

Catalog and Student Handbook

2011-2012

Chattahoochee Valley Community College

2602 College Drive • Phenix City, Alabama 36869 • 334-291-4900

Accreditation

Chattahoochee Valley Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097/Telephone: 770-679-4501/Web site: www.sacscoc.org) to award the Associate in Arts, Associate in Science, and Associate in Applied Science degree.

The Practical Nursing and Associate Degree Nursing Programs are approved by the Alabama State Board of Nursing.

Institutional memberships

Alabama Community College Association
American Association of Community Colleges

This *Catalog and Student Handbook*, effective August 23, 2010, is for information only and does not constitute a contract. **The College reserves the right to change, without notice, policies, fees, charges, expenses, and costs of any kind, and further reserves the right to add or delete any course offerings or information in this *Catalog and Student Handbook*.**

Policy statements and program requirements in this catalog are subject to change. Except when changing their programs of study, students may follow requirements of the catalog under which they enter the College for a period of four years. If they have not completed their programs of study, they must change to the current catalog. Exceptions must be approved by the Dean of Student and Administrative Services. **When students change their programs of study, they must change to the catalog that is current at the time of the program changes.**

Nondiscrimination policy

It is the official policy of the Alabama Department of Postsecondary Education, including all institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Chattahoochee Valley Community College is committed to this policy of nondiscrimination and complies with the nondiscrimination regulation under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Education Amendments of 1972; Sections 503 and 504, Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990.

Inquiries concerning this policy may be directed to the Student ADA Coordinator, Ms. Vickie Williams, Wilson Hall, 334-214-4803; to the Title IX Coordinator, Dr. Ellen Gunter, Brassell Hall, 334-291-4918; or to the Affirmative Action Officer, Mr. Earl Cook, Brassell Hall, 334-291-4966. Additional inquiries can be made directly to the Dean of Student and Administrative Services, Dr. David Hodge, Wallace Hall, 334-214-4865; or to the Dean of instruction, Wallace Hall, 334-291-4945.

Universal human rights pledge

I believe that every individual has infinite and eternal worth.

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

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

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

Therefore, I will strive every day of my life to eliminate such prejudice from my thoughts and actions.

I will discourage such prejudice by others at every opportunity.

I will treat all people with dignity and respect.

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

— *Adapted from the Birmingham Pledge and the Universal Declaration of Human Rights*

Drug-free workplace policy

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for CVCC.

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by CVCC on any property owned, leased, or controlled by or on behalf of CVCC. A “controlled substance” shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. *Code of Alabama*, Section 20-2-1, et seq.).
2. CVCC has and shall maintain a drug-free awareness program to inform employees about:
 - a. the dangers of drug abuse in the workplace;
 - b. CVCC’s policy of maintaining a drug-free workplace;
 - c. any available drug counseling, rehabilitation, and employee assistance program; and
 - d. the penalties that may be imposed upon employees for drug abuse violations.
3. All Employees of CVCC will comply with paragraph 1 above.
4. Any employee who is convicted by any federal or state court of an offense that constitutes a violation of paragraph 1 above shall notify the President of CVCC in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean “a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both.” Failure to notify the President of CVCC of such a conviction shall be considered insubordination as well as a violation of this policy.
5. In the event of a reported conviction pursuant to paragraph 4 above where the employee is working in a project or a program funded through a federal contract or grant, CVCC shall notify in writing within ten (10) days any federal agency or agencies to whom such notification by CVCC is required under P.L. 100-690.
6. In the event an employee violates paragraph 1 above or receives a conviction as described in paragraph 4 above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. CVCC shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.
7. CVCC shall make a good faith effort to ensure that paragraphs 1-6 above are followed.
8. Each employee of CVCC shall receive a copy of the CVCC Drug-Free Workplace Policy, and after reading it, shall sign a statement acknowledging having read and received a copy of this policy.

Contents

Nondiscrimination policy	ii
Universal human rights pledge.	ii
Drug-free workplace policy.	iii
Academic Calendar	1
2010-2011 Academic Calendar	3
The College	5
Contacts	7
Campus directory	8
Campus buildings and facilities	9
History	10
Alabama Community College System mission.	10
Chattahoochee Valley Community College mission	10
Institutional goals.	10
Associate degree outcomes	11
CVCC Foundation	11
Development Office	11
Admissions	13
Admission eligibility	15
High school graduates	15
Graduates of nonaccredited high schools	16
Transfer students	16
Transient students	16
International students	16
Accelerated high school students	16
Dual-enrollment/dual-credit high school students	17
Noncredit students.	17
Admission procedures	17
Standard admission procedures	17
Special admission procedures	18
Accelerated and dual-enrollment/dual-credit high school students	18
Students who have earned the baccalaureate degree	18
International students	18
Readmission students	18
Noncredit students.	18
Admission status.	18
Unconditional degree student	18
Conditional degree student.	19
Unconditional certificate student	19
Conditional certificate student	19
Unconditional unclassified student	19
Conditional unclassified student	19

Transient student	19
Accelerated high school student	19
Dual-enrollment/dual-credit student	20
Noncredit student	20
Change of admission status	20
Selection of program	20
Academic assessment and placement	20
Required English, mathematics, and orientation courses	21
WorkKeys	21
Veterans	21
Required documentation for students receiving veterans' benefits	22
Enrollment certification for students receiving veterans' benefits	22

Financial Information 23

Residency and eligibility	25
Tuition and fees	26
Sponsored students	27
Approximate costs for Associate Degree in Nursing-Mobility Program	27
Approximate costs for Associate Degree in Nursing (ADN) Program	28
Approximate costs for Licensed Practical Nursing (LPN) Program	29
Approximate costs for Medical Assisting Program	30
Approximate costs for Nursing Assistant (NAS 100) students	30
Other fees	30
Withdrawals and refunds	30
Alabama Community College System policy	30
Partial withdrawals	31
Complete withdrawals	31
Administrative fee	31
Federal Title IV (Pell Grant) refund and repayment policy	31
Student holds	32
Financial aid and scholarships	32
Grants and work opportunities	32
Application procedures	32
Federal programs	33
Appeal process for financial aid suspension status	34
State program	34
Scholarships	35
Veterans	35

Student Development and Student Services 37

Records	39
Release of student records	39
Directory information	39
Counseling and advising	40
Academic advising	40
Academic advising philosophy	40
Responsibilities of the institution	41

Responsibilities of the advisor.	41
Responsibilities of the student advisee.	42
Job placement	42
Student development	43
Athletics	43
Student Government Association	43
Student honors	43
Learning Resource Center.	44
Learning labs.	45
Writing Lab	45
Mathematics Lab	45
Computer labs	45
Services for students with disabilities	45

Academic Policies	47
--------------------------	-----------

Calendar system and credits	49
Classification of students	49
Course load	49
Registration, schedule changes, and withdrawal	49
Late registration.	49
Schedule adjustment	49
Auditing a course.	50
Independent study.	50
Distance learning: online and hybrid classes	50
Course cancellations	51
Assignment of class instructor	51
Withdrawal from a course or from the College	51
Class attendance and final exams.	52
Attendance Policy	52
Appeal process	53
Final exams	54
Grades and quality points	54
Satisfactory and unsatisfactory grades	54
Incomplete grade.	54
Grade reports and grade point averages.	54
Academic honors.	55
Academic standards of progress.	55
Appeal process for readmission.	56
Intervention for student success.	56
Course forgiveness	56
Academic bankruptcy.	57
Change of curriculum or program of study	57
Academic standards of progress for transfer students	58
Academic standards of progress for institutional credit courses	58
Academic standards of progress for nursing students (see pages 100-112)	58
Academic standards of progress for veterans	58
Veterans' class attendance	58

Withdrawal from class for veterans	59
Transfer of credits	59
Evaluation of transfer credits	59
Nontraditional credit	59
Credit by examination	60
Credit through advanced placement	62
Credit for military training and educational experiences	62
Graduation	63
Degree requirements	63
Certificate requirements	64
Competency requirements	64
Dual degrees	65
Application for graduation	65
Graduation honors	65
CVCC transcripts	65
Withholding graduation, diploma, and transcripts	66
Cooperative arrangements	66
Reciprocity agreements affecting tuition	66
Servicemembers Opportunity Colleges Associate Degree (SOCAD)	67

Programs of Study	69
--------------------------	-----------

University parallel programs	71
Planning for transferring	72
Associate in Science and Associate in Arts	76
Degree requirements	76
Alabama Articulation and General Studies Committee (AGSC)	77
General course listing	78
Career programs	79
Associate in Applied Science (A.A.S.)	79
Degree requirements	80
A.A.S. - Applied Technology: Air Conditioning and Refrigeration (HVAC) option	82
A.A.S. - Applied Technology: Automotive Manufacturing option	83
A.A.S. - Applied Technology: Industrial Maintenance option	84
A.A.S. - Applied Technology: Sustainable Construction/Renewable Energy option	85
A.A.S. - Business	86
A.A.S. - Business: Accounting option	87
A.A.S. - Business: Banking and Finance option	88
A.A.S. - Business: Management and Supervision option	89
A.A.S. - Business: Small Business Management option	90
A.A.S. - Business and Office Technology: Administrative Technology option	91
A.A.S. - Business and Office Technology: Legal Administrative Technology option	92
A.A.S. - Business and Office Technology: Medical Administrative Technology option	93
A.A.S. - Computer Information Systems: CISCO Networking option	94
A.A.S. - Computer Information Systems: Information Technology option	95
A.A.S. - Criminal Justice	96
A.A.S. - Fire Science	97
A.A.S. - Homeland Security	98

A.A.S. - Medical Assisting.	99
A.A.S. - Nursing (ADN)	100
Associate Degree Nursing Curriculum	100
Point System	102
Associate Degree Nursing - Mobility Program.	102
Point System	104
Licensed Practical Nursing Program (LPN)	105
Point System	106
Academic standards of progress for nursing students	107
The Alabama Community College System Nursing programs essential functions	109
A.A.S. - Visual Communications: Multimedia graphic design option	113
A.A.S. - Visual Communications: Simulation and Modeling option.	114
Certificate programs.	115
Certificate program requirements.	115
Certificate - Applied Technology:	
Air Conditioning and Refrigeration (HVAC) option	116
Short Certificate - Applied Technology:	
Air Conditioning and Refrigeration (HVAC) option	117
Certificate - Applied Technology: Automotive Manufacturing option	117
Short Certificate - Applied Technology: Automotive Manufacturing option.	118
Certificate - Applied Technology: Industrial Maintenance option	118
Short Certificate - Applied Technology: Industrial Maintenance option	119
Certificate - Applied Technology:	
Sustainable Construction/Renewable Energy Option	119
Short Certificate- Applied Technology: Sustainable Construction/Renewable Energy option	120
Certificate - Business and Office Technology: Administrative Technology option. .	120
Short Certificate - Child Care and Development.	121
Short Certificate - Child Care and Development: Administrator	122
Short Certificate - Child Care and Development: Paraprofessional/Teacher Aide .	122
Short Certificate - Child Care and Development:	
Advanced Paraprofessional/Teacher Aide	122
Certificate - Computer Information Systems:	
CISCO Networking Technology option	123
Certificate - Computer Information Systems: Information Technology option	123
Short Certificate - Computer Information Systems: Simulation and Modeling	124
Certificate - Criminal Justice	124
Short Certificate - Emergency Medical Technician - Basic	124
Short Certificate – Advanced Emergency Medical Technician	125
Short Certificate - Fire Science	125
Certificate - Homeland Security	126
Short Certificate - Homeland Security	126
Short Certificate - Medical Assisting.	127
Short Certificate - Medical Assisting: Phlebotomy	128
Certificate - Licensed Practical Nursing (LPN)	128
Nursing Assistant Program	129
Short Certificate - Visual Communications: Multimedia Graphic Design option. .	129

Course Descriptions	131
Abbreviations	133
Descriptions	133
Workforce Development, Adult Education, and Advisory Committees	209
Workforce Development	211
Training for business and industry	211
Continuing education	211
Ready to Work	211
Public Safety Academy	211
Adult Education - GED review program	211
Program advisory committees	212
Administration, Faculty, and Staff	213
Alabama State Board of Education	215
Administration	215
Division Chairs	215
Administrative Staff	216
Faculty	217
Staff	219
Student Handbook	221
Introduction	223
Student housing	223
On-campus parking and driving	223
Parking for students with disabilities	224
Parking and traffic violations	224
Parking and traffic citations and fines	224
Student insurance	225
Student transportation and liability policy	225
Learning Resource Center	225
Learning labs	225
Bookstore	226
Buildings and grounds	226
Building accessibility	226
Counseling and guidance services	226
Pre-college counseling	226
Academic advising	227
Faculty advisors	227
Referrals	227
Career development/job placement services	227
Financial aid	227
College work-study program	227
Pell Grant program	228
Alabama Student Assistance Program (ASAP)	228
Supplemental Educational Opportunity Grants (SEOG)	228

Scholarships	228
Veterans' educational benefits	229
Student development	229
Organizations and events	230
Procedures for forming a new student organization	230
Procedures for student meetings and social functions	230
Student Government Association	230
Alumni Association	231
Athletics	231
Intramural Sports Club	231
Math and Science Club	231
Music	231
Student Nurses Club	231
Phi Theta Kappa	232
College publications	232
Student records	232
General policy	232
Directory information	233
Disclosure of student records to a student	234
Challenging the contents of a record	234
Waiver of access	234
Providing records to third parties	235
Changes in policy	235
Encumbering student records	235
Withholding diplomas and transcripts	236
Students' right to know	236
Student code of conduct	237
Substance abuse	237
Drugs	237
Alcohol	237
Intoxication	237
Awareness effort	237
Tobacco	237
Enforcement	237
Harassment	238
Sexual harassment	238
Reporting harassment	238
Dress and appearance	238
Children on campus	238
Telephone use and emergency messages	239
Protection of personal property	239
Use of computer resources	239
Acceptable uses of the Internet and e-mail	239
Alabama Research and Education Network	239
Software	239
Security	239

Unacceptable uses of the Internet and e-mail at CVCC	240
Violations	241
Student misconduct	241
Academic misconduct	242
Disciplinary procedures	242
Disciplinary Committee	243
Hearing procedures	243
Disciplinary actions	244
Automatic suspension or expulsion	245
Complaints and grievances	245
Grievance procedure	246
Investigation process	246
Hearing process	247
Rules of evidence	247
Report of findings and conclusions	248
Resolution of grievance	248
Appeal	248
President's review	249
Appeal to the Chancellor	249
Review by the Chancellor	249
General rule on filing deadlines	250
Grade appeal procedure	250
Emergency procedures	251
Fire	251
Bomb threat	251
Serious injury or illness	252
Accident/incident report	252
Civil disturbance	252
Hazardous weather	252
Tornadoes	252
Automobile accident	252
Campus crime statistics	252
Disclosure of campus crime statistics	253
Student handbook disclaimer	255



Academic Calendar

2010-2011 Academic Calendar

Fall Semester, 2011 (August 15, 2011 – December 20, 2011)

88 Faculty Duty Days; 79 Instructional Days

August 15 -16	Local Professional Development
August 17-18	Regular Registration
August 19	Faculty Duty Day
August 22	Regular Term and Term I Classes Begin
August 22 – 24	Late Registration; Drop/Add Schedule Adjustment
September 5	Labor Day (College closed)
September 23	Last Day to Drop with a “W” from Term I
October 12	Last Day to Withdraw: “WP” or “WF” for Term I
October 14	Term I Classes End; Grades Due by 2 pm
October 17	Term II Classes Begin
October 28	Last Day to Drop with a “W” from Regular Term
October 28	New Student Experience
October 31-November 4	Advising/Advanced Registration
November 7-10	Advising/Advanced Registration
November 11	Veteran’s Day (College closed)
November 18	Last Day to Drop with a “W” from Term II
November 21 - 23	State Professional Development (No classes)
November 24 - 25	Thanksgiving Holiday (College closed)
November 28	Classes Resume
December 8	Last Day to Withdraw: “WP” or “WF” Term II and Regular Term
December 12	Last Day of Classes: Term II and Regular Term
December 13- 19	Final Exams
December 20	Faculty Duty Day (Grades due by 2:00 pm)
December 21	Staff Duty Day
December 22 – January 2	Christmas Holidays (College closed)

Spring Semester, 2012 (January 3, 2012 – May 10, 2012)

87 Faculty Duty Days; 79 Instructional Days

January 3	Faculty Duty Day
January 4-5	Regular Registration
January 6	Faculty Duty Day
January 9	Regular Term and Term I Classes Begin
January 9 - 11	Late Registration; Drop/Add Schedule Adjustment
January 16	Martin Luther King Jr./Robert E. Lee Holiday (College Closed)
January 20	Graduation Application Deadline 3:00 pm
February 10	Last Day to Drop with a “W” from Term I
February 29	Last Day to Withdraw: “WP” or “WF” Term I
March 2	Term I Classes End; Grades Due by 2 pm
March 5	Term II Classes Begin
March 12 – 18	Spring Break (No classes)
March 19	Classes Resume

