. Two lecture hours per week. Co-requisites: NURA 1307, HITT 1305, NURA 1401, NURA 1160.

MDCA 1210 – Medical Assistant Interpersonal and Communication Skills – 2 sem. hrs. (1-3-0)

Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory setting. One lecture and three laboratory hours per week. Co-requisites: MDCA 1352, PLAB 1323, NUPC 1320, MDCA 1317. **Lab Fee: \$24**

MDCA 1317 – Procedures in a Clinical Setting – 3 sem. hrs. (2-2-0)

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings. Two lecture and two laboratory hours per week. Co-requisites: MDCA 1352, PLAB 1323, NUPC 1320, MDCA 1210. **Lab Fee: \$24; NHA Testing Preparation Package Fee (Electrocardiogram): \$69; NHA Testing Fee (Electrocardiogram): \$117**

MDCA 1352 – Medical Assistant Laboratory Procedures – 3 sem. hrs. (2-2-0)

Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Amendments (CLIA)-waived laboratory testing. Two lecture and two laboratory hours per week. Co-requisites: PLAB 1323, NUPC 1320, MDCA 1210, MDCA 1317. **Lab Fee: \$24; NHA Testing Preparation Package Fee (Medical Assistant): \$74; NHA Testing Fee (Medical Assistant): \$155**

MRKG 1311 - Principles of Marketing - 3 sem. hrs. (3-0-0)

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Identify marketing mix components in relation to market segmentation; explain the environmental factors which influence consumer and organizational decision making processes; and outline marketing plan. Three lecture hours per week. Prerequisite: None.

MUEN 1131 - Mariachi I - 1 sem. hrs. (0-3-0) 5009035626

Presents a string and brass ensemble that performs traditional folk music and modern Mexican music. Includes performances for special occasions on and off campus. Three laboratory hours per week. Prerequisite: Approval of instructor. **Lab Fee: \$24**

MUEN 1132 - Mariachi II - 1 sem. hrs. (0-3-0) 5009035626

Presents a string and brass ensemble that performs traditional folk music and modern Mexican music. Includes performances for special occasions on and off campus. Three laboratory hours per week. Prerequisite: Approval of instructor. **Lab Fee: \$24**

MUEN 2131 - Mariachi III - 1 sem. hrs. (0-3-0) 5009035626

Presents a string and brass ensemble that performs traditional folk music and modern Mexican music. Includes performances for special occasions on and off campus. Three laboratory hours per week. Prerequisite: Approval of instructor. **Lab Fee: \$24**

MUEN 2132 - Mariachi IV - 1 sem. hrs. (0-3-0) 5009035626

Presents a string and brass ensemble that performs traditional folk music and modern Mexican music. Includes performances for special occasions on and off campus. Three laboratory hours per week. Prerequisite: Approval of instructor. **Lab Fee: \$24**

MUSI 1181 - Piano Class I - 1 sem. hrs. (0-3-0) 5009075126

Class instruction in the fundamentals of keyboard technique for beginning piano students. Three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

MUSI 1182 - Piano Class II - 1 sem. hrs. (0-3-0) 5009075126

Class instruction in the fundamental of keyboard technique for beginning piano students. A continuation of MUSI 1181. Three laboratory hours per week. Prerequisite: MUSI 1181. **Lab Fee: \$24**

MUSI 1192 - Guitar Class I - 1 sem. hrs. (0-3-0) 5009115126

Class instruction in the fundamental techniques of playing and teaching guitar. Three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

MUSI 1193 - Guitar Class II - 1 sem. hrs. (0-3-0) 5009115126

Class instruction in the fundamental techniques of playing and teaching guitar. A continuation of MUSI 1192. Guitar playing and note reading for beginning students. Three laboratory hours per week. Prerequisite: MUSI 1192. **Lab Fee: \$24**

MUSI 1303 - Fundamentals of Music - Guitar-based - 3 sem. hrs. (3-0-0) 5009045526.

Introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. Includes written work and playing the guitar. Three lecture hours per week. Prerequisite: None.

MUSI 1306 - Music Appreciation - 3 sem. hrs. (3-0-0) 5009025126

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. A study of the development of the art and science of music from earliest records to the present day. Recordings of the major composers will be used to understand the cultural periods and musical elements. Three lecture hours per week. Prerequisite: None.

MUSI 1310 – American Music – 3 sem. hrs. (3-0-0) 5009025326

A general survey of various styles of music of the Americas, including but not limited to jazz, folk, rock, and contemporary music. Three lecture hours per week. Prerequisite: None

MUSI 2181 - Piano Class III - 1 sem. hrs. (0-3-0) 5009075126

Class instruction in the fundamentals of keyboard technique for beginning piano students. Three laboratory hours per week. Prerequisite: MUSI 1182. **Lab Fee: \$24**

MUSI 2182 - Piano Class IV - 1 sem. hrs. (0-3-0) 5009075126

Class instruction in the fundamentals of keyboard technique for beginning piano students. Three laboratory hours per week. Prerequisite: MUSI 2181. **Lab Fee: \$24**

NCBM 0001 – Intermediate Algebra NCBO (Non-Course Competency-Based Options and Interventions) – 1 sem. hrs. (0-1-0)

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational) with a special emphasis on linear and quadratic expressions and equations. One laboratory hours per week. Prerequisite: None. **Lab Fee: \$16.25**

NCBR 0001 – Developmental Reading NCBO (Non-Course Competency-Based Options and Interventions) – 1 sem. hrs. (0-1-0)

Development of reading and higher order thinking skills necessary for college readiness. Note: For institutions offering more than one level, this NCBO shall be used for lower level(s) only. One laboratory hours per week. Prerequisite: None. **Lab Fee: \$16.25**