March 23	Last Day to Drop with a “W” from Regular Term
April 9 - 13	Advising/Advanced Registration
April 13	New Student Experience
April 13	Last Day to Drop with a “W” from Term II
April 16 - 20	Advising/Advanced Registration
April 25	Last Day to Withdraw: “WP” or “WF” Term II and Regular Term
April 27	Last Day of Classes: Term II and Regular Term
April 30, May 1 - 4	Final Exams
May 3	Graduate Grades Due by 2:00 pm
May 4	Grades Due by 2:00 pm
May 7 - 8	Faculty Duty Day
May 9	Local Professional Development Day
May 9	Graduation Practice
May 10	Faculty Duty Day, Graduation
May 11	Staff Duty Day



The College

Contacts

Concerning

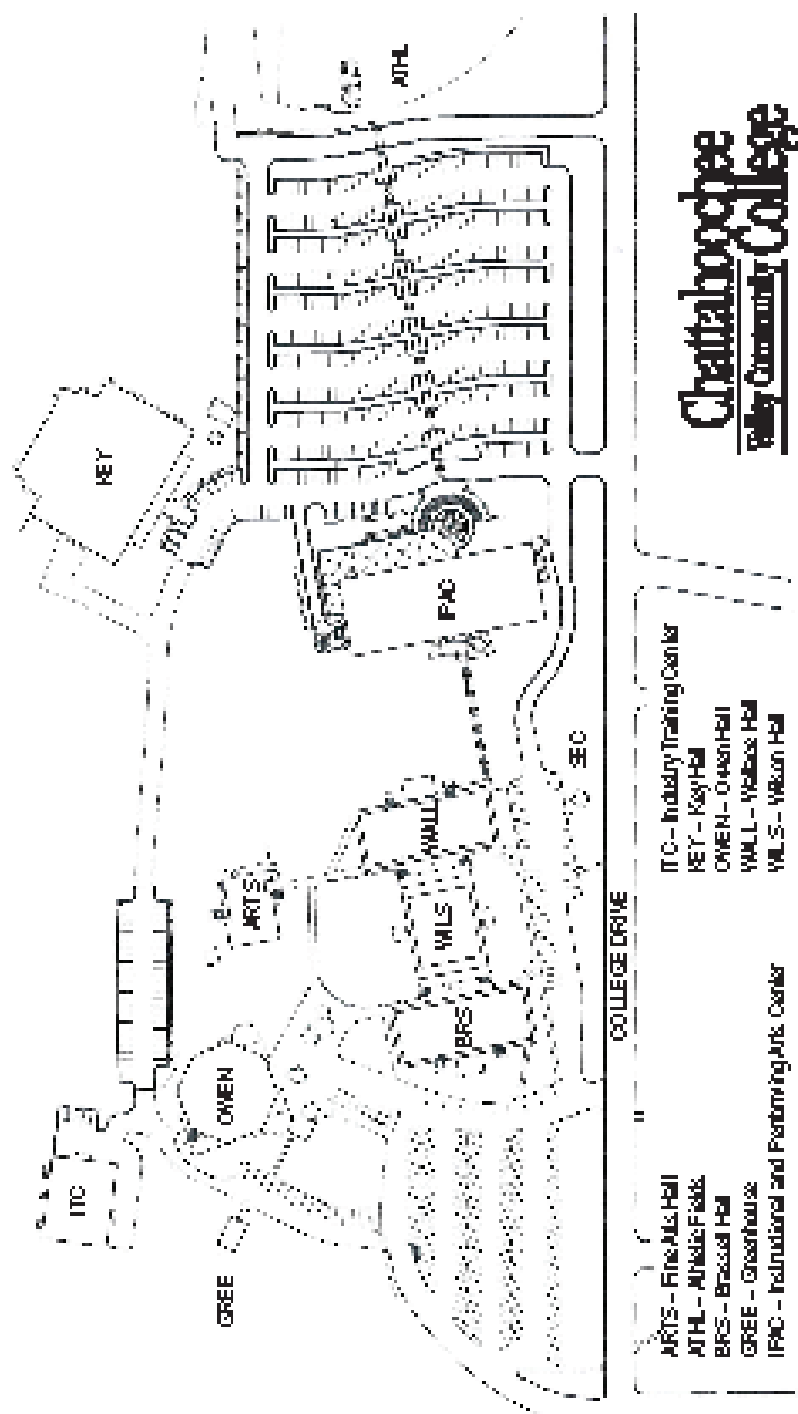
Where to go

Absences	Instructors
.....	Counseling and Advising - Wilson Hall
Activities, student	Student Development - Wilson Hall
Adding and dropping classes	Admissions and Records - Wallace Hall
Admissions	Admissions and Records - Wallace Hall
Athletics	Athletic Director - Key Hall 203
Buildings and grounds	Director, Auxiliary Services
Campus visitation	President - Wallace Hall
.....	Recruitment Office - Owen Hall
Changes in academic program	Faculty Advisor
Counseling	
Academic, personal, and transfer	Counseling and Advising - Wilson Hall
Financial	Financial Aid - Wilson Hall
Vocational	Counseling and Advising - Wilson Hall
Job placement	Counseling and Advising - Wilson Hall
Elections, SGA	SGA Advisor - Wilson Hall
Employment	
Job placement (student)	Counseling and Advising - Wilson Hall
Student (work-study)	Financial Aid - Wilson Hall
Faculty/staff placement	Human Resources Office - Wallace Hall
Financial aid	Financial Aid - Wilson Hall
General information	Student Services - Wilson Hall
.....	Admissions and Records - Wallace Hall
Grades (transcripts)	Admissions and Records - Wallace Hall
Complaints/concerns	Instructors
Graduation	Admissions and Records - Wallace Hall
Lost-and-found	Student Services - Wilson Hall
News releases for TV, radio, and newspaper	Development Office - Wallace Hall
Orientation	Counseling and Advising - Wilson Hall
Parking decals and fines	Switchboard - Wilson Hall
Phi Theta Kappa	PTK Advisor - Wilson Hall
Photocopying	Copy Services - Wallace Hall
Recruitment	Wallace Hall
Registration	Admissions and Records - Wallace Hall
Reserving campus facilities	Dean of Instruction - Wallace Hall
Scholarships	Student Services - Wilson Hall
.....	Counseling and Advising - Wilson Hall
Social activities	Student Development -Wilson Hall
Student Government Association	Student Development -Wilson Hall
Testing (COMPASS)	COMPASS Lab - Wallace Hall
Tours	Recruitment - Wallace Hall
Traffic control	Director of Auxiliary Services
Transcripts	Admissions and Records - Wallace Hall
Tuition and fees	Business Office, Cashier - Wallace Hall
Veterans Services	Veterans Coordinator - Wilson Hall
Withdrawal	Admissions and Records - Wallace Hall

Campus directory

General information	Wilson Hall	291-4900
Academic Division Chairpersons:		
Business, Information Technology	IPAC 209	214-4866
Health Sciences	IPAC 312	214-4818
Language and Fine Arts	IPAC 113	291-4975
Mathematics and Science	Brassell Hall 204	291-4966
Public Safety Academy	Brassell Hall 113	214-4963
Social Science	IPAC 201	291-4918
Admissions Office	Wallace Hall 201	291-4929
Adult Education	Owen Hall 112	214-4807
Affirmative Action Coordinator	Brassell Hall 204	291-4966
American with Disabilities Act (ADA) Coordinator ..	Wilson Hall	214-4845
Athletic Director	Key Hall 203	214-4880
Business Office	Wallace Hall 200	291-4937
COMPASS/Testing	Wallace Hall 101	214-4870
Counseling Services	Wilson Hall	291-4905
Dean of Instruction	Wallace Hall	214-4946
Dean of Student and Administrative Services	Wallace Hall 201	214-4865
Dean of Workforce Development	Owen Hall 101	291-4964
Development Office	Wallace Hall 203	291-4921
Evening Coordinator	Wallace Hall	291-4947
Facilities and Maintenance	IPAC	291-4954
Financial Aid	Wilson Hall	291-4915
Fort Benning Instructional Site		214-4870
Human Resources Office	Wallace Hall 203	214-4848
Information	Wallace Hall 200	291-4922
Learning Resource Center	Owen Hall	291-4978
President	Wallace Hall 203	291-4981
Security Office	Security Kiosk	291-4950
Student Development	Wilson Hall	214-4803
Student Recruitment	Wallace Hall 201	291-4998
Student Success Center	Wilson Hall	291-4946
Title IX Coordinator	Brassell Hall 217	291-4918
WorkKeys	Owen Hall 110	214-4867

Campus buildings and facilities



History

Chattahoochee Valley Community College was established in 1973 by an Act of the Alabama State Legislature. Located in Phenix City, Alabama, the College was created to serve the citizens of Russell County and parts of Bullock, Lee, Macon, and Barbour counties. It also serves the citizens of the Phenix City, Alabama, and the Fort Benning-Columbus, Georgia, metropolitan area. Because this service area contains both rural and urban areas, the educational needs of the citizens are varied.

The College opened in temporary quarters in January 1974. In 1976, the College moved to its present permanent location at 2602 College Drive. Each fall the College enrolls approximately 2,000 students. The 103-acre site of the College includes nine permanent buildings: an administration/classroom building, a general purpose classroom building, a learning resource center, a fine arts building, a health and physical education building, a student services center, a security kiosk, a maintenance building, and a greenhouse.

Alabama Community College System mission

To provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.

Chattahoochee Valley Community College mission

The mission of Chattahoochee Valley Community College, a member of the Alabama Community College System, is to provide affordable, accessible, quality education and to promote a prosperous community through responsive partnerships, workforce development, and dedication to life-long learning.

Institutional goals

To achieve its purpose, the College has developed the following goals:

- To offer high-quality educational programs.
- To expand and strengthen program offerings that prepare students for direct entry into jobs at technical, paraprofessional, and entry-level management positions.
- To provide educational and support programs that ensure student success.
- To develop community service and continuing education programs, strengthen links with high schools and community agencies, and promote the economic, educational, and cultural development of the service area.
- To provide and maintain a comprehensive program of advising, counseling, and testing services and extracurricular activities that enrich the cultural, social, physical, and intellectual lives of students.
- To practice broad-based systematic planning of the College's educational programs, academic and student support services, community service programs, and administrative processes.

Associate degree outcomes

Upon satisfactory completion of a prescribed course of study, a student at Chattahoochee Valley Community College may earn an associate degree. Associate degrees offered by the College are the Associate in Arts, Associate in Science, and Associate in Applied Science. Each degree requires a core of courses that provide the following general educational skills:

- The student will write sentences and paragraphs in standard English that are sequential, logical, and effectively organized.
- The student will read and comprehend materials written at different levels for a variety of purposes.
- The student will demonstrate effective oral communication skills using unity of thought and logical arrangement of ideas.
- The student will perform basic mathematical computations in the real number system.
- The student will demonstrate knowledge of basic computer skills through the use of hardware, software, and/or programming.
- The student will demonstrate critical thinking skills by processing, analyzing, and evaluating information.
- The student will demonstrate the ability to comprehend and apply the scientific method and concepts.
- The student will demonstrate the ability to articulate course knowledge and to validate course skills.

CVCC Foundation

The Chattahoochee Valley Community College Foundation, a nonprofit 501(c)(3) organization, was established in 1985 to support and assist the College in fulfilling and performing its educational and public service initiatives. The Foundation increases educational access for students through financial support, enables the College to initiate innovative projects to enhance the quality of education, and facilitates the College's growth and expansion.

Leaders from an array of Chattahoochee Valley companies and organizations voluntarily serve on the Foundation Board to secure appropriate sources of external funding through donations, planned giving, and scholarships. The College does not rely on the Foundation for operational needs. However, the work of the Foundation fosters strong partnerships between the College and the community.

Development Office

The Development Office builds relationships and raises external funds to support the mission of the College. The Office organizes and manages fundraising initiatives to address those needs so that donations enrich the College and the region it serves.

The Development Office serves as a liaison between the College and the Foundation Board; interacting with the community and the College's Alumni; and coordinating public-relations efforts as they relate to fundraising initiatives to include major-gifts campaigns. In addition, the Office serves as internal public relations support for the President and the campus. The ongoing role of the Development Office is to build awareness in the community, friendraising, and fundraising for the College.



Admissions

Chattahoochee Valley Community College (CVCC) maintains an “open door” admission policy that provides higher education for individuals who meet minimum admission requirements as set forth by the policies of the Alabama Community College System, as listed below.

Students may apply to the College at either Main Campus or at Fort Benning in Soldiers' Plaza. Either office can assist students with application to the College and answer questions regarding the admissions process. Both offices are also capable of assisting students though military personnel and their families are primarily served through the Fort Benning Office. The Fort Benning Office is equipped to properly address the issues and situations unique to military life such as deployments and special military educational benefits. Please refer to the addresses listed for contact information.

Admission to the College does not guarantee entrance into a particular course or program. Specific requirements for admission to Nursing (ADN) and Practical Nursing (LPN) are found in the “Programs of Study” section of this catalog.

Persons who are not citizens of the United States may not be admitted to any public two-year College for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

Admission eligibility

An applicant who has not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time college student or a native student.

Individuals are eligible for admission to courses creditable toward an associate degree or certificate if they meet any of the following requirements:

High school graduates

- A student who holds the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a nonpublic regionally and/or state accredited high school.
- A student who holds a high school diploma equivalent to the Alabama High School Diploma issued by a nonpublic school and who has passed the Alabama Public High School Graduation Examination.
- A student who holds a high school diploma equivalent to the Alabama High School Diploma issued by a nonpublic high school and has achieved a minimum American College Test (ACT) score of 16 or the equivalent score on the Scholastic Aptitude Test (SAT) of 780.
- A student who holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or equivalent diploma issued by a nonpublic high school and has achieved a minimum ACT score of 16 or the equivalent score on the SAT of 780.
- A student who holds a GED certificate issued by the appropriate state education agency.

Graduates of nonaccredited high schools

- A student who presents a diploma demonstrating successful completion of a course of study on the secondary level based upon the minimum Carnegie units required by the state education agency at the time of the award (currently 24) and minimum ACT score of 16 or the equivalent score on the SAT score of 780.

If the above requirements are not met, the student must take a GED test.

Transfer students

- Students who have previously attended other regionally or Council on Occupational Education accredited postsecondary institutions will be considered transfer students.
- Students must complete an application for admission and are required to furnish official transcripts of all work attempted at all said institutions.
- Transfer students on academic or disciplinary suspension from another college or university must submit a written request for admission to the College Admissions Committee.
- Students who have completed the baccalaureate degree are required to submit only the transcripts from the institution granting the baccalaureate degree.

Transient students

- A student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted as a transient student.
- The student must submit an application for admission and an official letter from the institution that certifies that the credit earned at the College will be accepted as a part of the student's academic program.
- The student must provide documentation showing that course prerequisites have been met.

International students

An international student must provide the College with all of the following

- An official translated copy of his/her high school transcript(s) (and college transcripts, if applicable).
- An official transcript showing a minimum of 500 on the Test of English as a Foreign Language (TOEFL) or 173 on the Computer Based Test, unless from an English-speaking country.
- A signed, notarized statement declaring that he/she will be fully responsible for his/her financial obligations while attending the College.
- Documentation demonstrating adequate accident, health, and life insurance that must be maintained during all periods of enrollment.
- A completed application for admission.

Accelerated high school students

- A student may enroll who meets the provisions of state policy, which stipulates that a student may enroll who has completed the tenth grade, has a cumulative "B" average, and has been recommended by the local principal. The student may enroll only in postsecondary courses for which he/she has completed high school prerequisites.

The Chancellor may grant exceptions for students documented as gifted and talented according to the standards in the State Plan for Exceptional Children and Youth.

Dual-enrollment/dual-credit high school students

- Dual-enrollment/dual-credit high school offerings allow eligible high school students in grades ten, eleven, and twelve to enroll in college classes concurrently with high school classes, either on the college campus or at the high school, and receive both high school and college credit. Students must have a “B” grade average and must be recommended by the Principal and Superintendent.

Noncredit students

- Noncredit students who enroll exclusively in noncredit courses may be granted admission without a minimum score on the ACT or SAT, a GED certificate, or transcripts from a high school or college.

Admission procedures

Standard admission procedures

To enroll in regular degree courses at CVCC, students must complete the following steps:

1. **Submit a completed Application for Admission to the Office of Admissions.**
2. **Provide sufficient documentation of identity.** One primary form of documentation such as an unexpired Alabama driver's license; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card; OR two secondary forms of documentation, one of which must be a photo identification card other than those specified above, AND one additional form of identification such as a Certificate of Naturalization; a Social Security card; a certified copy of a U.S. birth certificate.
3. **Submit official transcripts from previously attended high schools and/or colleges to the Office of Admissions.** Only transcripts that bear the official seal of the issuing institution and are sent directly from the institution will be accepted. Copies submitted directly by the student are not considered official.
4. **Submit a GED certificate.** All non-high-school graduates must submit scores on the General Educational Development Test and certification of achievement of the Certificate of High School Equivalency.
5. **Complete COMPASS test(s).** Students are notified of the date, time, and location for this testing.
6. Although the College does not require students to take the ACT test, if taken, students should have ACT scores sent to the College. Students must score 20 or above on the ACT verbal and math tests to be exempt from all academic testing. Students scoring 480 or above on the SAT verbal and 526 on the SAT math may also be exempt. Students who wish to be exempt from testing must provide official copies of ACT or SAT scores directly to the Office of Admissions.
7. All male students between the ages of eighteen and twenty-six must show proof of registration with the U.S. Selective Service System in accordance with § 36-26-15.1 of the Code of Alabama of 1974 (as amended).

Students who have taken the ASSET or COMPASS test within the past three years may also be exempt from academic testing by providing official copies of scores to the Office of Admissions.

Special admission procedures

Accelerated and dual-enrollment/dual-credit high school students

These students must show permission from the high school principal on a form that may be obtained from high school counselors. They will then follow standard application procedures.

Students who have earned the baccalaureate degree

An applicant who has earned the baccalaureate degree must submit only the transcript from the institution granting the baccalaureate degree. However, the applicant must submit transcripts from other institutions attended if he/she wishes consideration of those credits for transferability.

International students

In addition to following the standard admission procedures, international students must demonstrate proficiency in the use of the English language by submitting the results of the Test of English as a Foreign Language (TOEFL) to the Office of Admissions with an acceptable score of 500 or above on the paper-based test or 173 or above on the computer-based test. International students (under student visa) must submit evidence to the College that they have adequate life and accident/health insurance, and that they are able to cover educational and personal expenses required to achieve an associate degree from CVCC. Foreign student applicants must submit transcripts of all previous high school and college work (which must be translated into the English language) and two letters of reference.

The College will issue the I-20 form only after all required documents have been completed and the application for admission has been approved. An applicant who receives an I-20 form from CVCC to obtain a student visa to enter this country must attend the College for one semester before transferring to another college. A student who received an I-20 form from another college will not be admitted to CVCC.

International students must make their own arrangements for housing.

Readmission students

Individuals who previously attended CVCC and who seek to return after an absence of one semester (excluding the summer term) must submit an application for (re)admission and supply transcripts of all academic work taken since last attending CVCC.

Noncredit students

Individuals seeking to enroll in noncredit courses are required to register in the Workforce Development Office.

Admission status

Upon enrollment, a student's status will be indicated by one of the following designations:

Unconditional degree student

An unconditional degree student has completed all of the admissions requirements, participated in the College's academic assessment program (unless waived by College policy), and has been accepted into or is pursuing a program of study leading to an associate degree.

Conditional degree student

A conditional degree student has not submitted all admission documents required to the Office of Admissions and/or has not participated in the College's academic assessment program (unless waived by College policy), and is pursuing a program of study leading to an associate degree. This student may not register for another semester until all required documents are on file in the Office of Admissions and/or the academic assessment program has been completed.

Unconditional certificate student

An unconditional certificate student has completed all admissions requirements, participated in the College's academic assessment program (unless waived by College policy), and has been accepted into or is pursuing a program of study leading to a certificate of completion.

Conditional certificate student

A conditional certificate student has not submitted all required admission documents and/or has not participated in the College's academic assessment program (unless waived by College policy). This student may not register for a another semester until all required documents are on file in the Admissions Office and/or the academic assessment program has been completed.

Unconditional unclassified student

A student who completes all admissions requirements but who wants to enroll in courses for cultural improvement, enjoyment, or increased occupational proficiency may be admitted as an unconditional unclassified student. **Unclassified students are not required to complete assessment tests except when planning to enroll in English, reading, and/or mathematics courses. Individuals enrolled as unclassified students will not be eligible for financial assistance from the College, including Veteran's benefits.** Credits earned by unclassified students may be applied toward a degree when the credits earned are required for a particular degree program. The student may declare a degree by completing a Change of Status form in the Admissions Office.

Conditional unclassified student

A conditional unclassified student has not submitted all required documents to the Office of Admissions and otherwise falls into the category of unclassified student as defined above. This student may not register for another semester until all required documents are on file in the Office of Admissions.

Transient student

A transient student is enrolled at another institution and attends CVCC for one or more semesters with the permission of the parent institution where he/she is enrolled. A transient student must present to the Office of Admissions written authorization from the parent institution to attend CVCC. The transient student should enroll in only those courses approved in writing by the parent institution. A transient student is cautioned that courses not approved by the parent institution may not transfer to that institution.

Accelerated high school student

A student who is a rising junior or senior in high school may be classified as an accelerated high school student. This student may enroll in courses for which the high school prerequisites have been met and may take three hours per semester.

Dual-enrollment/dual-credit student

A dual-enrollment/dual-credit high school student is in grade ten or higher and meets entrance requirements established by the Alabama State Board of Education. The student must have at least a “B” grade average in completed high school courses, have written permission from the principal, and enroll in courses approved for dual credit by the high school and CVCC.

Noncredit student

A student who enrolls exclusively in noncredit courses may be granted admission without a minimum test score, a GED Certificate, or transcripts from a high school or college. Students must meet the general entrance requirements established by the College, complete the COMPASS placement testing, and meet all prerequisites for approved college courses.

Change of admission status

A student may change his/her admission status by meeting the requirements for the desired status and submitting a completed Student Change of Information Form to the Admissions Office.

Selection of program

The College helps students select courses and programs from which they can derive the most benefit. Individual abilities, previous training and education, and personal objectives are considered when advising students on appropriate programs and courses. Each student is assigned a faculty advisor during his/her first semester of enrollment.

Academic assessment and placement

The College requires each new student to participate in COMPASS testing, which involves tests in English, mathematics, and reading. The scores on these tests are used during academic advising to determine appropriate placement in certain courses. COMPASS scores are valid for three years.

Exceptions to the above requirement are allowed for students with scores of 480 or higher on the verbal and 526 or higher on the mathematics portions of the SAT and 20 or higher on the English and mathematics portions of the ACT. SAT, and ACT scores are valid for two years.

The College also requires transfer students to participate in academic assessment if they have not completed an English composition and/or a mathematics course. However, transfer students who have satisfactorily completed a college preparatory program (developmental courses) in English or mathematics at another Alabama Community College System institution are not required to participate in the academic assessment program.

English assessment - Each new student is required to take the Writing Skills Test. A student's placement in ENG 093 or ENG 101 is determined by the score achieved on this test.

Reading assessment - Each new student is required to take the Reading Skills Test. A student's placement in RDG 085 or RDG 114 is determined by the score achieved on this test.

Mathematics assessment - Each new student is required to take a Mathematics Test: Numerical and Algebra Skills. A student's placement in MTH 090, MTH 098, or a college level mathematics course is determined by the score achieved on this test.

After academic assessment, each student will be scheduled for an academically advised. The student must provide his/her advisor with a written copy of the assessment scores. The advisor will review these scores and help the student select a plan of study and appropriate classes.

A student who scores below the standard placement score and is placed in college preparatory courses (developmental studies) must continue those courses in the appropriate disciplines until academic deficiencies are remediated. A student enrolled in developmental courses in two or more of the disciplines may be prohibited from enrolling in more than a total of 12 semester credit hours.

Required English, mathematics, and orientation courses

Because competency in writing and reading is necessary for success in all courses at the College, students should register for English composition courses required in their programs of study each semester of enrollment until all required composition courses have been satisfactorily completed. Diagnosed reading course requirements must be satisfied the initial semester of enrollment and during consecutive semesters of enrollment until requirements are satisfactorily completed.

Students should register for required developmental courses in writing, reading, and mathematics during the initial semester of enrollment and continue to take the preparatory courses during consecutive semesters until all required preparatory courses have been satisfactorily completed.

An advisor will help the student schedule preparatory courses and will advise the student which regular-credit courses he/she may take along with developmental courses.

New students must register for ORI 101 (Orientation to College) or ORI 105 (Orientation to Student Success) during the first semester of enrollment if they have not completed 14 or more semester hours of college work prior to transferring to CVCC or are completing the Associate of Applied Science in Nursing.

WorkKeys

The WorkKeys system has been implemented at CVCC to help students improve and document their workplace skills. It consists of assessing students skills, determining skill levels needed for jobs, and targeting instruction to help students improve their skills. WorkKeys helps businesses communicate to educators the skills needed in the workplace. The goal is to ensure that Chattahoochee Valley Community College students are ready to succeed in their chosen fields.

Students pursuing most AAS degrees and certificates are required to enroll in WKO 101. This course utilizes the online software, Keytrain. Students are pre-tested in Keytrain to determine their skill level in three areas—Reading for Information, Applied Mathematics, and Locating Information. After taking the pre-tests, students are required to complete targeted instruction in preparation for WorkKeys testing, which will document their readiness for the workplace.

Veterans

Veteran students and/or their dependents may qualify for VA educational benefits. Students must self identify themselves with the school certifying official (SCO) located in the Financial Aid Office located in Wilson Hall.

Required documentation for students receiving veterans' benefits

1. All admission application requirements and official transcripts must be submitted to the Admissions Office located in Wallace Hall.
2. A copy of the student's *Certificate of Eligibility* letter to the school certifying official (SCO) in the financial aid office.

Enrollment certification for students receiving veterans' benefits

1. Certification will be granted only for those courses required for the student's declared area of concentration/degree program.
2. Certification will not be granted for courses audited.
3. Students should promptly notify the SCO of any change in enrollment status as this could result in overpayment of VA benefits.
4. Repeated courses in which a veteran has earned a passing grade will not be included in certification. (Example: Student passed ENG101 at another college. This student will not be certified for ENG101 at CVCC.)
5. If a VA student does not want to be certified for a particular term, a written request must be submitted to the SCO in the financial aid office and then the student must pay his/her tuition out of pocket.
6. If a student is absent for one term or more it is the student's responsibility to notify the SCO in the financial aid office that he/she is attending.
7. An email notification of each certification of enrollment will be sent to the student's email account.
8. All students working toward a *certificate program* must have their attendance verified by each instructor. If the instructor fails to verify attendance then the student's certification is adjusted to exclude that course. If the student is absent for more than 15% of the class then the student certification of enrollment will be terminated with the VA.
9. Certification can be done for **first-time** students before the *Certificate of Eligibility* is received with a copy of DD214 or letter from DoD concerning transfer to dependent. However the student would be responsible for the balance of his/her tuition out of pocket. This will only be done for the **first-time** attending CVCC student. After the first term a student must provide the SCO with a copy of his/her *Certificate of Eligibility*.
10. For Post 911 G.I. Bill (or Chapter 33) recipients with less than enough months than the length of the semester will be certified the same as before; however, the student will be required to pay out of pocket instead of charging their tuition. When the VA sends the partial payment, the student will be reimbursed that amount.



Financial Information

Residency and eligibility

Students or prospective students described below are eligible for in-state tuition rates. The College reserves the right to require proof of residency or eligibility for in-state tuition rates.

A resident student is defined as any of the following:

1. A citizen of the United States who has been a legal resident of Alabama for at least one year immediately preceding registration, or whose non-estranged spouse has been a legal resident of Alabama for such a period, or (in the case of dependent students) whose parent or legal guardian has been a legal resident of Alabama for such a period.
2. A member of the U.S. Armed Forces and officially stationed in Alabama at the time of registration, or whose non-estranged spouse, or (in the case of dependent students) whose parent or legal guardian is a member of the U.S. Armed Forces and officially stationed in Alabama at the time of registration, or whose non-estranged spouse has been discharged from the Armed Forces and formally declared Alabama as his/her state of residency, or who is a dependent whose parent or legal guardian has been discharged from the Armed Forces and formally declared Alabama as his/her state of residency.
3. A person who resides in Alabama and is an “immigrant,” that is, a non-citizen admitted for permanent residence who has been issued an Alien Registration Receipt Card by the Immigration and Naturalization Service.
4. A person who currently resides in Alabama and is a “Parolee,” that is a non-citizen who has been “paroled” into the United States at the discretion of the United States Government and who is issued an “I-94 Card” stamped “Parolee.” (Examples are Cubans and Vietnamese who have left their native countries for political reasons).
5. A person who currently resides in Alabama and is an “Entrance,” that is, a non-citizen who has been allowed into the United States at the discretion of the U.S. Government and who has not been issued an Alien Registration Receipt Card. (Examples are Cambodian refugees and Haitians.)

Also eligible for in-state tuition rates, whether or not a resident of Alabama, is a student meeting any of the following criteria:

1. A person who holds full-time permanent employment in Alabama or whose nonestranged spouse* holds permanent full-time employment in Alabama; a dependent* whose parent* or legal guardian* holds full-time permanent employment in Alabama.
2. A person who is incarcerated in a State or Federal correctional institute in Alabama.
3. A person who resides in a county in a state contiguous to Alabama that has a reciprocal agreement with the State of Alabama Board of Education. In Georgia, this includes residents of Muscogee, Harris, Stewart, Chattahoochee, Clay, Heard, Macon, Marion, Meriwether, Quitman, Randolph, Schley, Sumter, Talbot, Taylor, Terrell, Troup, Upson, and Webster Counties.
4. Active-duty military personnel at Fort Benning and dependents.

Students who do not fall into any of the categories described above for in-state tuition eligibility will pay tuition and fees at the out-of-state rate.

* The student, parent, guardian, or spouse does not need to be a resident of Alabama. The term “dependent” is defined in accordance with the U.S. Internal Revenue Service code.

Tuition and fees

Total tuition and fee charges include the amounts of \$107 tuition, \$9 facilities fee, \$9 technology fee, \$12 building fee, and \$1 bond surety fee for a total of \$138 per semester hour for in-state students. Out-of-state tuition rates include the amounts of \$214 tuition, \$9 facilities fee, \$9 technology fee, \$12 building fee, and \$1 bond surety fee for a total of \$245 per semester hour. Tuition for distance learning classes is \$138 per credit-hour for in-state students and \$276 per credit hour for classified out-of-state students (no fees charged for distance learning classes).

The College reserves the right to change, modify, or alter fees, charges, expenses, and costs of any kind as approved or authorized by the State Board of Education.

CVCC 2011 - 2012 Tuition and Fee Schedule				
	Traditional		Distance Learning	
Credit Hours	Alabama Resident	Non-Resident of Alabama	Alabama Resident	Non-Resident of Alabama
1	\$138.00	\$245.00	\$138.00	\$276.00
2	\$276.00	\$490.00	\$276.00	\$552.00
3	\$414.00	\$735.00	\$414.00	\$828.00
4	\$552.00	\$980.00	\$552.00	\$1,104.00
5	\$690.00	\$1,225.00	\$690.00	\$1,380.00
6	\$828.00	\$1,470.00	\$828.00	\$1,656.00
7	\$966.00	\$1,715.00	\$966.00	\$1,932.00
8	\$1,104.00	\$1,960.00	\$1,104.00	\$2,208.00
9	\$1,242.00	\$2,205.00	\$1,242.00	\$2,484.00
10	\$1,380.00	\$2,450.00	\$1,380.00	\$2,760.00
11	\$1,518.00	\$2,695.00	\$1,518.00	\$3,036.00
12	\$1,656.00	\$2,940.00	\$1,656.00	\$3,312.00
13	\$1,794.00	\$3,185.00	\$1,794.00	\$3,588.00
14	\$1,932.00	\$3,430.00	\$1,932.00	\$3,864.00
15	\$2,070.00	\$3,675.00	\$2,070.00	\$4,140.00
16	\$2,208.00	\$3,920.00	\$2,208.00	\$4,416.00
17	\$2,346.00	\$4,165.00	\$2,346.00	\$4,692.00
18	\$2,484.00	\$4,410.00	\$2,484.00	\$4,968.00
19	\$2,622.00	\$4,655.00	\$2,622.00	\$5,244.00
20	\$2,760.00	\$4,900.00	\$2,760.00	\$5,520.00
21	\$2,898.00	\$5,145.00	\$2,898.00	\$5,796.00
22	\$3,036.00	\$5,390.00	\$3,036.00	\$6,072.00
23	\$3,174.00	\$5,635.00	\$3,174.00	\$6,348.00
24	\$3,312.00	\$5,880.00	\$3,312.00	\$6,624.00
25	\$3,450.00	\$6,125.00	\$3,450.00	\$6,900.00

Permission to take more than 19 credit hours must be approved by the Dean of Instruction.

Tuition and fees are due at the time you register.

Make all checks and money orders payable to *Chattahoochee Valley Community College*.

The College also accepts Mastercard and Visa credit cards.

Sponsored students

Sponsored students include those whose expenses are paid by agencies such as the Vocational Rehabilitation Service. Such students must present written authorization from the sponsoring agency to the Business Office in order to register without personally paying tuition and fees at the time of registration.

Approximate costs for Associate Degree in Nursing-Mobility Program

Fees listed below are subject to change.

First Semester (Fall Semester)

Tuition (6 credit hours)	\$702 resident / \$1,242 non resident
Comprehensive Assessment	\$195.60
Lab Fee	\$10
Liability Insurance	\$10
Uniforms	\$60-\$75
Books	\$350
Nursing Kit	\$120
Background Check and Drug Screening	\$100
Total (approximate)	\$1,781-\$3,965

Second Semester (Summer Semester)

Tuition (5 credit hours)	\$585 resident/\$1,035 non resident
Tuition (with non-nursing courses/12 credit hours)	\$1,404 resident/\$2,484 non resident
Comprehensive Assessment	\$195.60
Lab fee	\$10
Liability Insurance	\$10
Books	\$350
Random Drug Screen (as identified)	\$30
Total (approximate)	\$1,180-\$3,079

Third Semester (Fall Semester)

Tuition (6 credit hours)	\$702 resident/\$1,242 non resident
Tuition (with non-nursing courses/12 credit hours)	\$1,404 resident/\$2,484 non resident
Comprehensive Assessment	\$195.60
Lab fee	\$10
Liability Insurance	\$10
Books	\$200
Random Drug Screen (as identified)	\$30
Total (approximate)	\$1,147-\$2,929

Fourth Semester (Spring Semester)

Tuition (10 credit hours)	\$1,170 resident/\$2,070 non resident
Tuition (with non-nursing courses/13 credit hours)	\$1,521 resident/\$2,691 non resident
Comprehensive Assessment	\$195.60
Lab fee	\$10
Liability Insurance	\$10
Graduation Fee (required)	\$60
Books	\$200
Random Drug Screen (as identified)	\$30
Pin (optional)	\$35-\$80
Total (approximate)	\$1,710-\$3,276

Licensing Fees

NCLEX-RN fee (paid to outside vendor)	\$200
Board application (paid to outside vendor, varies from state-to-state).	\$40-85

Note: There will be an initial required drug test and one random drug test throughout the program. Students must pass the initial and random drug tests in order to be officially accepted and to progress in the program.