NCBW 0001 – Developmental Writing NCBO (Non-Course Competency-Based Options and Interventions) – 1 sem. hrs. (0-1-0)

Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English. One laboratory hours per week. Prerequisite: None. **Lab Fee: \$16.25**

NCEW 0100 – Writing for Non-Native Speakers (NCBO) – 1 sem. hrs. (0-2-0)

Develops writing skills, including standard English usage, organization of ideas, and application of grammar, in speakers of languages other than English and prepares the student to function in an English speaking society or continue to expand their academic language proficiency. This non-course based option is intended for students at a low-intermediate to low-advanced English language level. It is a composition course of the academic credit ESL sequence. Designed as a traditional developmental education supplement for English as a Second Language students, who are continuing or beginning traditional developmental English and/or Reading sequences. Two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

NUPC 1320 – Patient Care Technician/Assistant – 3 sem. hrs. (2-2-0)

Training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting. Two lecture and two laboratory hours per week. Co-requisites: MDCA 1352, PLAB 1323, MDCA 1210, MDCA 1317. **Lab Fee: \$24**

NURA 1160 – Nurse Aide for Health Care – 1 sem. hrs. (0-0-48)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Co-requisites: NURA 1307, MDCA 1205, HITT 1305, NURA 1401. Forty eight external experience hours per week. **Co-op Fee: \$24**

NURA 1301 – Nurse Aide for Health Care – 3 sem. hrs. (2-2-0)

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs. Two lecture and two laboratory hours per week. Prerequisite: None. **NACES Testing Fee: \$104.50; Lab Fee: \$24**

NURA 1307 – Body Systems – 3 sem. hrs. (2-2-0)

A basic study of the structure and functions of the human body. Two lecture and two laboratory hours per week. Prerequisite: None. Co-requisite: HITT 1305, MDCA 1205, NURA 1401, NURA 1160. **Lab Fee: \$24**

NURA 1401 – Nurse Aide for Health Care – 4 sem. hrs. (4-0-0)

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation and reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social sciences needs. Four lecture hours per week. Co-requisites: NURA 1307, MDCA 1205, HITT 1305, NURA 1160. **State Exam Examination Fee: \$125**

PBAD 1321 - Public Administration - 3 sem. hrs. (3-0-0)

An introduction to the organization and management of the public sector. Topics include intergovernmental relations, overview of different levels of government program management, and management of non-profit agencies. Three lecture hours per week. Prerequisite: None.

PBAD 1341 - Governmental Agencies - 3 sem. hrs. (3-0-0)

An overview of governmental agencies and their interrelationships; goals and objectives; and organizational structure of each agency. Topics include grants-in-aid, revenue and expenditure patterns, and global influence on governmental agencies. Three lecture hours per week. Prerequisite: None.

PBAD 2305 - Public Sector Management - 3 sem. hrs. (3-0-0)

General principles of public management and strategies of dealing with internal and external systems. Topics include planning, decision-making and leadership models, organizational behavior, and resource management. Three lecture hours per week. Prerequisite: None.

PBAD 2311 - Public Sector Supervision - 3 sem. hrs. (3-0-0)

Skill development in supervisory techniques in public management. Topics include organizational structure, motivation, planning, control, delegation, and leadership. Instructional techniques may include case studies, role playing, and teamwork. Three lecture hours per week. Prerequisite: None.

PBAD 2331 - Budgeting in the Public Sector - 3 sem. hrs. (3-0-0)

Examination of revenue-producing activities and sources of funds; construction and implementation of budgets; and basic terminology, concepts, and mechanics as they relate to fiscal factors. Topics include budget cycle, taxation, bonds, indebtedness, and fund accounting. Three lecture hours per week. Prerequisite: None.

PBAD 2335 - Ethics in the Public Sector - 3 sem. hrs. (3-0-0)

Examination of reconciling the practice of public administration with provisions of law. Topics include codes of conduct, financial disclosure, conflict of interest, nepotism, and ethical dilemmas. Three lecture hours per week. Prerequisite: None.

PFPB 2409 - Residential Construction Plumbing I - 4 sem. hrs. (3-3-0) 46.0503

Skill development in the procedures and techniques employed by a plumber in the rough-in and top-out stages of a new home or the remodeling of an older home. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

PHED 1100 - Physical Activities - 1 sem. hrs. (0-3-0) 3601085123

Instruction and participation in physical and recreational activities. This includes one or more of the following: Dance for Conditioning, Swimming, Water Activities, Conditioning, Jogging for Fitness, Volleyball, Basketball, Bowling, Weight Training, Tennis, Rodeo, Racquetball, Team Sports, Soccer, Golf, and Outdoor Education. Three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

PHED 1110 - Physical Activities - 1 sem. hrs. (0-3-0) 3601085123

Instruction and participation in physical and recreational activities. This includes one or more of the following: Dance for Conditioning, Swimming, Water Activities, Conditioning, Jogging for Fitness, Volleyball, Basketball, Bowling, Weight Training, Rodeo, Racquetball, Team Sports, Soccer, Golf, and Outdoor Education. Three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

PHED 1301 - Foundations of Kinesiology - 3 sem. hrs. (3-0-0) 3105015223

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities. Three lecture hours per week. Prerequisite: None.

PHED 1304 - Personal and Community Health - 3 sem. hrs. (3-0-0) 5115045116

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being. Three lecture hours per week. Prerequisite: None.

PHED 1306 - First Aid - 3 sem. hrs. (3-0-0) 5115045316

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency. Three lecture hours per week. Prerequisite: None.

PHED 1308 - Sports Officiating I - 3 sem. hrs. (3-0-0) 3101015123

The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement. Three lecture hours per week. Prerequisite: None.

PHED 1338 - Concepts of Physical Fitness - 3 sem. hrs. (3-2-0) 3105015123

This course is designed to familiarize students with knowledge, understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs. Three lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

PHED 2100 - Physical Activities - 1 sem. hrs. (0-3-0) 3601085123

Instruction and participation in physical and recreational activities. This includes one or more of the following: Dance for Conditioning, Swimming, Water Activities, Conditioning, Jogging For Fitness, Volleyball, Basketball, Bowling, Weight Training, Tennis, Rodeo, Racquetball, Team Sports, Soccer, Golf, and Outdoor Education. Three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

PHED 2110 - Physical Activities - 1 sem. hrs. (0-3-0) 3601085123

Instruction and participation in physical and recreational activities. This includes one or more of the following: Dance for Conditioning, Swimming, Water Activities, Conditioning, Jogging for Fitness, Volleyball, Basketball, Bowling, Weight Training, Tennis, Rodeo, Racquetball, Team Sports, Soccer, Golf, and Outdoor Education. Three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

PHIL 1301 - Introduction to Philosophy - 3 sem. hrs. (3-0-0) 3801015112

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. Three lecture hours per week. Prerequisite: None.

PHIL 2306 - Introduction to Ethics - 3 sem. hrs. (3-0-0) 3801015312

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. Three lecture hours per week. Prerequisite: None.

PHIL 2321 - Philosophy of Religion - 3 sem. hrs. (3-0-0) 3802015312

A study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil. Three lecture hours per week. Prerequisite: None.

PHYS 1101 - College Physics Laboratory I - 1 sem. hrs. (0-3-0) 4008015303

This laboratory-based course accompanies PHYS 1301, College Physics I. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving. Three laboratory hours per week. Prerequisite: None. Co-requisite: PHYS 1301 College Physics I. **Lab Fee: \$24**

PHYS 1102 - College Physics Laboratory II - 1 sem. hrs. (0-3-0) 4008015303

This laboratory-based course accompanies PHYS 1302, College Physics II. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Three laboratory hours per week. Prerequisite: PHYS 1101 College Physics I - Lab. Co-requisite: PHYS 1302 College Physics II. **Lab Fee: \$24**

PHYS 1301 - College Physics I - 4 sem. hrs. (3-0) 4008015303

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Three lecture hours per week. Prerequisite: MATH 1314 and MATH 1316; or MATH 2312. Co-requisite: PHYS 1101 University Physics I Laboratory

PHYS 1302 - College Physics II - 4 sem. hrs. (3--0) 4008015303

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Three lecture hours per week. Prerequisite: PHYS 1301 College Physics I; PHYS 1101 College Physics I Laboratory. Co-requisite: PHYS 1102 College Physics II Laboratory

PHYS 1405 - Elementary Physics I - 4 sem. hrs. (3-3-0) 4008015103

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. This course is designed for the business major, education major, or liberal arts major, and is not recommended for students majoring in mathematics, biology, chemistry, physics, pre-engineering, or any other physical or life sciences. Concepts and fundamental principles of mechanics, heat and sound are presented in both lecture and laboratory settings with minimum use of mathematics. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

PHYS 1407 - Elementary Physics II - 4 sem. hrs. (3-3-0) 4008015103

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. This course is designed for the business major, education major, or liberal arts major, and is not recommended for students majoring in mathematics, biology, chemistry, physics, pre-engineering, or any other physical or life sciences. Concepts and fundamental principles of light, electricity and magnetism, and modern physics are presented in both lecture and laboratory settings with minimum use of mathematics. Three lecture and three laboratory hours per week. Prerequisite: PHYS 1405 or equivalent. **Lab Fee: \$24**

PHYS 2125 - University Physics Laboratory I - 1 sem. hrs. (0-3-0) 4008015303

Basic laboratory experiments supporting theoretical principles presented in PHYS 2325 involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. Three laboratory hours per week. Prerequisite: None. Co-requisite: PHYS 2325 University Physics I. **Lab Fee: \$24**

PHYS 2126 - University Physics Laboratory II - 1 sem. hrs. (0-3-0) 4008015603

Laboratory experiments supporting theoretical principles presented in PHYS 2326 involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports. Three laboratory hours per week. Prerequisite: PHYS 2325 University Physics I; PHYS 2125 University Physics I Laboratory. Co-requisite: PHYS 2326 University Physics II. **Lab Fee: \$24**

PHYS 2325 - University Physics I - 3 sem. hrs. (3-0-0) 4008015203

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Three lecture hours per week. Prerequisite: MATH 2413. Co-requisite: PHYS 2125

PHYS 2326 - University Physics II - 3 sem. hrs. (3-0-0) 4008015503

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light and optics. Three lecture hours per week. Prerequisite: PHYS 2325 and MATH 2414; Co-requisite: PHYS 2126

PLAB 1323 – Phlebotomy – 3 sem. hrs. (2-2-0)

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Two lecture and two laboratory hours per week. . Co-requisites: MDCA 1352, NUPC 1320, MDCA 1210, MDCA 1317. **NHA Testing: \$117; Lab Fee: \$24, NHA Testing Preparation Package Fee: \$69**

POFI 1349 - Spreadsheets - 3 sem. hrs. (2-3-0)

Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1301. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; MOS Exam Fee: \$75; MOS Test Prep Fee: \$40**

POFI 2301 - Word Processing - 3 sem. hrs. (2-3-0)

Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for POFT 1329. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; MOS Exam Fee: \$75; MOS Test Prep Fee: \$40**

POFI 2331 - Desktop Publishing - 3 sem. hrs. (2-3-0)

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays and business applications. This course is designed to be repeated multiple times to improve student proficiency. Two lecture and three laboratory hours per week. Prerequisite: POFI 2301. **Lab Fee: \$24**

POFT 1301 - Business English - 3 sem. hrs. (3-0-0)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Three lecture hours per week. Prerequisite: POFI 2301.