Approximate costs for Associate Degree in Nursing (ADN) Program

Fees listed below are subject to change.

First Semester (Fall Semester)

Tuition (8 credit hours).	\$936 resident/\$1,656 non resident
Tuition (with non-nursing courses/15 credit hours)	\$1,755 resident/\$3,105 non resident
Comprehensive Assessment.	\$195.60
Lab Fee	\$10
Liability Insurance.	\$10
Uniforms.	\$60-\$75
Books.	\$350
Nursing Kit.	\$120
Background Check and Drug Screening.	\$100
Total (approximate).	\$1,781-\$3,965

Second Semester (Spring Semester)

Tuition (13 credit hours)	\$1,521 resident/\$2,691 non resident
Tuition (with non-nursing courses/20 credit hours)	\$2,340 resident/\$4,140 non resident
Comprehensive Assessment.	\$195.60
Lab Fee	\$10
Liability Insurance.	\$10
Books.	\$200
Random Drug Screen (as identified)	\$30
Total (approximate).	\$1,966-\$4,585

Third Semester (Summer Semester)

Tuition (5 credit hours).	\$585 resident/\$1,035 non resident
Tuition (with non-nursing courses/12 credit hours)	\$1,404 resident/\$2,484 non resident
Comprehensive Assessment.	\$195.60
Lab Fee	\$10
Liability Insurance.	\$10
Books.	\$350
Random Drug Screen (as identified)	\$30
Total (approximate).	\$1,180-\$3,079

Fourth Semester (Fall Semester)

Tuition (6 credit hours).	\$702 resident/\$1,242 non resident
Tuition (with non-nursing courses/12 credit hours)	\$1,404 resident/\$2,484 non resident
Comprehensive Assessment.	\$195.60
Lab Fee	\$10
Liability Insurance.	\$10
Books.	\$200
Random Drug Screen (as identified)	\$30
Total (approximate).	\$1,147-\$2,929

Fifth Semester (Spring Semester)

Tuition (10 credit hours)	\$1,170 resident/\$2,070 non resident
Tuition (with non-nursing courses/13 credit hours)	\$1,521 resident/\$2,691 non resident
Comprehensive Assessment	\$195.60
Lab Fee	\$10
Liability Insurance	\$10
Graduation Fee (required)	\$60
Books	\$200
Random Drug Screen (as identified)	\$30
Pin (optional)	\$35-\$80
Total (approximate)	\$1,710-\$3,276

Licensing Fees

NCLEX-RN fee (paid to outside vendor)	\$200
Board application (paid to outside vendor, varies from state-to-state)	\$40-85

Approximate costs for Licensed Practical Nursing (LPN) Program

Fees listed below are subject to change.

First Semester (Fall Semester)

Tuition (8 credit hours)	\$936 resident/\$1,656 non resident
Tuition (with non-nursing courses/15 credit hours)	\$1,755 resident/\$3,105 non resident
Comprehensive Assessment	\$267.34
Lab Fee	\$10
Liability Insurance	\$10
Uniforms	\$60-\$75
Books	\$350
Nursing Kit	\$120
Background Check and Drug Screening	\$100
Total (approximate)	\$1,853-\$4,037

Second Semester (Spring Semester)

Tuition (13 credit hours)	\$1,521 resident/\$2,691 non resident
Tuition (with non-nursing courses/20 credit hours)	\$2,340 resident/\$4,140 non resident
Comprehensive Assessment	\$267.34
Lab Fee	\$10
Liability Insurance	\$10
Books	\$200
Random Drug Screen (as identified)	\$30
Total (approximate)	\$2,038-\$4,657

Third Semester (Summer Semester)

Tuition (14 credit hours)	\$1,638 resident/\$2,898 non resident
Comprehensive Assessment	\$267.34
Lab Fee	\$10
Liability Insurance	\$10
Graduation Fee (required)	\$25
Books	\$200
Random Drug Screen (as identified)	\$30
Pin (optional)	\$35-\$80
Total (approximate)	\$2,215-\$3,520

Licensing Fees

NCLEX-RN fee (paid to outside vendor)	\$200
Board application (paid to outside vendor, varies from state-to-state).	\$40-85

Approximate costs for Medical Assisting Program

Fees listed below are subject to change.

Background check and drug screening	\$100
Physical exam (will vary according to personal insurance coverage)	\$65 - \$300
TB skin test (no cost to Alabama residents)	\$30
Hepatitis B immunization	\$210 (series) or \$70 per shot (Must have at least one of the three immunizations to begin clinical rotations)
Uniforms	\$50 - \$100
Clinical lab kit	\$60
AAMA Certification exam (at completion of AAS requirements)	\$125

Note: Tuition and books-costs vary each semester depending upon the number of courses in which the student is enrolled.

Approximate costs for Nursing Assistant (NAS 100) students

Fees listed below are subject to change.

Tuition (4 ch)	\$392 (in-state fee)
Textbook/workbook	\$75 - \$100
Background check	\$50
Physical exam (will vary according to personal insurance coverage)	\$65 - \$300
Hepatitis B immunization	\$210 (series) or \$70 per shot (Must have at least one of the three immunizations to begin clinical rotations)
Uniforms	\$25 - \$50
Alabama Certification exam	\$95

Other fees

Certificate (nonrefundable)	\$ 25
Graduation (nonrefundable)	\$ 60
Late registration (nonrefundable)	\$ 25
Microsoft Certification testing fee (nonrefundable)	\$ 85
required of all students enrolled in the following courses:	
CIS 111/OAD 125	CIS 115/OAD 246
CIS 113/OAD 243/ACC 149	CIS 117/OAD 244
Transcript faxing (nonrefundable)	\$ 8
Returned check (nonrefundable)	\$ 30
Compass retest (nonrefundable)	\$ 8
ID replacement (nonrefundable)	\$ 5
CPR/EMS Certification	\$ 10
WorkKeys testing fee (nonrefundable)	\$16.50

Withdrawals and refunds

Alabama Community College System policy

Students or their sponsored agencies (other than Title IV students) will be refunded according to the following schedule:

Partial withdrawals

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including the facilities fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period as defined below.

Complete withdrawals

Students who withdraw from all classes in which they are registered are due a refund according to the following criteria:

Regular Semester

Withdrawal before the first instructional day of the semester	100%
Withdrawal during the first week of the semester	75%
Withdrawal during the second week of the semester	50%
Withdrawal during the third week of the semester	25%
After the end of the third week of the semester	No refunds are given

Term I and II

Withdrawal before the first instructional class day of the term	100%
Withdrawal during the first and second class days of the term	75%
Withdrawal during the third and fourth class days of the term	50%
Withdrawal during the fifth and sixth class days of the term	25%
After the end of the sixth class day of the term	No refunds are given

Administrative fee

Students who completely withdraw from all classes in which they are registered within the period beginning the first day of class and ending at the end of the third week of class shall be assessed an administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller.

To drop or withdraw from courses in which they are enrolled, students may secure the appropriate forms from the Admissions Office. The student must then obtain signatures from all instructors whose classes are involved, from the Financial Aid Office, from the Learning Resource Center, and from the Business Office. A scholarship student must also secure the signature of their scholarship supervisor. When the student has all the required signatures, the form must be returned to the Admissions Office. **Drops and withdrawals are not official until all steps are completed.**

Federal Title IV (Pell Grant) refund and repayment policy

This policy affects CVCC students who receive Pell and SEOG grants.

Title IV regulations specify that funds are awarded to a student under the assumption that the student will attend College for the entire period for which the assistance is awarded.

Title IV regulations state that a student and CVCC are eligible to keep only the amount of Title IV funds earned. Unearned Title IV funds must be refunded to the federal government. Therefore, when a student receives Title IV funds (Pell or SEOG) within a semester and then drops, withdraws, or stops going to class before completing the 60 percent enrollment period of the term, the student becomes personally responsible for unpaid tuition and fees. The student

will owe CVCC for unpaid tuition and fees. Please see CVCC semester class schedules for Title IV refund dates.

If a student owes CVCC for tuition and fees due to refunded Title IV funds, a hold is placed on his/her account. When an account is on hold, the student will not be able to receive grades or register for future semesters until the amount is paid in full. Also, if student accounts are not paid to CVCC in a timely manner, the accounts will be turned over to a collection agency and will be reported to the Credit Bureau. All students with accounts turned over to collections will be responsible for paying any and all collection costs.

Examples of the federal refund policies can be found in student financial brochures supplied by the Financial Aid and/or the Business Office.

Student holds

The Troy University–Phenix City Bookstore, Office of Admissions, Business Office, Learning Resources Center, and Parking “holds” will prevent students from registering, obtaining or sending College transcripts, receiving grades, or receiving student payable checks. If a student has a hold on their account, it should be cleared immediately.

Financial aid and scholarships

The Office of Financial Aid provides financial assistance to students who need aid in order to attend college. Financial aid provides students with supplementary funds to help offset expenses. ***Application materials and further information on financial aid programs may be obtained from the Office of Financial Aid located in Wilson Hall.***

Chattahoochee Valley Community College does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age in regard to financial aid. Please see our nondiscrimination policy on page ii of this catalog.

Financial aid at CVCC is distributed on the basis of need as determined by the Free Application for Federal Student Aid (FAFSA) form.

Three types of aid are available: grants, work opportunities, and scholarships. Listed below are programs from which CVCC students may receive aid.

Grants and work opportunities

If a student is eligible to receive a grant or a college work-study job, he/she may receive the aid as long as he/she meets the standards for satisfactory academic progress applicable to all students and does not owe repayment on aid previously received. The student should understand the standards for satisfactory academic progress and the repayment policies before he/she accepts aid. Further clarification may be obtained from the Office of Financial Aid.

Application procedures

Students applying for financial aid through Chattahoochee Valley Community College must:

1. Complete and mail the Free Application for Federal Student Aid form or complete the application online at www.fafsa.ed.gov.
2. Submit additional documentation, verification, corrections, and information requested by the Office of Financial Aid or the agency that determines the student's eligibility.

Federal programs

Pell Grant (Title IV Federal Financial Aid) - The primary source of student financial aid is Title IV Federal Financial Aid, also called the Pell Grant program. Within four weeks after the student has mailed the application, he/she will receive a Student Aid Report that will indicate if he/she is eligible for a Pell Grant. If the student is eligible, he/she will receive an award letter indicating the amount of award.

Course load requirements - To receive the amount of Pell Grant as indicated on the financial aid award letter, a student must enroll for a full-time load, which is a minimum of twelve credit hours each semester. A student who enrolls for fewer than twelve credit hours will have his/her Pell Grant award adjusted according to his/her registration status. Students enrolling in nine to eleven credit hours are considered three-quarter time, six to eight credit hours are half-time, and one to five credit hours are less than half-time.

Standards of academic progress - To maintain eligibility to receive the Pell Grant, a student must be in good standing and making satisfactory progress, according to the Standards of Academic Progress, toward completing his/her program of study.

Satisfactory progress will be checked each year at the end of each Spring Semester for Pell Grant students. Students not maintaining satisfactory progress will be notified in writing.

The following conditions apply to maintaining eligibility to receive federal aid at the College:

1. To be eligible for the Pell Grant, students must meet the standards of progress requirements applicable to all students at the College. (See Standards of Academic Progress in this catalog).
2. When a student is academically suspended, whether the student serves the suspension or is readmitted on appeal, the student is not eligible to receive a Pell Grant for the duration of the suspension. The student will not be eligible to receive a Pell Grant again until he/she achieves a GPA of 2.0 or above based on successfully completing at least one semester of a full load (12 hours during one semester at the College).
3. Eligible students may receive Pell Grants for a period of time not to exceed 1.5 times the normal length* of a specific program.
4. Each academic year, a student with a Pell Grant must earn two-thirds of the minimum number of hours required for each academic year to complete a program in the normal length* of time allowed. For programs of one academic year or less, student progress will be measured before the end of the program. If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion.
5. Students who do not meet these standards will be ineligible for Pell Grants.
6. Pell Grant recipients who enroll in a college preparatory (remedial) course may not enroll in the same class more than three times and continue to receive financial aid. A Pell Grant recipient may not be paid for more than thirty semester hours of college preparatory work.

*For information about the "normal length of time" required for each program of study at the College, the student should consult the Director of Financial Aid located in Wilson Hall.

7. Students who cannot comply with the standards of progress policy for maintaining financial aid eligibility due to extenuating circumstances may submit a written appeal to the Director of Financial Aid.

Students may choose to change programs of study, but program completion must be accomplished within the established time frame.

Appeal process for financial aid suspension status

Once a student has been placed on financial aid suspension, they will be notified in writing or via electronic communication. He/she will be given specific instructions as to how to appeal, a timeline to appeal and how they will be notified of the appeal decision.

All appeals must be in writing and documentation attached of the reason(s) given in the appeal. The student must explain how the situation occurred that resulted in the suspension and what circumstances have changed that will now allow him/her to be a successful student.

If the appeal is granted, the student will be placed on Financial Aid Probation for one term. At the end of that probation term, status will be re-checked and if satisfactory academic standing has been maintained, probationary status will be removed. At the end of the probationary term, they must make a minimum GPA of 2.0 and successfully completed 2/3 of hours for which they registered. Failure to do this will result in another suspension status and the student will have to re-establish eligibility for financial aid as indicated in the catalog under: Financial Aid and Scholarships --Standards of Academic Progress.

Only one successful appeal will be granted unless there is documented proof of extreme circumstances.

Federal Supplemental Education Opportunity Grant - This grant may be given to a student who, after receiving a Pell Grant, is still in financial need. Awards are usually \$400 per academic year. The Free Application for Federal Student Aid form is used to determine eligibility. Preference will be shown to students meeting the July 1 priority date.

Federal College Work-Study Program - A student who demonstrates need for financial assistance is eligible for a part-time job, paid on an hourly basis, to help finance his/her education. The amount of money a student may earn is limited to the financial need he/she demonstrates. The number of positions available is limited, so preference will be shown to students meeting the July 1 priority date.

Alternative Private Student Loans - A student may be eligible to receive a student loan through a private vendor. Please visit the Financial Aid Office for additional information.

State program

Alabama Student Assistance Program (ASAP) - The Alabama Student Assistance Program assists exceptionally needy students. It consists of Federal and State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds are gifts that do not have to be repaid. Students should complete the Free Application for Federal Student Aid form to apply. Priority is given to those who receive Federal Pell Grants and who meet the July 1 priority date. For more information about the Alabama Student Assistance Program, contact the Office of Financial Aid.

Scholarships

A number of scholarships are offered by Chattahoochee Valley Community College that cover in-state tuition. Applications may be obtained from the Office of Financial Aid. The deadline for application is March 1.

Presidential/Academic Scholarships - Students who possess a grade point average of 85 percent or better in all academic course work in high school are eligible to apply for Presidential/Academic scholarships awarded annually.

Leadership scholarships - Students who have a grade point average of 80 percent or better in all academic course work in high school and have been active in school and/or community functions, are eligible to apply for leadership scholarships awarded annually.

Performing Arts scholarships - The College awards a number of scholarships in Drama and Music (vocal and instrumental). Interested applicants should contact the Office of Financial Aid or the Chairperson of the Language and Fine Arts Division.

Career/Technical scholarships - Students who have a grade point average of 80 percent or better in all academic course work in high school and are interested in a career in an applied field of study, are eligible to apply for a career technical scholarship annually.

Athletic scholarships - Athletic scholarships are awarded based on recommendations of the coaches and/or the Athletic Director. Athletic scholarships are awarded for men's baseball and basketball, and women's fast pitch-softball and basketball.

Foundation scholarships - A limited number of scholarships are available from the CVCC Foundation. They are awarded on a competitive basis, with financial need and grade point average being the primary considerations. Applicants must complete an application and appear at an interview with the Foundation Scholarship Committee. The Foundation Scholarship Committee meets only once each semester. All CVCC Foundation scholarship applications may be obtained from the Financial Aid Office.

Senior Adult scholarship program - The Alabama State Board of Education has approved the waiver of tuition for Alabama residents age 60 and over who wish to enroll in college credit courses. This scholarship (waiver of fees) applies only to tuition. It does not apply to fees, books, or supplies.

These scholarships are available to individuals who meet admission requirements and have completed the admission process. Proof of age is required. Persons who wish to attend the College under this program must contact the Office of Admissions before registration. Admission is on a space-available basis.