POFT 1309 - Administrative Office Procedures I - 3 sem. hrs. (2-3-0)

Study of current office procedures, duties, and responsibilities applicable to an office environment. Capstone course that consolidates the student's learning experiences. This course should be taken during the second semester before the completion of the one-year certificate. Two lecture and three laboratory hours per week. Prerequisite: POFI 2301. **Lab Fee: \$24; MOS Exam Fee: \$75; MOS Test Prep Fee: \$40**

POFT 1313 - Professional Workforce Preparation - 3 sem. hrs. (3-0-0)

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement. Three lecture hours per week. Prerequisite: None.

POFT 1325 - Business Math Using Technology - 3 sem. hrs. (2-3-0)

Skill development in business math problem-solving using technology. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

POFT 1329 - Beginning Keyboarding - 3 sem. hrs. (2-3-0)

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

POFT 2281 - Cooperative Education - Administrative Assistant/Secretarial Science, General - 2 sem. hrs. (1-0-8)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Capstone course that consolidates the student's learning experiences. This course should be taken the graduating semester for the A.A.S. degree. One lecture and eight external hours per week. Prerequisite: None. **Co-op Fee: \$24**

POFT 2331 – Administrative Project Solutions – 3 sem. hrs. (2-3-0)

Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

PSYC 1300 - Learning Framework - 3 sem. hrs. (3-0-0) 42.2701.51 25

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Three lecture hours per week. Prerequisite: None.

PSYC 2301 - General Psychology - 3 sem. hrs. (3-0-0) 4201015125

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. Three lecture hours per week. Prerequisite: None.

PSYC 2314 - Lifespan Growth and Development - 3 sem. hrs. (3-0-0) 42270315125

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

Three lecture hours per week. Prerequisite: None.

PSYC 2315 - Psychology of Adjustment - 3 sem. hrs. (3-0-0) 4201015625

Study of the processes involved in adjustment of individuals to their personal and social environments. Three lecture hours per week. Prerequisite: None.

PSYC 2319 - Social Psychology - 3 sem. hrs. (3-0-0) 42270715125

Study of individual behavior within the social environment. Topics may include socio-psychological processes, attitude formation and change, interpersonal relations, group processes, self, social cognition, and research methods. Three lecture hours per week. Prerequisite: None.

RADR 1260 - Clinical-Radiologic Technology/Science-Radiographer - 2 sem. hrs. (0-0-10)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Ten external experience hours per week. Prerequisite: Admission to Radiologic Technology Program. **Co-op fee: \$24; Dosimetry Fee: \$25; Allied Health Fee: \$300; Liability Insurance Fee: \$13**

RADR 1309 - Introduction to Radiography and Patient Care - 3 sem. hrs. (2-4-0)

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included. Two lecture and four laboratory hours per week. Prerequisite: Admission to Radiologic Technology Program. **Lab Fee: \$24**

RADR 1311 - Basic Radiographic Procedures - 3 sem. hrs. (2-4-0)

An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy. Content provides the knowledge base necessary to perform standard imaging procedures and special studies. Consideration is given to the evaluation of optimal diagnostic images. Two lecture and four laboratory hours per week. Prerequisite: Admission to Radiologic Technology program. **Lab Fee: \$24; HESI Radiography Testing Fee: \$121**

RADR 1313 - Principles of Radiographic Imaging I - 3 sem. hrs. (3-0-0)

Radiographic image quality and the effects of exposure variables. Content will establish a knowledge base in the following:
-Factors that govern the image production process in analog and digital imaging.
-Fundamentals of photon interactions with matter.
-Beam restriction devices and grids. Three lecture hours per week. Prerequisite: Admission to Radiologic Technology program and RADR 2309.

RADR 1360 - Clinical-Radiologic Technology/Science-Radiographer - 3 sem. hrs. (0-0-14)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Fourteen external experience hours per week. Prerequisite: Admission to Radiologic Technology Program and RADR 1260. **Co-op Fee: \$24; Dosimetry Fee: \$25; Allied Health Fee: \$300**

RADR 2266 – Practicum (of Field Experience) Radiologic Technology/Science – Radiographer – 2 sem. hrs. (0-0-15) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Fifteen external experience hours per week. Prerequisite: Admission to Radiologic Technology Program; RADR 1360. **Co-op Fee: \$24; Dosimetry Fee: \$25**

RADR 2267 - Practicum (or Field Experience) Radiologic Technology/Science – Radiographer – 2 sem. hrs. (0-0-15)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Fifteen external experience hours per week. Prerequisite: Admission to Radiologic Technology Program; RADR 2266. **Co-op Fee: \$24; Dosimetry Fee: \$25**

RADR 2301 - Intermediate Radiographic Procedures - 3 sem. hrs. (2-4-0)

A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy. Content provides the knowledge base necessary to perform standard imaging procedures and special studies. Consideration is given to the evaluation of optimal diagnostic images. Two lecture and four laboratory hours per week. Prerequisite: Admission to Radiologic Technology Program and RADR 1311. **Lab Fee: \$24**

RADR 2305 - Principles of Radiographic Imaging II - 3 sem. hrs. (3-0-0)

Radiographic imaging technique formulation. Includes equipment quality control, image quality assurance, and the synthesis of all variables in image production. Content establishes a knowledge base in factors that govern the image production process. Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. Three lecture hours per week. Prerequisite: Admission to Radiologic Technology Program and RADR 1313.

RADR 2309 - Radiographic Imaging Equipment - 3 sem. hrs. (3-0-0)

Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process. Content establishes a knowledge base in radiographic equipment requirements and design, factors that govern the image production process, atomic structure and terminology, nature and characteristics of radiation, x-ray production, and fundamentals of photon interactions with matter. Three lecture hours per week. Prerequisite: Admission to Radiologic Technology program. **RadTechBootCamp Fee: \$160; Liability Insurance Fee: \$13**

RADR 2313 - Radiation Biology and Protection - 3 sem. hrs. (3-0-0)

Effects of Radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Content presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. Three lecture hours per week. Prerequisite: Admission to Radiologic Technology Program and RADR 2309.

RADR 2331 - Advanced Radiographic Procedures - 3 sem. hrs. (2-4-0)

Continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Content provides the knowledge base necessary to perform standard imaging procedures and special studies. Consideration is given to the evaluation of optimal diagnostic images. Two lecture and four laboratory hours per week. Prerequisite: Admission to Radiologic Technology Program and RADR 2301. **Lab Fee: \$24; HESI Radiography Testing Fee: \$121**

RADR 2335 - Radiologic Technology Seminar - 3 sem. hrs. (2-4-0)

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes and preparation for professional employment and lifelong learning.

This course consists of a comprehensive review of all content areas included on the American Registry of Radiologic Technologist (ARRT) certification examination. Two lecture and four laboratory hours per week. Prerequisite: Admission to the Radiologic Technology Program. **Lab Fee: \$24.00. Kettering National Assessment and Remediation Fee: \$165.00**

RADR 2367 – Practicum (of Field Experience) Radiologic Technology/Science – Radiographer – 3 sem. hrs. (0-0-21)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Twenty-one external experience hours per week. Prerequisite: Admission to Radiologic Technology Program; RADR 2267. **Co-op Fee: \$24; Dosimetry Fee: \$25; Allied Health Fee: \$300; Liability Insurance Fee: \$13**

RADR 2467 – Practicum (or Field Experience) Radiologic Technology/Science – Radiographer – 4 sem. hrs. (0-0-28)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Twenty-eight external experience hours per week. Prerequisite: Admission to Radiologic Technology Program; RADR 2267. **Co-op Fee: \$24; Dosimetry Fee: \$25; Allied Health Fee: \$300**

RNSG 1125 - Professional Nursing Concepts I - 1 sem. hrs. (1-0-0)

Introduction to professional nursing concepts and exemplars within the professional nursing roles: Member of Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. Content includes clinical judgment, communication, ethical-legal, evidenced-based practice, health promotion, informatics health information technology, patient-centered care, patient education, professionalism, safety, and team/collaboration. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach. One lecture hour per week. Prerequisite: None.

RNSG 1126 - Professional Nursing Concepts II - 1 sem. hrs. (1-0-0)

Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, communication, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, and team/collaboration through exemplars presented in the Health Care Concepts II course. Introduces concept of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach. One lecture hour per week. Prerequisite: None

RNSG 1128 - Introduction to Health Care Concepts - 1 sem. hrs. (1-0-0)

An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolytes, immunity, gas exchange, perfusion, metabolism, coping, and tissue integrity. This course lends itself to a concept-based approach. One lecture hour per week. Prerequisite: None.

RNSG 1137 - Professional Nursing Concepts III - 1 sem. hrs. (1-0-0)

Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, team work and team/collaboration. Introduces the concept of quality improvement, health information technology and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. One lecture hour per week. Prerequisite: RNSG 1362.

RNSG 1161 - Clinical - Registered Nursing - 1 sem. hrs. (0-0-4)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The first clinical experience will focus on concept-based clinical activities that will introduce the student to documents including the patient clinical record. Four external experience hours per week. Prerequisite: None. **Co-Op Fee: \$24**

RNSG 1216 - Professional Nursing Competencies - 2 sem. hrs. (1-4-0)

Development of professional nursing competencies in the care of diverse patients throughout the lifespan. Emphasizes psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach. One lecture and four laboratory hours per week. Prerequisite: RNSG 1161. **Lab Fee: \$24; Nursing Skills Supply Bag Fee: \$327**

RNSG 1301 - Pharmacology - 3 sem. hrs. (3-0-0)

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics content includes the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Three lecture hours per week. Prerequisite: None

RNSG 1311 - Nursing Pathophysiology - 3 sem. hrs. (3-0-0)

Basic principles of pathophysiology emphasizing nursing applications. Topics include principles of homeostasis related to body systems. (WECM) This course builds on knowledge obtained in anatomy and physiology courses as well as clinical experience that enhance understanding of normal and abnormal indications in the selected patient population. Clear delineation of pathologic changes in human tissue will be utilized as the basis for nursing actions required to assist with patient response to morbidity and mortality. Three lecture hours per week. Prerequisite: Anatomy and Physiology I and II.

RNSG 1362 - Clinical - Registered Nursing - 3 sem. hrs. (0-0-12)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experience will continue to include concept-based clinical activities with a significant focus on mental health issues. Twelve external experience hours per week. Prerequisite: RNSG 1161. **Co-Op Fee: \$24**

RNSG 1430 - Health Care Concepts I - 4 sem. hrs. (3-4-0)

In-depth coverage of foundational health care concepts with application through selected exemplars. Concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, thermoregulation, grief, and tissue integrity. Emphasizes development of clinical judgment skills in the beginning nurse. This course lends itself to a concept-based approach. Three lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Liability Insurance Fee: 13; Typhon Fee: \$60; ATI National Assessment Exam & Remediation Fee: \$647.50; Allied Health Fee: \$300**

RNSG 1533 - Health Care Concepts II - 5 sem. hrs. (4-4-0)

In-depth coverage of health care concepts with application through selected exemplars. Concepts include acid-base balance, coping, clotting, cognition, fluid and electrolytes, gas exchange, immunity, metabolism, nutrition, comfort, and perfusion. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept-based approach. Four lecture and four laboratory hours per week. Prerequisite: RNSG 1161. **Lab Fee: \$24; ATI National Assessment Exam & Remediation Fee: \$617.50; Allied Health Fee: \$300**