Veterans

Veteran students and/or their dependents may qualify for VA educational benefits. Students must self identify themselves with the school certifying official (SCO) located in the Financial Aid Office located in Wilson Hall.

Required documentation for students receiving veterans benefits

1. All admission application requirements and official transcripts must be submitted to the Admissions Office located in Wallace Hall.

2. A copy of the student's *Certificate of Eligibility* letter to the school certifying official (SCO) in the financial aid office.

Enrollment certification for students receiving veterans' benefits

1. Certification will be granted only for those courses required for the student's declared area of concentration/degree program.
2. Certification will not be granted for courses audited.
3. Students should promptly notify the SCO of any change in enrollment status as this could result in overpayment of VA benefits.
4. Repeated courses in which a veteran has earned a passing grade will not be included in certification. (Example: Student passed ENG 101 at another college. This student will not be certified for ENG101 at CVCC.)
5. If a VA student does not want to be certified for a particular term, a written request must be submitted to the SCO in the financial aid office and then the student must pay his/her tuition out of pocket.
6. If a student is absent for one term or more it is the student's responsibility to notify the SCO in the financial aid office that he/she is attending.
7. An email notification of each certification of enrollment will be sent to the student's email account.
8. All students working toward a *certificate program* must have their attendance verified by each instructor. If the instructor fails to verify attendance then the student's certification is adjusted to exclude that course. If the student is absent for more than 15% of the class then the student certification of enrollment will be terminated with the VA.
9. Certification can be done for **first-time** students before the *Certificate of Eligibility* is received with a copy of DD214 or letter from DoD concerning transfer to dependent. However the student would be responsible for the balance of his/her tuition out of pocket. This will only be done for the **first-time** attending CVCC student. After the first term a student must provide the SCO with a copy of his/her *Certificate of Eligibility*.
10. For Post 911 G.I. Bill (or Chapter 33) recipients with less than enough months than the length of the semester will be certified the same as before; however, the student will be required to pay out of pocket instead of charging their tuition. When the VA sends the partial payment, the student will be reimbursed that amount.

Alabama G.I. Dependents' Scholarship Program - The Alabama Department of Veterans Affairs offers financial assistance to eligible dependents of Alabama disabled veterans. For application requirements visit <http://www.va.state.al.us/scholarship.htm> for more information or visit local VA office, usually located in county courthouse, to apply for state benefits. This scholarship does not cover facilities fees and building fees.

In addition to the listed scholarships, numerous full and partial scholarships are available through various endowments, clubs, businesses, and organizations. These scholarship awards are subject to availability of funds and are not to exceed one year. The Office of Financial Aid has a list of these opportunities.



Student Development and Student Services

Chattahoochee Valley Community College contributes to the total development of students by helping them pursue both personal and educational goals. Many services are available to students: tutoring, testing, orientation, counseling and guidance services, academic advisement, student activities and organizations, career development, and job placement assistance.

Records

The Office of Admissions maintains student records and, with a written request from a student, will issue transcripts. The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the rights of the student with regard to records and other information that may be maintained and/or released.

Release of student records

In compliance with and pursuant to the Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment, a student's records will not be released by College personnel except with written consent from the student, a written request in the form of a court order, and/or as otherwise expressly provided in the Family Educational Rights and Privacy Act of 1974.

Student records held by the College will be accessible to students when requested. College personnel who have knowledge of the individual's record (normally the Dean of Student and Administrative Services) will be present to explain the contents of the file.

After receiving a written request from a student to review his/her college record, the Dean of Student and Administrative Services will arrange, as promptly as is reasonably possible, a time when the records may be reviewed in the presence of appropriate college personnel. The student is not permitted to remove the file or remove any of its contents for purposes of reproducing materials within the file unless permission is granted by the Dean of Student and Administrative Services. To review a file, the student must present proper identification, complete appropriate form(s) certifying that he/she has requested to review his/her records, and that CVCC has complied with the request.

A challenge concerning the contents of a student's record shall first be made to the Dean of Student and Administrative Services within five days from the date of the review of the record. The challenge may be made orally or in writing and shall follow essentially the procedures outlined in the Institutional Policy Manual for resolving grievances, beginning at the Office of Admissions as Level One, with the objective of resolving the matter informally at the lowest-level position. If, as a result of the procedure outlined in Level One, the matter is not resolved, then within five working days, the procedure outlined in Level Two may be followed, with the challenge being filed in writing specifying the following: (a) the specific records being challenged; (b) results of previous discussions; and (c) dissatisfaction with previous decisions.

Directory information

A student has the right to have his/her name and directory information concerning him/her omitted from any directory published and distributed on or off campus. Directory information consists of name, address, date and place of birth, participation in officially recognized activities and sports, weight and height for athletic team members, telephone number, class standing, curriculum, degrees or certificates, awards received, and dates attended.

When a student requests that any part of his/her directory information be withheld, all directory information concerning him/her will be omitted from all publications. Students desiring to have any directory information withheld must submit a written request to the Office of Admissions. The request must be renewed each academic year.

Information from records, files, or data directly related to a student, other than “directory” information, will not be disclosed to anyone outside the College without written consent from the student, except pursuant to a lawful court order, or in a case in which education or government officials have a lawful need for information, or as otherwise specifically authorized by the Buckley Amendment. However, information contained in such records may be disclosed within the College to officials and staff members who need that particular information.

Students have access to all such information on themselves, with the exceptions outlined in this policy statement.

Counseling and advising

Chattahoochee Valley Community College does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age in regard to counseling and advising, providing access to, or in the operations of its programs and services, including academic placement testing. Requests for reasonable accommodations for students with disabilities should be directed to Ms. Vickie Williams, Student ADA Coordinator, in Wilson Hall, who can be reached at 334-214-4803. Please see our nondiscrimination policy on page ii of this catalog.

Counseling and advising services are available to all students. Students may receive help with problems concerning choice of curriculum or program, career planning, student orientation, transfer advising, adjusting to college, and/or coping with daily demands. Referrals are available for problems of a personal nature. Students are encouraged to visit the Office of Counseling and Advising in Wilson Hall. Appointments may also be made. Office hours are as follows:

Monday through Thursday, 8:00 A.M. - 7:00 P.M. and Friday, 8:00 A.M. - 12 NOON

Academic advising

As soon as a student is admitted to the College, he/she will be assigned an advisor who will help the student plan a program of study appropriate for the student's interests and abilities. A student may also consult with an advisor about scheduling classes. It is the student's responsibility to make an appointment and meet with the advisor during the advisor's scheduled office hours for the purpose of planning programs and courses for each semester. Unclassified students who are interested in exploring program options available at the College may also contact the office of Counseling and Advising in Wilson Hall.

Academic advising philosophy

Chattahoochee Valley Community College recognizes academic advising as an essential part of the educational process. The primary focus of academic advising at CVCC is to help students to pursue realistic academic and career goals by providing them with accurate information and guidance to support them in the decision-making process. Furthermore, academic advising should help students recognize and accept responsibility for making choices about their educational programs.

To be effective, academic advising must be taken seriously by students, advisors, and the institution with an understanding that academic advising is more than completion of simple clerical functions. Effective academic advising requires an open environment in which the advisor is concerned about the student's welfare in pursuit of academic and career goals. Effective academic advising is concerned with student development and helps students establish educational plans consistent with life goals, as well as helping students evaluate and re-evaluate their progress toward established goals.

The institution, advisor, and student have responsibilities that must be accepted and fulfilled if students are to receive the benefits of an efficient and effective academic advising process.

Responsibilities of the institution

1. Provide advisors with accurate and complete information on institutional policies and procedures, program of study requirements, courses of instruction, graduation requirements, and available institutional resources.
2. Provide advisors with all student data needed, accurate current student transcripts, and evaluation of transfer credit.
3. Provide advisors with forms and reference materials needed in the advising process.
4. Assign advisors and inform students of the identity, office location, and office telephone number of their respective advisors and times advisors may be contacted to make appointments.
5. Provide new students with academic orientation.
6. Administer placement tests to new students upon admission, including portions of placement tests to transfer students when needed.
7. Provide advising services to students with special needs, particularly students covered by the Americans with Disabilities Act.
8. Conduct advising orientation for new advisors and workshops for training and updating advisors periodically.

Responsibilities of the advisor

1. Be accessible to students.
2. Maintain accurate records of information relative to each advisee's academic activities and progress.
3. Be aware of each advisee's educational and career goals and, when needed, help students formulate and clarify these goals.
4. Guide students in obtaining accurate information about transfer institutions.
5. Provide students with information about alternatives, limitations, and possible long- and short-range consequences of academic choices.
6. Refer students to appropriate college services or off-campus agencies.
7. Help students choose courses appropriate for their respective educational and career goals and evaluate progress toward these goals.
8. Schedule appointments with advisees to ensure adequate time to discuss each advisee's academic progress.
9. As much as possible, help students make long-range plans about scheduling courses.

10. Focus on *which* as well as *why* particular courses should be taken.
11. Before signing the registration form, verify accuracy of schedule information (course numbers, section numbers, and class meeting days, times, and locations).

Responsibilities of the student advisee

1. When appropriate, be sure that academic records from other educational institutions have been sent to CVCC.
2. Know his/her advisor's identity, office location, office telephone number, and office hours.
3. Schedule an advising appointment at least once per term with his/her advisor apart from the scheduling and registration process.
4. Promptly keep appointments. If unable to keep appointments, notify the advisor as soon as possible and schedule a new appointment.
5. Discuss educational and career goals with his/her academic advisor and other resource persons.
6. Develop educational and career goals.
7. Be aware of CVCC policies and procedures, program-of-study requirements, and graduation requirements of CVCC and the institution to which he/she plans to transfer.
8. Be prepared for the advising appointment for scheduling classes before meeting with the advisor. Students should study the class schedule, know courses needed, have a list of alternatives, know which courses are offered at times they can attend, and have a list of questions for the advisor.
9. Accept responsibility for academic choices. The advisor may discuss options with the student, but the student must make the decisions.
10. Maintain personal records of academic activities and progress.
11. Seek help from the advisor when needed. The student should consult with the advisor whenever he/she is not certain of the best academic action to take and before making changes in the program of study.
12. Before signing the registration form, verify accuracy of all schedule information (course numbers, section numbers, and class meeting days, times, and locations).

Job placement

Students and alumni seeking help with job placement are encouraged to visit the Office of Counseling and Advising in Wilson Hall. Listings of part-time and full-time positions are on file.

Testing

Several interest, aptitude, and proficiency tests are available to help students examine their educational and vocational objectives. Anyone interested in taking advantage of the available testing services should contact the Office of Counseling and Advising located in Wilson Hall.

GED Test Center - CVCC has been designated a General Educational Development testing center by the State of Alabama. Information relative to test dates may be obtained by calling 334-291-4941.

ACT Test Center - CVCC has been designated as a test center for the administration of the American College Testing Program. Registration packets may be picked up from the Switchboard or the Office of Counseling and Advising in Wilson Hall.

COMPASS - A comprehensive, computer-adaptive assessment that helps determining a student's placement into appropriate courses to maximize success in college.

Student development

Student development is important to the educational experience at CVCC. A comprehensive program of activities is provided through campus organizations recognized by the Student Government Association.

Students may participate in student government, service organizations, special interest clubs, choir, band, theater, athletics, and other activities. To learn more about clubs and organizations on campus, refer to the *Student Handbook* or contact the Office of Student Development in Owen Hall.

Athletics

CVCC is a member of the National Junior College Athletic Association and the Alabama Junior College Athletic Conference. The College participates in varsity competition in men's baseball, women's softball, men's basketball, and women's basketball. The College competes with other members of its conference and junior colleges from other states. CVCC's athletic programs do not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age. Please see our nondiscrimination policy on page ii of this catalog.

Student Government Association

All students attending CVCC may participate in the activities of the College through the Student Government Association (SGA). SGA provides students with opportunities to be involved in leadership and student decision-making by acting as the governing body for student organizations on campus.

Student honors

Christopher Clarke Patterson Award - The Christopher Clarke Patterson Award is given annually to a student who excels in community and college service, as well as in scholarship. The award honors the memory of Chris Patterson, an advisor, mentor, instructor, and friend to many at Chattahoochee Valley Community College.

Who's Who Among Students in American Junior Colleges - The Office of Student Services annually submits names of students who have distinguished themselves in different areas of campus life for inclusion in this publication.

President's Award - This award is given annually to the student who has the highest cumulative grade point average at CVCC and who is completing a two-year degree program with all courses taken at CVCC.

Faculty Award of Excellence - This award is given annually to an outstanding student selected by the faculty. Criteria for selection include a cumulative grade point average of 3.50 or higher, attitude, citizenship and completion of a two-year degree program with at least forty semester hours of credit completed at CVCC.

Phi Theta Kappa - The purpose of this organization is to recognize and encourage scholarship among community- and junior-college students by developing leadership, service, and fellowship; and stimulating interest in continuing academic excellence. Invitations for membership depend on the student achieving a sufficiently high academic grade point average. An induction ceremony is held each semester.

President's List - The President's List recognizes students who were enrolled for a minimum of twelve semester hours (excluding institutional credit hours) during a semester and earned a grade point average of 4.00 (A).

Dean's List - The Dean's List recognizes students who were enrolled for a minimum of twelve semester hours (excluding institutional credit hours) during a semester and earned a grade point average of 3.50 to 3.99.

Learning Resource Center

The Learning Resource Center (LRC) at CVCC offers students, staff, faculty, and community patrons the facilities, environment, and guidance for pursuing individual interests and educational goals through a variety of resources and services.

The LRC is located in Owen Hall. It houses more than 46,000 volumes of printed books, over 1,000 audio-visual items, and approximately 50 periodical titles, and provides access to more than 20,000 electronic books through NetLibrary and to numerous online databases through the Alabama Virtual Library. The LRC also maintains special collections on genealogy and southern history.

The services offered by the LRC include circulation, reference, interlibrary loan, academic reserve, library instruction, and other customized services to meet special needs.

The LRC operates with the following objectives:

- To promote information literacy by conducting library instruction for students, staff, faculty, and other members of the community.
- To develop, implement, and manage quantitative and qualitative improvements to the library's resources to support the College's academic, administrative, and community-based programs and initiatives.
- To conduct systematic assessment of the usability, adequacy, and accessibility of the library's resources to support the College's academic, administrative, and community-based programs and initiatives.

The LRC hours of operation are:

Monday - Thursday	8:00 A.M. - 9:00 P.M.
Friday	8:00 A.M. - 3:45 P.M.
Saturday	10:00 A.M. - 3:00 P.M.
Sunday	Closed

Learning labs

Writing Lab

Students who need help to improve their writing skills will find instructors available to help them in the Writing Lab. A Writing Lab schedule is published and distributed at the beginning of each semester.

Mathematics Lab

Students who need help in mathematics may receive that help in the Mathematics Lab. The lab is staffed by instructors at various times during the week. A schedule is distributed at the beginning of each semester.

Computer labs

Computer resources are provided in open labs throughout the Learning Resource Center. Software programs for word processing, spreadsheets, and similar applications are available for student and community use.

Services for students with disabilities

The College is committed to assisting students with various disabilities in accordance with the guidelines of the Americans with Disabilities Act (ADA). A student who has a documented disability (physical, mental, emotional, or learning) and who needs assistance with admission, registration, orientation, or any other phase of college life should contact Ms. Vickie Williams, Student ADA Coordinator, in Wilson Hall or at 214-4803. Please see our nondiscrimination policy on page ii of this catalog

On request, CVCC documents can be produced in Braille. Additionally, CVCC can order textbooks on CD or cassette tape.



Academic Policies

Calendar system and credits

Chattahoochee Valley Community College operates on a semester calendar system consisting of two semesters and a summer term. The semesters ordinarily begin in August and January, and the summer term in May. Credits earned at the College reflect the number of semester hours that classes meet.

Classification of students

- Freshman: A student who has earned fewer than 31 semester hours of credit.
- Sophomore: A student who has earned 31 or more hours of credit.

Course load

A student enrolled for 12 or more credit hours is considered a full-time student. A student enrolled for fewer than 12 credit hours is considered a part-time student.

Most degree programs are designed so that students taking a normal load of 15-18 credit hours per semester may graduate in two academic years. Some students may find it desirable to schedule fewer hours per semester depending on workload or other personal responsibilities. Students having difficulty determining proper course loads should consult their advisors. The maximum course load is nineteen hours. Students wishing to enroll for more than 19 semester hours must receive approval from the Dean of Instruction. Under no circumstance will a student be allowed to exceed 24 semester hours.

NOTE: Any student enrolled in two or more college preparatory courses (developmental studies) may not enroll for more than twelve total credit hours. Exceptions must be approved by the Dean of Instruction.

Registration, schedule changes, and withdrawal

A student must be officially registered for every class he/she attends. If the student's name does not appear on the class roll, he/she will not be awarded credit.

Details of the dates and times of registration for each semester are published in the Schedule of Classes. Students may obtain a Schedule of Classes at the Office of Admissions, Wilson Hall, or the Learning Resource Center. In all cases, registration becomes official when students have paid all tuition and fees.

Late registration

A late registration period is provided during the first two or three class days of the semester. Students registering late are responsible for making up required course work. Students registering late are required to pay the late registration fee of \$25.00.