RNSG 1538 - Health Care Concepts III - 5 sem. hrs. (4-4-0)

In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept-based approach. Four lecture and four laboratory hours per week. Prerequisite: RNSG 1362. **Lab Fee: \$24; ATI National Assessment Exam & Remediation Fee: \$617.50**

RNSG 2138 - Professional Nursing Concepts IV - 1 sem. hrs. (1-0-0)

Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidenced-based practice, leadership and management, patient-centered care, professionalism, safety, team work and team/collaboration through exemplars presented in the Health Care Concepts courses. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. One lecture hour per week. Prerequisite: RNSG 2361

RNSG 2361 - Clinical - Registered Nursing - 3 sem. hrs. (0-0-12)

A health-related work-based experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Since the concept-based curriculum is an integrated curriculum, the clinical assignments can include patients on any of the institutional units that relate to the clinical objectives. Twelve external experience hours per week. Prerequisite: RNSG 1362. **Co-op Fee: \$24; Allied Health Fee: \$300; Urine Drug Screen Fee: \$60**

RNSG 2362 - Clinical - Registered Nursing - 3 sem. hrs. (0-0-12)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Since the concept-based curriculum is an integrated curriculum, clinical assignments can include patients on any of the institutional units that relate to the clinical objectives. Twelve external experience hours per week. Prerequisite: RNSG 2361. **Co-op Fee: \$24; Allied Health Fee: \$300**

RNSG 2539 - Health Care Concepts IV - 5 sem. hrs. (4-4-0)

In-depth coverage of advanced health care concepts with nursing applications through selected exemplars. Concepts include cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, coping, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all health care program concepts. The course lends itself to a concept-based approach. Four lecture and four laboratory hours per week. Prerequisite: RNSG 2361. **Lab Fee: \$24; ATI National Assessment Exam & Remediation Fee: \$617.50**

SOCI 1301 - Introductory Sociology - 3 sem. hrs. (3-0-0) 4511015125

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. Three lecture hours per week. Prerequisite: None.

SOCI 1306 - Social Problems - 3 sem. hrs. (3-0-0) 4511015225

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. Three lecture hours per week. Prerequisite: None.

SOCI 2301 - Marriage and the Family - 3 sem. hrs. (3-0-0) 4511015425

Sociological and theoretical analysis of the structures and functions of the family the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society. Three lecture hours per week. Prerequisite: None.

SOCI 2306 - Human Sexuality - 3 sem. hrs. (3-0-0) 4201015325

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as PSYC 2306). Three lecture hours per week. Prerequisite: None.

SOCI 2319 - Minority Studies I - 3 sem. hrs. (3-0-0) 4511015325

This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion. Three lecture hours per week. Prerequisite: SOCI 1301.

SPAN 1300 - Beginning Spanish Conversation I - 3 sem. hrs. (3-0-0) 1609055413

Basic practice in comprehension and production of the spoken language. This course is strictly for those who have had no previous contact with Spanish. This course is basically oral with grammar kept to the minimum essentials. This course is designed for non-native speakers. Three lecture hours per week. Prerequisite: Approval of instructor.

SPAN 1411 - Beginning Spanish I - 4 sem. hrs. (3-2-0) 1609055113

Basic Spanish language skills in listening, speaking, reading and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Three lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

SPAN 1412 - Beginning Spanish II - 4 sem. hrs. (3-2-0) 1609055113

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Three lecture and two laboratory hours per week. Prerequisite: SPAN 1411 - no exceptions. **Lab Fee: \$24**

SPAN 2311 - Intermediate Spanish I - 3 sem. hrs. (3-0-0) 1609055213

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Three lecture hours per week. Prerequisite: SPAN 1411 and SPAN 1412.

SPAN 2312 - Intermediate Spanish II - 3 sem. hrs. (3-0-0) 1609055213

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Three lecture hours per week. Prerequisite: SPAN 1411, SPAN 1412, and SPAN 2311.

SPCH 1311 - Introduction to Speech Communication - 3 sem. hrs. (3-0-0) 0901015106

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking. Three lecture hours per week. Prerequisite: None.

SPCH 1315 - Public Speaking - 3 sem. hrs. (3-0-0) 0901015306

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Three lecture hours per week. Prerequisite: None

SPCH 1318 - Interpersonal Communication - 3 sem. hrs. (3-0-0) 2313045412

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships to co-workers and supervisors. Three lecture hours per week. Prerequisite: SPCH 1311 or SPCH 1321.

SPCH 1321 - Business and Professional Communication - 3 sem. hrs. (3-0-0) 0901015206

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. Three lecture hours per week. Prerequisite: None.

TECA 1303 - Families, School, and Community - 3 sem. hrs. (3-0-1) 1301015209

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences. Three lecture and one external hours per week. Prerequisite: None. **Co-op Fee: \$16.25**

TECA 1311 - Educating Young Children - 3 sem. hrs. (3-0-1) 1312025109

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experiences. Three lecture and one external hours per week. Prerequisite: None. **Co-op Fee: \$16.25**

TECA 1318 - Wellness of the Young Child - 3 sem. hrs. (3-0-1) 1301015309

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences. Three lecture and one external hours per week. Prerequisite: None. **Co-op Fee: \$16.25**

TECA 1354 - Child Growth and Development - 3 sem. hrs. (3-0-0) 1312025209

A study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence. Three lecture hours per week. Prerequisite: CDEC 1319, CDEC 1356, CDEC 1281, CDEC 2307, TECA 1303, and CDEC 2280

VNSG 1116 - Nutrition - 1 sem. hrs. (1-0-0)

Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health. The purpose of this course is to introduce basic principles of scientific nutrition and present their application in person-centered care, i.e., nutrition throughout the life cycle, community nutrition and Health Care, and Clinical Nutrition. One lecture hour per week. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program.