Schedule adjustment

During the first two or three class days of the semester, students may change their schedule by adding and/or dropping courses. Students must report to the designated office, as specified in the Schedule of Classes, to complete the necessary forms. A student will not be allowed to add a class after the schedule adjustment period except with the Dean of Instruction's approval.

Auditing a course

A student may register to audit a course during regular registration and during the schedule adjustment period. Auditing students may not change their status to receive credit, nor may students registered to receive credit in a class change their status to audit. A student auditing a class is expected to follow the attendance policy.

Independent study

In certain unusual circumstances, the Dean of Instruction, with a recommendation from the Division Chairperson and instructor, may permit a student to take a course by independent study. Permission will be based on such factors as future course availability and the student's academic record. No student whose grade point average is below 2.0 will be permitted to take a course by independent study. Because independent study courses must be completed without the usual assistance from instructors, a student will not be allowed to take more than one independent study course per semester. Exceptions must be approved by the Dean of Instruction.

Distance learning: online and hybrid classes

Before enrolling in online classes, students should be able to honestly agree with the following statements:

1. I have a computer at home or available routinely with DSL or cable Internet access.
2. I have strong typing skills.
3. I know how to upload and download files.
4. I can navigate the Internet via Firefox, Explorer, Safari, or Google Chrome.
5. I have completed or tested out of **RDG 085** and/or **RDG 114**.
6. I have completed or tested out of **ENG 093**.
7. I expect to spend more than **5 hours** per week **online** for an online course.
8. I understand that distance learning courses often require **more effort** than a traditional on-campus course.
9. I am **not** on academic probation.
10. I have taken or am currently enrolled in **CIS 101B** Computer Applications Lab (Blackboard).
11. I have Microsoft Office Suite and have a general knowledge about using Microsoft Word and Microsoft PowerPoint.
12. I am self-disciplined.
13. I am willing to ask for help when needed.
14. I have strong time-management skills.
15. I have completed or tested out of **MTH 098** **IF** I wish to enroll in either CIS 146 or BIO 103 online.

Students for whom the following conditions apply will not be allowed to enroll in online courses:

- First-term college students who have never attended any college before
- Students needing RDG 085

- Students needing RDG 114
- Students needing ENG 093
- Students who are on academic probation

Students needing the courses listed below will not be allowed to enroll in online classes for which the respective course is a prerequisite until the prerequisite has been satisfied:

- MTH 090
- MTH 098

All online and hybrid courses are delivered via the Blackboard interface. Students who register for online and hybrid courses will be “enrolled” in the Blackboard section assigned for each course. All students taking online and hybrid courses are required to complete CIS 101B as a prerequisite or corequisite.

A student’s advisor may override the requirement for CIS 101B if (1) The student has completed an equivalent Blackboard class from another institution, which must be verified on the student’s transcript; or, (2) The student has completed a “competency lab exercise,” which will be verified by appropriate CIS faculty. (A fee may be charged for the competency lab exercise).

Each online class will include a required “Course Access” component that students must complete to verify initial attendance. The “Course Access” activity will include the following:

- Information about Blackboard locations for ...
 - ... the course syllabus
 - ... instructor contact information
 - ... assignments and exams
 - ... other course information, as needed
- Completion of an assessment (test) about the above material. This assessment serves to verify students’ “attendance.” Students who do not complete the “Course Access” activity will be identified as NS (no-show) and will be blocked from the class.

Some online classes may require one or two assessment activities to be conducted on campus. Students should contact their instructors for this information.

Course cancellations

The College reserves the right to cancel any course listed in the Schedule of Classes. In the event that a student is in his/her last semester before graduation and a course needed for graduation is canceled, the student should consult with his/her advisor and/or the Dean of Instruction.

Assignment of class instructor

Class cancellations, splits, or other conditions may necessitate reassigning instructors. Students are cautioned that the listing of an instructor’s name in the Schedule of Classes is not a guarantee that the instructor will teach the course.

Withdrawal from a course or from the College

After the schedule adjustment period, the following withdrawal policy is in effect:

Withdrawal from a course - A student must obtain the appropriate form from the Office

of Admissions, get the instructor's signature, obtain the financial aid officer's signature, and return the form to the Office of Admissions for processing. A scholarship student must also secure the signature of the scholarship supervisor. **Withdrawal is not official until all steps are completed.**

Withdrawal from the College - A student must obtain the appropriate form from the Office of Admissions and get signatures from all instructors, financial aid, the Learning Resource Center, and the business office. A scholarship student must also secure the signature of the scholarship supervisor. When the student has all the required signatures, the form must be returned to the Office of Admissions for processing. **Note: Withdrawal is not official until all steps are completed. A withdrawal will not be processed if the student has an outstanding financial obligation to the College.**

Students who withdraw from a course or from the College entirely will receive a grade of "W," "WP," or "WF." Final grades are determined according to the date the student withdraws from the course or the College as denoted in the College calendar. To receive a nonpunitive grade of "W," the student must withdraw as follows:

Spring or Fall Semester By close of 10th week of class
Summer Term By close of 6th week of class
Spring or Fall Term I or II By close of 5th week of class
Summer Term I or II By close of 3rd week of class

Students who withdraw after the designated dates will receive a grade of "WP" if passing at the time of withdrawal or "WF" if failing at the time of withdrawal. "WF" is calculated the same as an "F" in the grade point average (GPA).

NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by that program (see pages 100-112).

Class attendance and final exams

Attendance policy

Students are expected to attend every class and laboratory session, to arrive on time, and to remain for the entire session. Students are responsible for course content, assignments, assessments, and applicable deadlines whether or not they are present for class meetings. Instructors are not required to review with students any material missed due to student absence, nor are instructors required to notify students when their grades may be lowered because of graded student work missed.

Each instructor's attendance policies are effective beginning with the first scheduled class meeting. Students who do not attend the first day of class will be administratively withdrawn from the course. For online courses, students must complete the required Class-Access assignment by the deadline printed in CVCC's official Class Schedule for the term. Online students who fail to complete this assignment will be administratively withdrawn from the course. This may negatively affect eligibility for financial aid programs that require instructors to verify students' class attendance. Students who have been administratively withdrawn from a course and wish to be reinstated should follow the appeal process for this purpose (see page 53).

Instructors will provide students with course syllabi within the first week of class. Syllabi will clearly explain attendance policies, including penalties for absences. Instructors are not required to allow students to make up work missed due to student absence (except in cases

of properly documented military duty and jury duty.) Instructors' policies regarding make-up work will be clearly explained in their respective syllabi, including definitions of "unexcused" and "excused" absences (if applicable) as well as any time limits that may apply to make-up work. These guidelines also apply to online and hybrid courses and their instructors. Attendance for online and the online portion of hybrid classes is defined by instructors' requirements, as stated in their respective course syllabi, including completion and submittal of coursework, tests, and frequency of logging in, consistent with instructors' established schedules.

For instructional programs in which external agencies oversee the curricula and provide certification, licensure, or registry opportunities, attendance policies may be more restrictive.

Students who have accumulated excessive absences, as defined in the respective instructors' syllabi, or who plan not to continue attending classes, are urged to initiate and complete the withdrawal process by the "last day to drop with a 'W,'" as published in the College's Class Schedule for the term. Initiation of the withdrawal process is the student's responsibility. Instructors *may* also identify students who have excessive absences and administratively withdraw them from courses, in accordance with specific conditions outlined in their respective syllabi. However, instructors are not *required* to initiate and complete such administrative withdrawals. Students who withdraw themselves from courses, and students who are administratively withdrawn, will receive grades of "W" if the withdrawal is completed before the institutional deadline for withdrawal with a "W," as published in the College Class Schedule for the term. Students with excessive absences who fail to initiate and complete the withdrawal process, may receive a grade of F at the end of the semester due to graded work missed.

Students who are administratively withdrawn from courses for failure to attend the first class meeting, or for excessive absences, may submit appeals to course instructors. Appeals must be in writing and include the appropriate documentation, in accordance with conditions stipulated in instructors' respective syllabi. (See below for the appeal process.)

Appeal process for administrative withdrawals

- A student who has been administratively withdrawn from a class for failure to attend the first class meeting, or for excessive absences, may submit an appeal to the course instructor. This appeal must be in writing and include the appropriate documentation, in accordance with conditions stipulated in the instructor's syllabus.
- The course instructor will evaluate the appeal according to the course syllabus and will notify the student of the appeal's outcome within three working days.
- If a student is to be allowed to return to class, the instructor **must** submit to the Admissions Office a written request for the student's reinstatement, and the student **must** verify his/her reinstatement in the Admissions Office, be cleared by the Business Office, and show the instructor documentation that the process was completed to finalize the reinstatement and be allowed to attend class.
- If a student is not allowed to return to class, the student may file a written appeal, with all relevant documentation, to the appropriate division chair who will notify the student of that appeal's outcome within three working days.
- If the matter cannot be resolved at the division chair level, the student may make a final documented written appeal to the chief academic officer. The decision of the chief academic officer is final and will be communicated to the student within three working days from the date the written appeal is received.

Final exams

A final exam will be given at the end of each semester during the times specified in the official calendar of the College or as scheduled by the Dean of Instruction.

Grades and quality points

A letter grade is assigned in each course in which the student is enrolled at the end of the semester. A quality-point value per semester hour is assigned to each letter grade.

Letter Grade	Meaning	Quality Points
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failing	0.00
WF	Withdrawal Failing	0.00
WP	Withdrawal Passing	0.00
S	Satisfactory completion of Institutional Credit Course	NONE
U	Unsatisfactory completion of Institutional Credit Course	NONE
W*	Withdrawal	NONE
AU	Audit	NONE
I	Incomplete	NONE

*A student may not be assigned a "W" after the deadline published in the official College calendar.

Satisfactory and unsatisfactory grades

Satisfactory (S) and Unsatisfactory (U) grades are assigned in courses that are designated for institutional credit (IC). These courses will not transfer, and none of them carry quality points. Therefore, they are not calculated in the grade point average.

Incomplete grade

The grade of incomplete (I) may be assigned when a student has been prevented from completing the requirements of a course. It is assigned only in exceptional circumstances. The student must request a grade of incomplete from the instructor. The instructor may grant or deny the request. A grade of incomplete (I) must be cleared by the end of the following regular semester or a final grade of "F" will automatically be recorded. This grade will be reported to the student at the end of the semester in which the grade is changed.

A grade of incomplete (I) is not added into the total number of hours attempted until it has been cleared. **Students are cautioned that "I" grades may affect their eligibility for financial aid benefits.**

Grade reports and grade point averages

At the end of each semester, students must go to the Web site to check the final grades received for all courses in which they were enrolled during that semester. The grade report shows the semester hours attempted, the total quality points and credit hours earned, and a grade point average. Also included on the grade report is a record of the total number of hours attempted,

the total quality points earned, and a cumulative grade point average. After grades have been recorded, they cannot be expunged from the student's permanent record.

The grade point average is computed by multiplying the quality points earned by the credit value of each course and dividing the total quality points earned by the total credit hours attempted, as indicated by the example below:

$$\begin{array}{rcl} 3 \text{ sem. hrs. of "A"} \times 4 & = & 12 \text{ quality points} \\ 3 \text{ sem. hrs. of "B"} \times 3 & = & 9 \text{ quality points} \\ 3 \text{ sem. hrs. of "C"} \times 2 & = & 6 \text{ quality points} \\ 3 \text{ sem. hrs. of "D"} \times 1 & = & 3 \text{ quality points} \\ 3 \text{ sem. hrs. of "F"} \times 0 & = & 0 \text{ quality points} \\ & & 30 \text{ total quality points} \\ 30 \text{ quality points} \div 15 \text{ hours attempted} & = & 2.0 \text{ GPA} \end{array}$$

AU, I, S, U, and W grades are not included when computing a student's grade point average (GPA), but will be recorded on a student's transcript.

NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by the program.

Academic honors

The College recognizes superior scholastic achievement by publishing in the local newspapers the President's List and the Dean's List at the end of each semester. Students recognized receive congratulatory letters from the College President and the Dean of Instruction.

The President's List recognizes students who were enrolled for a minimum of 12 semester hours (excluding institutional credit hours) during a semester and earned a grade-point average of 4.00 (A).

The Dean's List recognizes students who were enrolled for a minimum of 12 semester hours (excluding institutional credit hours) during a semester and earned a grade-point average of 3.50 to 3.99 (B).

Students who consistently maintain high scholastic performance and meet other eligibility requirements may be invited to join the Alpha Theta Rho Chapter of the Phi Theta Kappa International Honor Society.

Academic standards of progress

The following academic standards of progress apply to all students except those students taking institutional credit courses (see Academic Standards of Progress for Institutional Credit Courses in this section on page 59). Please note that the Nursing programs have departmental requirements in addition to these standards of academic progress (see information under ADN and LPN programs in the Programs of Study section of this catalog).

- 1. A student must maintain the following cumulative grade-point average (GPA), depending on the number of hours attempted at the College, to have *clear* academic status:

Hrs. Attempted	GPA
12-21	1.50
22-32	1.75
33 or more	2.00

2. When the cumulative GPA of a student is below the GPA required for the number of credit hours attempted at the institution, the student is placed on *academic probation*.
3. When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read *Suspended-One Semester*.
4. A student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one-semester suspension, the transcript will read *Suspended-One Semester/Readmitted Upon Appeal*.
5. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or been readmitted on appeal), and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution, but a semester GPA is 2.0 or above, will remain on Academic Probation. If the student does not earn the cumulative GPA of 2.0 or above for the required number of hours the student is Suspended for *One Academic Year*.
6. A student returning from a one-term or one-year suspension while on academic probation who fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be suspended for another calendar year.
7. The student must attain clear status before beginning the academic standards of progress cycle again.

Appeal process for readmission

If a student does not contest the facts leading to suspension, but simply wishes to request consideration for readmission, the student may submit a request in writing for an “Appeal for Readmission” to the Admissions Committee no later than two working days before the beginning of regular registration. During the meeting of the Admissions Committee (which is not considered a “due process” hearing, but rather a petition for readmission), the student may present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, along with the materials presented by the student, is placed in the College’s official records. Additionally, a copy of the written decision is provided to the student.

Intervention for student success

Students placed on academic warning, academic probation, one-semester suspension, or one-calendar-year academic suspension may be required to take study-skills courses, to take other specific courses designed to assist their success, to limit the number of hours taken during each semester, and/or to take other steps as designated by the Dean of Instruction, the student’s advisor, and/or the Admissions Committee.

Course forgiveness

1. If a student repeats a course, the last grade awarded (excluding grades of W and WP) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected.

2. When a course is repeated more than once, all grades for the course (excluding the first grade) will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled.
3. The Course Forgiveness process will occur automatically after the course has been repeated and a new grade has been posted.
4. No course in which the last grade received was a “F” may be counted toward graduation. The student must be aware also that the last recorded grade may be regarded by a senior institution as the grade of record for transfer purposes.

NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by the program.

Academic bankruptcy

1. A student may request in writing to the Dean of Student and Administrative Services to declare academic bankruptcy under the following conditions:
 - a. If fewer than three calendar years have elapsed since the semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester/term provided the student has taken a minimum of eighteen semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily during the semester for which academic bankruptcy is declared, will be disregarded in the cumulative GPA, but will remain on the permanent transcript.
 - b. If three or more calendar years have elapsed since the most recent semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during a one- to three-semester/term provided the student has taken a minimum of eighteen semester hours of coursework at the College since the bankruptcy term(s) occurred. All coursework taken, even hours completed satisfactorily, during the semester/term in which academic bankruptcy is declared, will be disregarded in the cumulative GPA, but will remain on the permanent transcript.
2. When academic bankruptcy is declared, the transcript will reflect the term *Academic Bankruptcy* for each semester/term affected. When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation and will include the term *Academic Bankruptcy Implemented*.
3. A student may declare academic bankruptcy only once.
4. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution(s).

NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by the program.

Change of curriculum or program of study

Students accepted and enrolled in a particular program of study who seek to pursue another program of study must meet the requirements for admission to the new program. They should

also complete the necessary curriculum change form available at the Office of Admissions, then see their advisor for an updated plan of study. Students who change their program of study will follow the program requirements of the catalog current at the time of the program of study change.

Academic standards of progress for transfer students

1. A transfer student who is admitted on *clear* academic status is subject to the same standards of academic progress as a “native” student. Grades accrued at other regionally accredited postsecondary institutions are not included in the GPA calculation.
2. A transfer student who is admitted on academic probation retains that status until the student has attempted at least 12 semester credit hours at CVCC. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at CVCC, the cumulative GPA is below 1.5, the student is suspended for one semester. The transcript will read *Suspended-One Semester*.
3. If, at the conclusion of the semester in which the transfer student admitted on *academic probation* has attempted a total of 12 semester credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student’s status is *clear*.

Academic standards of progress for institutional credit courses

1. Students who are enrolled in an institutional credit course and who receive a grade of U for one semester may not take the course a second semester until they receive special academic counseling.
2. After the second semester in which the student receives a grade of U in the same course, the student must appeal through the institution’s appeal process before being allowed to re-enroll in the course.

Academic standards of progress for nursing students (See pages 100-112)

Academic standards of progress for veterans

CVCC will certify only veterans who are making “satisfactory progress” toward the completion of the selected program of study, according to the standards of satisfactory academic progress that apply to all students.

Students are making satisfactory progress in a course when they are attending classes regularly and attempting to complete the course requirements, as stipulated by the instructor. Class attendance alone is not sufficient for satisfactory progress in a course.

Veterans’ class attendance

Students are expected to attend and to be on time for all classes in which they are registered. Instructors are required to maintain accurate attendance records. Instructors must explain their absence and makeup policies to students and provide written guidelines; however, the student is responsible for knowing specific attendance requirements and for satisfying makeup requirements as prescribed by the written guidelines. The individual course syllabus should state if, and under what conditions, missed classes, laboratories, or clinicals can be made up. See p. 52 for Attendance Policy.

Withdrawal from class for veterans

A veteran student who withdraws from a class or classes after the official drop/add period may be required to reimburse the College for tuition and fees charged since the first day of classes. This determination is made by the Veterans Administration.

Transfer of credits

Transfer students must furnish the official transcript(s) of all work attempted at all other institutions unless they have completed the baccalaureate degree. An applicant who has completed the baccalaureate degree is required to submit only the transcript from the institution granting the baccalaureate degree. However, applicants may submit transcripts from other institutions attended if they wish to have those credits considered for purposes of transferability.

Transferability of credits will be determined in the following manner:

1. If a student has a 2.0 cumulative grade point average in all previous college work attempted, all passing grades will be accepted if they are comparable to CVCC courses.
2. If the student's cumulative grade point average is below 2.0 (C), only credits in which a grade of "C" or better was earned will be accepted.
3. Of the credits accepted, only those that are applicable to the student's chosen curriculum may be used for purposes of meeting program and graduation requirements.
4. Students who have satisfactorily completed required English and mathematics courses will not be required to take the COMPASS Placement Test at CVCC.

Evaluation of transfer credits

Official transcripts submitted by transfer students who enroll at the College normally will be evaluated by the Office of Admissions no later than two weeks after the semester begins and, in no case, later than the end of the first academic semester in which the student is enrolled.

Transfer students will be informed of the amount of acceptable credit in three ways:

1. The transferable courses and number of credit hours will be provided to the student's academic advisor who will, in turn, provide the information to the student.
2. The amount of transfer credit and the transferable courses will be provided in writing to the student after the evaluation.
3. The courses and the number of credits allowed through transfer are recorded on the student's official CVCC transcript.

Students who have questions about the amount of credit accepted or specific courses accepted may address those questions to the Records Coordinator. In some cases, students may be required to furnish catalogs containing course descriptions in order to determine course transferability. Students must be currently enrolled at the time transfer credit is awarded.

Nontraditional credit

CVCC may award limited credit for advanced placement, challenge examinations, CLEP and DANTES examinations, armed forces and service schools training, certain professional certifications, portfolios (upon review), and statewide articulation agreements or programs.

Credit by examination

	Available credit hours for degrees	Available credit hours for certificates
Advanced Placement	15	9
CLEP and/or DANTES	15	9
Military training and education	20	9
Professional certification		
*Criminal Justice (6) and Fire Science (3) only	3-6	3
Credit by examination (challenge)	15	9

*See program requirements

Not more than 25 percent of total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at CVCC.

Credit for subject examinations will be granted provided the student has not been previously enrolled in the course for which credit is to be earned. CLEP/DANTES credit will not be granted for college level courses previously failed, for disciplines in which credit for higher-level courses has already been earned, or for both subject examination and its course equivalent.

Credit through CLEP/DANTES examinations will not be recorded on the student's permanent record until the student has completed a minimum of twelve semester hours at CVCC. Notation will be made on the student's permanent record indicating the area in which credit was awarded, with the statement "Credit by Examination," followed by the number of semester hours granted.

The policy of granting credit through CLEP/DANTES examinations may differ from policies at other colleges, and the student is cautioned to check with other colleges to obtain additional information.

College Level Examination Program (CLEP)

CVCC awards credit through selected CLEP examinations provided the student earns a minimum score as recommended by the American Council on Education (ACE).

CLEP examinations subject matter	Credit awarded	CVCC course equivalents
Business		
Information Systems and Computer Applications	3	CIS 146
Principles of Accounting I and II	6	BUS 241, 242
Introductory Business Law	3	BUS 261
Introduction to Management	3	MST 201
Introductory Macroeconomics I	3	ECO 231
Introductory Macroeconomics II	3	ECO 231
Language and Fine Arts		
American Literature with essay	6	ENG 251, 252
English Literature with essay	6	ENG 261, 262
Spanish	3	SPA 101
Mathematics and Science		
College Algebra	3	MTH 112
College Trigonometry	3	MTH 113
Calculus with Elementary Functions	4	MTH 125
Social Science and Public Service Technologies		
Western Civilization I	3	HIS 121

CLEP examinations subject matter	Credit awarded	CVCC course equivalents
Western Civilization II	3	HIS 122
American History I	3	HIS 201
American History II	3	HIS 202
General Psychology	3	PSY 200
Introductory Sociology	3	SOC 200

DANTES standardized examinations

CVCC awards credit through selected DANTES examinations provided the student earns a minimum score as recommended by the American Council on Education (ACE).

DANTES examinations subject matter	Credit awarded	CVCC course equivalents
Business		
Introduction to Business	3	BUS 100
Principles of Accounting I	6	BUS 241
Introduction to Management	3	MST 201
Basic Marketing	3	BUS 285
Principles of Economics II	3	ECO 232
Mathematics and Science		
College Algebra	3	MTH 112
College Trigonometry	3	MTH 113
Calculus I	4	MTH 125
Calculus II	4	MTH 126
Linear Algebra	4	MTH 237
College Physics II	4	PHY 213
College Chemistry	4	CHM 111
Social Science and Public Service Technologies		
Western Civilization I	3	HIS 121
Western Civilization II	3	HIS 122
General Anthropology	3	ANT 200
Introduction to Criminology	3	CRJ 208

Other areas for credit by examination

Credit-by-examination opportunities are available in some subject areas for which CLEP and DANTES examinations are not available or recognized by the College. Students should contact the Dean of Instruction for more information.

Credit by examination is subject to the following regulations and guidelines:

1. An admitted student must apply to the Dean of Instruction to request credit by examination.
2. A student may not challenge a specific course more than once.
3. A maximum of fifteen hours of credit toward the degree or nine toward the certificate may be earned through challenge examinations.
4. Students must be enrolled in the College and must not have audited or have been previously enrolled in the course for credit at any postsecondary institution. The student must enroll as a regular student in the course to take a challenge examination. This provision includes payment of the respective tuition charges and applicable fees for the course.

5. The student who passes a challenge examination will receive credit for the course, with a notation on the transcript of the method by which the credit was earned (credit by examination).
6. No credit earned through challenge examinations will be extended to any student until the student has completed twelve semester hours of credit at CVCC.
7. Challenge examinations will not be administered if the student has already received credit for advanced work in the subject area beyond the course for which the examination is being requested.
8. Credit by examination procedures may not be used to remove or supersede any grade previously earned in a given course or equivalent, including courses that were failed.
9. An administrative fee of \$40 will be charged for each credit-by-examination request.

Credit-by-examination refund policy

To receive a grade for credit by examination, a student must pay tuition in addition to examination fees. Refunds will be given only in the same semester in which the student has applied. If students do not complete the examination in the semester in which they apply, a refund will not be given.

Credit through advanced placement

CVCC will grant college credit to students who score 3, 4, or 5 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board, not to exceed 15 hours of credit. To be eligible, the student must take the examination before enrolling in college and must be enrolled at the College when credit is awarded.

Credit for military training and educational experiences

CVCC will consider, on an individual basis, military experiences as a substitute for approved courses in the student's training and education curriculum. The student is responsible for requesting an AARTS transcript by contacting the AARTS Operations Center:

Send requests to: AARTS Operation Center
416 McPherson Avenue
Ft. Leavenworth, KS 66027-1373
Toll free: 1-866-297-4427
Phone: 913-684-3269 or DSN 552-3269
Fax: 913-684-2011 or DSN 552-2011
*E-mail: aarts@aarts.army.mil

Please include the following information with your request:

Name, Social Security Number, BASD or PEBD, your mailing address, current status (i.e., Regular Army, National Guard, Reserve, or Veteran), and your daytime contact information (times available, phone number, and/or email address).

*Please note: E-mail requests are currently limited to personal copies only. All transcript requests for a third party must include a signature.

Credits extended by the College will be applied to the student's graduation requirements and, after the credit is extended, the student may not enroll in the course for which the credit was awarded.

Guidelines for extending credit are as follows:

United States Armed Forces Institute (USAFI) - Credit may be given for study or correspondence study applicable to the student's curriculum that was taken through the United States Armed Forces Institute (USAFI) provided the course is recommended by the American Council on Education. The student must submit official evidence of satisfactory completion of the work to the Office of Admissions.

Military Service Schools - Training courses completed in the armed forces that are applicable to the student's curriculum and approved by the American Council on Education may be accepted for credit. The student must submit official evidence of satisfactory completion of the work to the Office of Admissions.

DANTES - The College will consider credit earned for college-level courses reported through the Defense Activity for Non-Traditional Educational Services Support (DANTES). Credit awarded will be based on recommendations by the American Council on Education.

Graduation

Degree requirements

Chattahoochee Valley Community College awards the Associate in Arts degree or the Associate in Science degree to eligible students who will transfer to senior colleges or universities and the Associate in Applied Science degree to students who have completed a specific career program of study.

To become eligible to receive an associate degree from CVCC, the student must fulfill the following requirements:

1. **Associate in Arts or Associate in Science degree** - Completion of a minimum of 60 semester hours credit in an approved Associate in Arts or Associate in Science degree program with sixteen semester hours taken at CVCC (the exact number of hours required in each program is specified in the Programs of Study section). Students must complete at least 25 percent of semester credit hours at CVCC.

Associate in Applied Science degree - Completion of a minimum of 60-76 semester hours credit in an approved Associate in Applied Science degree with 25 percent of the semester hours taken at CVCC (the exact number of hours required in each program is specified in the Programs of Study section).

2. Meet all requirements for graduation within a calendar year of the last semester/term of attendance.
3. Successfully complete the general education and other required courses as specified in the program of study.
4. Achieve a minimum cumulative grade point average of 2.00.
5. Fulfill all financial obligations to the College.

6. Complete a formal application for graduation by the specified deadline date.
7. Complete all incomplete grades.
8. Pay the specified graduation fee.
9. Participate in commencement ceremonies. Students must participate in ceremonies unless prevented from doing so by unusual or extenuating circumstances. Students may be excused from participation in commencement ceremonies **only** by submitting in writing a formal request to the Dean of Student and Administrative Services stating the nature of the unusual or extenuating circumstances. If the request is granted, the student must contact the Office of Admissions to arrange to receive the diploma.

Any exception or waiver of these requirements may be approved by the Dean of Student and Administrative Services.

Certificate requirements

To become eligible to receive a Certificate from CVCC, the student must fulfill the following requirements:

1. Satisfactorily complete an approved program of study. (See the Programs of Study section for Certificate requirements.)
2. Achieve a minimum cumulative grade point average of 2.0.
3. Complete at least one-half of the total semester credit hours required in the program at CVCC.
4. Meet all requirements for graduation within a calendar year of the last semester/term of attendance.
5. Complete a formal application for the certificate by the specified deadline date.
6. Fulfill all financial obligations to the College.

Competency requirements

To ensure that students have acquired appropriate competencies before they graduate, CVCC requires the following:

1. To develop competency in writing, reading, and computation, students must take the COMPASS Placement Test and must take and satisfactorily complete developmental courses, if indicated by the test results. Students must then take at least two written communications skills courses at the college level and reading courses, if required, until the exit level is at the twelfth grade or higher. Competencies required for completion of individual courses are designated on course syllabi.
2. Competency in computer use is required of all students. Students must take at least one computer course unless they can demonstrate computer literacy otherwise. Competencies required for completion of the computer literacy course are designated on the course syllabus.
3. Students must achieve a minimum cumulative grade point average of 2.0. They must satisfy objectives (competencies) included on the syllabus for each course.

Dual degrees

To qualify for a second associate degree, a student must complete an additional 16 semester hours above the degree requirements for the first associate degree, and maintain an average grade of “C” or higher.

Students may earn two or more A.A.S. degrees as long as they complete the specified requirements listed in the curriculum for each field of study.

Students seeking to earn an A.A.S. and an A.A. or A.S. degree must (1) complete the specified curriculum requirements for the A.A.S. degree, (2) complete the general education requirements for the A.A. or A.S. degrees, and (3) complete a sufficient number of elective hours.

Application for graduation

Students planning to graduate should apply for graduation in the Office of Admissions by the date specified in the College’s academic calendar. Compliance with this deadline will allow the College to evaluate the student’s eligibility for graduation and notify the student regarding remaining graduation requirements, if any.

Deadlines will be waived only with approval from the Dean of Student and Administrative Services. Although students may complete requirements for graduation during any semester, degrees will not be officially conferred until commencement ceremonies at the end of Spring semester. The official date on which degree requirements have been completed for the degree will be specified on the student’s permanent transcript.

Graduation honors

Degrees - Superior academic achievement by graduating students is designated on transcripts by the following:

Summa Cum Laude	3.90-4.00 GPA
Magna Cum Laude	3.70-3.89 GPA
Cum Laude	3.50-3.69 GPA

Certificates - Superior academic achievement by students earning certificates is designated on transcripts as follows:

Graduation with Distinction	3.50-4.0 GPA
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Note: Calculation of the GPA for graduation honors is identical to the method used to calculate the GPA to fulfill graduation requirements for the degree or certificate earned. In addition, to be eligible for a graduation honor, the student must have completed a minimum of twenty-four semester hours at the College. All awards and honors are computed based on the student’s standing at the end of the Spring semester before graduation.

CVCC transcripts

Students desiring an official transcript of their permanent record must make the request to the Office of Admissions in person or in writing. The College reserves the right not to release a transcript if the student has outstanding financial obligations to the College.

Withholding graduation, diploma, and transcripts

The position of the administration of CVCC is that a college degree or certificate has true merit and meaning only if it is granted when a student has demonstrated the level of effort and responsibility indicative of a worthy graduate. Therefore, it is the policy of the College that a student shall be entitled to a degree or certificate only by successfully completing a prescribed course of study; paying all tuition, fees, and other appropriate charges; and fully abiding by the College's policies, rules, and regulations. If a student fails to meet any of these three requirements for graduation, the College reserves the right to withhold official graduation and awarding of a degree or certificate to such student and, until such deficiency is rectified, to include a notation on the student's official transcript that the student is ineligible for graduation. Furthermore, it is the policy of CVCC that a student who has failed to make timely payment of tuition, fees, or other appropriate charges is ineligible to re-enroll for any subsequent academic semester at the College, except with special permission from the President, until appropriate payment is made. The College also reserves the right to withhold the issuance of the official transcript of any student who has failed to make timely payment of tuition, fees, or other appropriate charges, until full payment is made.

The Office of Admissions has the authority to withhold official graduation, certificates, and/or release of official transcripts as long as such authority is exercised in a manner consistent with the intent of this policy.

When the College intends to withhold official graduation from a student, withhold the degree or certificate, withhold the release of an official transcript, or declare a student ineligible for further enrollment, the Dean of Student and Administrative Services will provide written notice to the student. The notice will be delivered by personal service or mailed to the student's last known home address. The notice will state the type of action the College intends to take.

A student who receives notice of any of the above-described actions has the right to meet with the Dean of Student and Administrative Services and request that the action not be taken. If the student substantiates that the basis stated for the action is erroneous, or demonstrates to the satisfaction of the Dean that the respective problem will be resolved within an acceptable time frame, or if the Dean determines for any other appropriate reason that the intended action should be rescinded or modified, he/she may withdraw or modify the action. The Dean will provide written notice to the student of any such decision. The Dean also has the authority to make such a decision conditional based on the student's meeting certain stated requirements, and in such cases, the Dean retains the right to re-impose the action if the stated conditions are not met by the student.

Cooperative arrangements

Reciprocity agreements affecting tuition

By approval of the Alabama State Board of Education, Georgia residents living in counties contiguous to Lee and Russell Counties in Alabama pay the same tuition and fees assessed Alabama residents. By approval of the Georgia Board of Regents, Alabama residents living in Alabama counties contiguous to Muscogee County, Georgia, pay the same tuition and fees at Columbus State University as those assessed Georgia residents (See Financial Information section, p. 23).

Servicemembers Opportunity Colleges Associate Degree (SOCAD)

SOCAD is a system of voluntary off-duty college curricula designed for soldiers and their adult family members. SOCAD-2 is the associate degree program and SOCAD-4 is the bachelor's degree program.

The system was established to improve the quality of college programs offered for soldiers and family members. SOCAD-2 and SOCAD-4 provide military students with opportunities to complete college programs without the loss of credit because of frequent changes of duty station. Curricula in SOCAD are offered only by regionally accredited colleges on or accessible to most Army installations worldwide.

The system is operated by Servicemembers Opportunity Colleges (SOC) for the Army. Through prior agreement, students in SOCAD Programs:

- are issued a SOCAD Student Agreement upon enrolling
- have a residency credit limited to one-fourth of total degree requirements taken at any time
- are awarded credit for nontraditional learning, MOS experience, military training courses, and results of national examinations, based on recommendations of the American Council on Education
- are guaranteed transferability of credit among colleges in the SOCAD networks, with no individual prior approval necessary (this guarantee is available only for students who have been issued SOCAD Student Agreements.)
- are guaranteed transfer of a SOCAD-2 to a related SOCAD-4 curriculum to meet at least 45 percent of the requirements for a bachelor's degree
- are offered acceptance of family members as SOCAD students

The degree may be completed after leaving the service. Participation in the SOCAD system begins for the student when a SOCAD Student Agreement is issued by the home college. Official evaluations are completed at the request of the student after enrollment.