VNSG 1122 - Vocational Nursing Concepts - 1 sem. hrs. (1-0-0)

This course teaches the basic concepts and fundamental skills that a vocational nurse needs in current practice. It is an introduction to the nursing profession and its responsibilities which include: legal and ethical issues in nursing practice as a member of the profession and health care team. Concepts related to the physical, emotional, spiritual, and psychosocial self-care of the learner/professional. This course incorporates aspects of nursing in all of the major settings in which LVNs are employed. As the role of the LVN expands, there is a need for a thorough knowledge of the nursing process and problem solving. The Nursing process is the underlying theme of this course with: 1) focus on the patient as a consumer of health care with psychosocial as well as physical needs; 2) critical thinking as a tool for learning, problem solving, and developing clinical judgment; 3) communication as an essential tool for the art and practice of nursing; 4) collaboration with other health care workers and the use of management and supervision to provide coordinated, cost-effective patient care; 5) teaching for the maintenance of wellness and promotion of self-care; and 6) integration of cultural sensitivity and cultural competence into patient care. One lecture hour per week. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program.

VNSG 1126 - Gerontology - 1 sem. hrs. (1-0-0)

Overview of the physical, psychosocial, and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult. This course must be passed with at least an 80 in order to progress to the spring nursing semester. It is taught by Distance Learning technology. Power Point notes are provided to the student through the use of Campus Cruiser and can be downloaded if they have installed Power Point Reader previously. Class will center and focus around total respect for our

older adults. The instructor will assist students to recognize the need for all seniors to remain productive and active, as well as the importance in participation in decision making regarding their own care. One lecture hour per week. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program.

VNSG 1136 - Mental Health - 1 sem. hrs. (1-0-0)

Introduction to the principles and theories of positive mental health and human behaviors. Topics include the history of mental health, current legal and ethical issues, cultural issues, emotional responses, coping mechanisms, and therapeutic communication skills. One lecture hour per week. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program.

VNSG 1138 - Mental Illness - 1 sem. hrs. (1-0-0)

Study of the human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. One lecture hour per week. Prerequisite: VNSG 1116, VNSG 2331, VNSG 1323, VNSG 1122, VNSG 1136, VNSG 1329, VNSG 1126, VNSG 1227, and VNSG 1360.

VNSG 1227 - Essentials of Medication Administration - 2 sem. hrs. (1-2-0)

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. One lecture and two laboratory hours per week. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program. **Lab Fee: \$24**

VNSG 1230 - Maternal-Neonatal Nursing - 2 sem. hrs. (2-0-0)

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Two lecture hours per week. Prerequisite: VNSG 1116, VNSG 2331, VNSG 1323, VNSG 1122, VNSG 1136, VNSG 1329, VNSG 1126, VNSG 1227, VNSG 1360.

VNSG 1231 - Pharmacology - 2 sem. hrs. (2-0-0)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Two lecture hours per week. Prerequisite: VNSG 1116, VNSG 2331, VNSG 1323, VNSG 1122, VNSG 1136, VNSG 1227, AND VNSG 1360.

VNSG 1234 - Pediatrics - 2 sem. hrs. (2-0-0)

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and development needs utilizing the nursing process. Two lecture hours per week. Prerequisite: VNSG 1116, VNSG 2331, VNSG 1323, VNSG 1122, VNSG 1136, VNSG 1329, VNSG 1126, VNSG 1227, AND VNSG 1360.

VNSG 1323 - Basic Nursing Skills - 3 sem. hrs. (2-3-0)

Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions. Utilization of the nursing process as the foundation for all nursing interventions. The student must pass this course with at least an 80 in order to progress to Fall B nursing semester. Two lecture and three laboratory hours per week. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program. **Lab Fee: \$24; Nursing Skills Supply Bag Fee: \$303.41**

VNSG 1329 - Medical/Surgical Nursing I - 3 sem. hrs. (3-0-0)

Application of the nursing process to the care of adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. Course focuses on the basics of health promotion and health maintenance of the adult patient, application of the nursing process, and critical thinking skills. Course will be taught utilizing Distance Learning Technology; instructors will utilize the team teaching approach to the curriculum. The vocational nursing student will be assisted to achieve the beginning level of the nursing practice continuum as Provider of Care, Coordinator of Care and Member of a Profession. The course also integrates technical skills and the use of computers into clinical practice. Three lecture hours per week. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program.

VNSG 1360 - Clinical - Licensed Vocational Nurse Training - 3 sem. hrs. (0-0-18)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, training and work based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site technical clinical instruction, supervision, evaluation, and placement is the responsibility of the college nursing faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Eighteen external experience hours per week. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program. Co-requisite: VNSG 1323, VNSG 2331, VNSG 1329, VNSG 1122, VNSG 1116 Nutrition, VNSG 1126, VNSG 1136, VNSG 1227. **ATI National Assessment Exam and Remediation Fee: \$950; Allied Health Fee: \$300**

VNSG 1432 - Medical-Surgical Nursing II - 4 sem. hrs. (4-0-0)

Continuation of Medical/Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. Principles of leadership and management are included. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team; professional organizations; and continuing education. This is a capstone course that consolidates the student's learning experience. Four lecture hours per week. Prerequisite: VNSG 1116, VNSG 2331, VNSG 1323, VNSG 1122, VNSG 1136, VNSG 1329, VNSG 1126, VNSG 1227, and VNSG 1360.

VNSG 1561 - Clinical - Licensed Vocational Nurse Training - 5 sem. hrs. (0-0-29)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Twenty-nine external experience hours per week. Prerequisite: VNSG 1116, VNSG 2331, VNSG 1323, VNSG 1122, VNSG 1136, VNSG 1329, VNSG 1126, VNSG 1227, VNSG 1360. Co-requisite: VNSG 1230, VNSG 1234, VNSG 1432, VNSG 1138, VNSG 1231. **ATI Exam and Remediation Fee: \$950; Allied Health Fee: \$300**

VNSG 2331 - Advanced Nursing Skills - 3 sem. hrs. (2-3-0)

Application of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. The student must pass this course with at least an 80 in order to progress to the spring nursing semester. Two lecture and three laboratory hours per week. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, VNSG 1323, and admission into the vocational nursing program. **Lab Fee: \$24**

WDWK 1413 - Cabinet Making I - 4 sem. hrs. (3-3-0)

Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on safe use of portable and stationary power tools. Three lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

WLDG 1313 - Introduction to Blueprint Reading for Welders - 3 sem. hrs. (2-3-0)

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurements and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

WLDG 1317 - Introduction to Layout and Fabrication - 3 sem. hrs. (2-3-0)

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

WLDG 1323 - Welding Safety, Tools, and Equipment - 3 sem. hrs. (2-3-0)

An introduction to welding equipment and safety practices, including OSHA standards for industry. Two lecture and three laboratory hours per week. Prerequisite: None.

WLDG 1353 – Intermediate Layout and Fabrication – 3 sem. hrs. (2-3-0)

An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications. Two lecture and three laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

WLDG 1421 - Welding Fundamentals - 4 sem. hrs. (2-6-0)

An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy. Two lecture and four laboratory hours per week. Prerequisite: None. **Lab Fee: \$24\$; Consumable Supplies Fee: \$100**

WLDG 1428 – Introduction to Shielded Metal Arc Welding (SMAW) – 4 sem. hrs. (2-6-0)

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

WLDG 1430 - Introduction to Gas Metal Arc Welding (GMAW) - 4 sem. hrs. (2-6-0)

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and use of tools/equipment. Instruction in various joint designs. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Uniform Fee: \$150; Consumable Supplies Fee: \$275**

WLDG 1435 - Introduction to Pipe Welding - 4 sem. hrs. (3-3-0)

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Three lecture and three laboratory hours per week. Prerequisite: WLDG 1425. **Lab Fee: \$24**

WLDG 1457 - Intermediate Shielded Metal Arc Welding (SMAW) - 4 sem. hrs. (3-3-0)

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Three lecture and three laboratory hours per week. Prerequisite: WLDG 1528. **Lab Fee: \$24; American Welding Society (AWS) Certification Testing Fee: \$45; Consumable Supplies Fee: \$275**

WLDG 2406 – Intermediate Pipe Welding – 4 sem. hrs. (2-6-0)

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) and/or other processes. Welds will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

WLDG 2435 – Advanced Layout and Fabrication – 4 sem. hrs. (2-6-0)

An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on applications of fabrications and layout skills. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Uniform Fee: \$150; Consumable Supplies Fee: \$275**

WLDG 2443 – Advanced Shielded Metal Arc Welding (SMAW) – 4 sem. hrs. (2-6-0)

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in various positions. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Certification Fee: \$75**

WLDG 2451 – Advanced Gas Tungsten Arc Welding (GTAW) – 4 sem. hrs. (2-6-0)

Advanced topics in gas tungsten arc welding (GTAW) welding, including welding in various positions and directions. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

WLDG 2453 – Advanced Pipe Welding – 4 sem. hrs. (2-6-0)

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on welding positions 5G and 6G using various electrodes. Two lecture and six laboratory hours per week. Prerequisite: None. **Lab Fee: \$24; Consumable Supplies Fee: \$250**

WMGT 1264 - Practicum - Wildlife and Wildlands Science and Management - 1 sem. hrs. (0-0-14)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Capstone course that consolidates the student's learning experiences. Fourteen external experience hours per week. Prerequisite: WMGT 1305, WMGT 1310. **Co-op Fee: \$24**

WMGT 1300 - Wildlife Preserve Management - 3 sem. hrs. (3-0-0)

Conventional and non-conventional wildlife management techniques. Students will earn a certificate for scoring big game provided by the Buckmasters Trophy Records Organization. Three lecture hours per week. Prerequisite: WMGT 1305, WMGT 1310.

WMGT 1305 - Introduction to Wildlife Management - 3 sem. hrs. (3-0-0)

History of wildlife management based on its economic and ecological impact. Includes basic wildlife and habitat management techniques and discussion of threatened and endangered species. This course provides an introduction to historical and current wildlife and habitat management systems across forests, rangelands, and wetlands of North America. Three lecture hours per week. Prerequisite: None.

WMGT 1310 - Wildlife Identification - 3 sem. hrs. (2-2-0)

Animal, bird, and insect identification (game, non-game), and their importance in the ecosystem. Includes a review of wildlife behavior. Two lecture and two laboratory hours per week. Prerequisite: None. **Lab Fee: \$24**

WMGT 1315 - Wildlife Outdoor Recreation & Management - 3 sem. hrs. (3-0-0)

The commercial importance and management of various aspects of outdoor recreation. Three lecture hours per week. Prerequisite: WMGT 1305

WMGT 2264 - Practicum - Wildlife and Wildlands Science and Management - 1 sem. hrs. (0-0-14)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Capstone course that consolidates the student's learning experiences. Fourteen external experience hours per week. Prerequisite: WMGT 1164, WMGT 1305, WMGT 1310, WMGT 1300, AGRI 2303. **Co-op Fee: \$24**

WMGT 2359 - Wildlife Propagation, Handling & Management - 3 sem. hrs. (2-2-0)

This course covers the animal husbandry practices pertaining to the propagation of big game animals. The application of non-conventional management techniques with emphasis on animal husbandry directly related toward whitetail deer within confinement. Two lecture and two laboratory hours per week. Prerequisite: WMGT 1300, BIO 1413. **Lab Fee: \$24**