Programs of Study

Programs of study offered at CVCC include **university parallel programs**, **career programs**, and **certificate programs**.

University parallel programs include the Associate in Arts and the Associate in Science degrees. These two-year degrees are intended to provide the general education core requirements of the first two years of a baccalaureate program and thus prepare baccalaureate-seeking students for transfer to a four-year college or university.

Career programs lead to the Associate in Applied Science degree. These programs are intended to prepare students for specific careers or occupational enhancement and they also include some general education courses. Although these programs are not designed primarily for transfer, many of the courses are transferable to four-year institutions.

Certificate programs are especially designed for students who wish to prepare for careers or career advancement through short-term, intensive programs.

University parallel programs

A university parallel program allows a student to complete the first two years of a baccalaureate degree. These programs are designed to transfer to a four-year college or university. CVCC offers two transfer degrees:

Associate in Arts in Liberal Arts (A.A.)

Associate in Science in General Studies (A.S.)

The Associate in Arts and Associate in Science degrees are awarded to students completing a planned university-parallel program to meet the requirements of the first two years of a Bachelor of Arts or Bachelor of Science degree. Since Area V requirements vary with individual four-year institutions, students must obtain approved university parallel degree plans from the appropriate academic divisions or Counseling Services. Associate in Arts and Associate in Science degrees contain a general education core requirements. Since not all courses will satisfy these requirements in all programs, courses should be chosen from an approved degree plan to ensure they meet the requirements. The degree plan will also indicate the courses needed in addition to the general education core to complete the degree.

Students in the **Associate in Arts in Liberal Arts** degree program usually transfer to a four-year institution in such fields as Art, Elementary or Secondary Education, Health, Physical Education and Recreation, Music, or Theater.

Students in the **Associate in Science in General Studies** degree program usually transfer to a four-year institution in the Natural Sciences, the Professional Sciences, Mathematics, Computer Science, Business Administration, or Nursing.

As part of a transfer degree, students will take freshman- and sophomore-level general education courses in a wide range of disciplines. All students are required to complete a specific number of semester hours in **English Composition** (Area I), **Humanities and Fine Arts** (Area II), **Natural Sciences and Mathematics** (Area III), and **History, Social, and Behavioral Sciences** (Area IV). These courses are referred to as **CORE** courses. In addition to CORE courses, students will choose **Electives** (Area V), which will more specifically prepare them for transfer in their particular field of interest.

While the College does not offer specific majors such as those offered at the bachelor's (four-year) degree level, the College is acutely aware that students should plan their course selection to

meet requirements at the transfer institution. Even though all general education course work in Areas I through V will transfer, the specific Area V courses required for a major at different four-year institutions may vary. It is, therefore, most important that students consult their advisors as well as the catalog of the institution to which they wish to transfer to ensure proper transfer credit. It is also advisable that students contact an academic advisor at the senior institution who can provide definitive advice on major course requirements.

Planning for transferring

The Associate in Arts and Associate in Science degrees, requiring a minimum of sixty and a maximum of sixty-four semester hours, are planned sets of courses leading to baccalaureate degrees. Associate in Arts and Associate in Science degree students do not officially major in an academic discipline at CVCC. Majors are defined by the institution to which these students transfer. Associate in Arts and Associate in Science degree students are assigned to advisors on the basis of intended majors or fields of interest indicated. Students planning to transfer to a senior institution should decide as early as possible the college and program to which they will transfer.

Transfer guides have been developed for Alabama's colleges and universities. Chattahoochee Valley Community College provides transfer guides and agreements for state colleges and universities through the Statewide Transfer and Articulation Reporting System (STARS) program. Templates approved by the Articulation and General Studies Committee (AGSC) are available in CVCC advisors' offices and in the Office of Counseling and Advising. (Also see Internet <http://stars.troy.edu>.)

STARS is a computerized articulation and transfer planning system used to inform Alabama community college students about degree requirements, course equivalencies, and other transfer information pertaining to specific majors at each state-funded four-year institution. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be based. The STARS database, if used properly, can prevent loss of course credit hours, provide direction for scheduling course work, and ease the transition from one institution to another. ***Students should request their guides or agreements when they meet with their academic advisors during orientation.***

To ensure proper interpretation of the AGSC guides/agreements, students who have completed postsecondary coursework at other institutions should request an evaluation of their courses by their intended transfer institutions before registering for classes at CVCC. While CVCC makes every effort through advising and printed materials to provide accurate information to meet transfer and degree requirements, it is the student's responsibility to select and register for courses needed to meet those requirements.

In addition to following the transfer guide, students are advised to personally contact their transfer schools to verify specific admissions and course requirements for their majors.

CVCC's academic advisors assist students in planning transfer programs. *Students should consult with their academic advisor before registering each term.*

AGSC templates and/or articulation guides are available in the following areas. Designations in parentheses refer to specific colleges.

- Accounting (use Business template/guide)
- Adult Education (AU only)
- Advertising
- Agricultural Economics (AU only)

- Agribusiness Economics (AA and MU only)
- Agricultural Science (AA and MU only)
- Agronomy and Soils (AU only)
- Allied Health (UAB only)
- Animal Science/Animal and Dairy Sciences
- Anthropology
- Apparel and Textiles (UA only)
- Apparel Merchandising, Design, and Production Management (AU only)
- Apparel, Merchandising and Design (AA and MU only)
- Applied Mathematics (AU only)
- Art Education
- Art History (BA)
- Art Studio (BA)
- Art Studio (BFA)
- Athletic Training
- Behavioral Science (Athens only)
- Biochemistry (AU only, covered under Chemistry template)
- Biology
- Biology Education (UAB only)
- Biomedical Science (USA only)
- Biosystems Engineering (AU only)
- Building Science
- Business
- Business Education: Middle/High School
- Career Technical Education (Athens only)
- Chemistry
- Chemistry Education
- Clinical Laboratory Sciences/Medical Technology
- Communication Studies
- Computer Science
- Criminal Justice
- Criminology (AU only)
- Cytotechnology (UAB only)
- Dance (UA only)
- Economics (BA Degree)
- Economics (BS Degree) (use Business template/guide)
- Elementary or Early Childhood Education
- Engineering - Aerospace
- Engineering - Chemical
- Engineering - Civil
- Engineering - Computer
- Engineering - Computer Science
- Engineering - Electrical
- Engineering - Industrial
- Engineering - Materials
- Engineering - Mechanical
- English (BA/BS)

- English/Language Arts Education: Middle/High School
- Environmental Science (AU only)
- Environmental Science and Soil (AA and MU only)
- Exercise Science and Wellness (JSU only)
- Family and Consumer Sciences (JSU only)
- Family and Consumer Sciences (UM only)
- Family and Consumer Sciences Education (AA and MU only)
- Finance (use Business template/guide)
- Fisheries Science (AU only)
- Food and Nutrition (UA only)
- Food Science and Technology (AA and MU only)
- Foreign Language
- Forest Management/Forest Science (AA and MU only)
- Forestry (AU only)
- French Education: Middle/High School
- General Science Education: Middle/High School
- General Studies in Human Environmental Sciences (UA only)
- Geography
- Geography Education: Middle/High School
- Geology
- Geomatics (Troy only)
- German Education: Middle/High School
- Health Education: Middle/High School
- Health Information Management (UAB only)
- Health Promotion (AU only)
- Health, P.E. and Recreation (UNA only)
- Health Science (Athens only)
- Health Sciences (UAB only)
- Health Services Administration (AU only)
- History
- History Education: Middle/High School
- Horticulture (AU only)
- Hotel and Restaurant Management (AU only)
- Human Development and Family Studies (AU only)
- Human Development and Family Studies (AA and MU only)
- Human Development and Family Studies (UA only)
- Human Environmental Sciences (UNA only)
- Human Resource Management (use Business template/guide)
- Human Services (Troy only)
- Industrial Design (AU only)
- Industrial Hygiene (UNA only)
- Instrumentation (Athens only)
- Interior Architecture (AU only)
- Interior Design (AU and UA only)
- International Business (use Business template/guide)
- International Studies (UAB only)
- Journalism

- Laboratory Technology (AU only)
- Management (use Business template/guide)
- Management Information Systems (use Business template/guide)
- Marketing (use Business template/guide)
- Mathematics
- Math Education: Middle/High School
- Meteorology (USA only)
- Music
- Music Education
- Nuclear Medicine Technology (UAB only)
- Nursing
- Nutrition and Food Science (AU only)
- Nutrition and Hospitality Management (AA and MU only)
- Occupational Therapy
- Operations Management (use Business template/guide)
- Philosophy
- Physical Education
- Physics
- Physics Education
- Plant Science (AA and MU only)
- Political Science
- Poultry Science (AU only)
- Psychology (BA or BS)
- Public Administration (AU only)
- Public Relations
- Public Safety Administration (Athens only)
- Radiologic Sciences
- Recreation Leadership (JSU only)
- Rehabilitation [noncertification program] (Troy only)
- Rehabilitation Services Education (AU only)
- Religious Studies
- Respiratory Therapy/Cardiopulmonary Sciences
- Restaurant and Hospitality Management (UA only)
- Sociology
- Social Science
- Social Studies Education: Middle/High School
- Social Work
- Spanish Education: Middle/High School
- Special Education
- Speech (Use Communications Studies or Speech template/guide)
- Speech Pathology
- Sports and Fitness Management (Troy only)
- Surgical Physician Assistant (UAB only)
- Technology, Industrial Technology or Engineering Technology
- Telecommunication and Film or Broadcasting
- Textile Engineering, Textile Chemistry, and Textile Management and Technology (AU only)
- Theatre

- Transportation or Physical Distribution (use Business template/guide)
- Wildlife Science (AU only)

Associate in Science and Associate in Arts

A student enrolled at CVCC in an Associate in Science degree program in General Studies or an Associate in Arts degree program in Liberal Arts must complete 41 semester hours of core curriculum course work distributed among four core discipline areas (Areas I - IV), as indicated below. The student must then refer to a subsequent section of this catalog, or to the degree plan available from the academic advisor, to select 19 to 23 additional semester hours of course work in an Area V field of concentration appropriate to his/her future major. The student must complete 60 to 64 semester hours of appropriate course work to satisfy the requirements for graduation and to receive the Associate in Science degree in General Studies or the Associate in Arts degree in Liberal Arts.

Degree requirements

Area I: Written Composition I and II6 credit hours
 ENG 101 and ENG 102

Area II: Humanities and Fine Arts *12 credit hours
 Must complete at least three semester hours in Literature.
 Must complete at least three semester hours in Arts.
 *Students must complete a six-hour sequence in Literature or History
 ENG 251 and ENG 252 or ENG 271 and ENG 272
 Remaining semester hours to be selected from Humanities and/or Fine Arts:

ART 100	ENG 272	PHL 206	SPA 201
ART 203	HUM 101	REL 100	SPH 106
ART 204	HUM 102	REL 151	SPH 107
ENG 251	HUM 299	REL 152	THR 120
ENG 252	MUS 101	SPA 101	THR 126
ENG 271	PHL 116	SPA 102	

Area III: Natural Science and Mathematics 11 credit hours
 Must complete three semester hours in Mathematics at the Precalculus Algebra (MTH 112) or Finite Math (MTH 110) level or above. (Prerequisites and/or developmental courses may be required for some students before enrolling in these courses).
 Must complete eight semester hours in the Natural Sciences, which must include laboratory experiences:

BIO 103	CHM 112	PHY 201	PHY 214
BIO 104	PHS 111	PHY 202	
CHM 111	PHS 112	PHY 213	

Area IV: History, Social, and Behavioral Sciences * 12 credit hours
 Must complete at least three semester hours in History.
 *Students must complete a six-hour sequence in Literature or History

HIS 121	HIS 201
HIS 122	HIS 202

Remaining semester hours to be selected from among other disciplines in the Social and Behavioral Sciences:

ANT 200	HIS 121	POL 200	SOC 200
ECO 231	HIS 122	POL 211	
ECO 232	HIS 201	PSY 200	
GEO 100	HIS 202	PSY 210	

Areas I-IV: Minimum general education requirements 41 credit hours

AGSC approved CORE courses, including courses not offered by CVCC, transferred from another college will meet requirements for Areas I-IV.

Area V: Preprofessional, pre-major, and elective courses **19-23 credit hours

For additional courses, students must consult with their advisors to obtain Articulation Degree Plans for their specific areas of concentration.

The Articulation Degree Plan will list specific course requirements for transfer. However, since acceptance of transfer credits is ultimately determined by the senior institution, a student planning to transfer must consult with his/her advisor as well as the catalog of the institution to which he/she plans to transfer to ensure transfer credit.

Additional degree requirements:

ORI 101 (one credit hour) or ORI 105 (three credit hours) is required of all students except transfer students who have completed 14 or more semester hours prior to transferring to CVCC. If ORI 105 is taken to fulfill this requirement, the two additional credit hours may be used in Area V.

CIS 146 is required of all students except those who demonstrate computer literacy through testing administered by computer information systems faculty.

Areas I-V: General studies curricula *64 credit hours**

Maximum program semester credit hours 64 credit hours

Semester credit-hour range by award *64 credit hours**

* Students must complete a six-hour sequence in Literature or History

** See the Articulation Degree Plan for specific course requirements for Areas II, III, and IV.

***Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Depending on the total hours allocated for the bachelor's degrees, institutions in the Alabama Community College System are authorized to provide only 50 percent of the total.

Alabama Articulation and General Studies Committee (AGSC)

The AGSC was created to simplify the transfer of course credit between public institutions of higher education. To accomplish this task, the AGSC has developed and implemented a state-wide general studies and articulation program that facilitates the transferability of coursework

among all Alabama public colleges and universities. The AGSC continues to serve as a monitoring committee for the articulation program. They oversee and maintain the program on an on-going basis. Finally, the AGSC works to resolve any student appeals related to transfer of coursework as it relates to the articulation program.

General course listing

Area I: **Written Communication**6

 ENG 101 English Composition I

 ENG 102 English Composition II

Area II: **Humanities and Fine Arts**12

 *Literature3

 ENG 251 American Literature I

 ENG 252 American Literature II

 or

 ENG 271 World Literature I

 ENG 272 World Literature II

 Arts3

 ART 100 Art Appreciation

 ART 203 Art History I

 ART 204 Art History II

 MUS 101 Music Appreciation

 THR 120 Theatre Appreciation

 THR 126 Introduction to Theatre

 Additional Humanities and Fine Arts6

 HUM 101 Introduction to Humanities I

 HUM 102 Introduction to Humanities II

 HUM 298 Directed Studies in Humanities

 HUM 299 PTK Leadership Development

 PHL 206 Ethics and Society

 REL 100 World Religions

 REL 151 Survey of the Old Testament

 REL 152 Survey of the New Testament

 SPH 106 Fundamentals of Oral Communication

 SPH 107 Fundamentals of Public Speaking

 SPA 101 Introductory Spanish I

 SPA 102 Introductory Spanish II

 SPA 201 Intermediate Spanish I

Area III: **Natural Sciences and Mathematics**11

 Mathematics3

 MTH 110 Finite Mathematics

 MTH 112 Precalculus Algebra

 MTH 113 Precalculus Trigonometry

 MTH 120 Calculus and Its Applications

 MTH 125 Calculus I

MTH 126	Calculus II	
MTH 227	Calculus III	
MTH 237	Linear Algebra	
MTH 238	Applied Differential Equations I	
Natural Science		8
BIO 103	Principles of Biology I	
BIO 104	Principles of Biology II	
CHM 104	Introduction to Inorganic Chemistry	
CHM 105	Introduction to Organic Chemistry	
CHM 111	College Chemistry I	
CHM 112	College Chemistry II	
PHS 111	Physical Science I	
PHS 112	Physical Science II	
PHY 201	General Physics I	
PHY 202	General Physics II	
PHY 213	General Physics with Calculus I	
PHY 214	General Physics with Calculus II	
Area IV: History, Social, and Behavioral Sciences		12
*History		3
HIS 121	World History I	
HIS 122	World History II	
HIS 201	United States History I	
HIS 202	United States History II	
**Additional History, Social and Behavioral Sciences		9
ECO 231	Macroeconomics	
ECO 232	Microeconomics	
GEO 100	World Regional Geography	
POL 211	American National Government	
PSY 200	General Psychology	
PSY 210	Human Growth and Development	
SOC 200	Introduction to Sociology	

*As part of the General Studies Curriculum, students must complete a six-hour sequence in literature or history.

**No more than six hours of history may be taken for Area IV.

Career programs

Associate in Applied Science (A.A.S.)

The Associate in Applied Science degree is awarded to students who complete the requirements of a specific career or professional program outlined in this catalog. These programs may contain no fewer than 60 and no more than 76 semester hours. Of the total hours in a program, 35 to 40 percent must be courses chosen to ensure competency in reading, writing, oral communication, computer applications, and fundamental mathematics and to satisfy CVCC core requirements. The remaining hours must be taken in the specific area of concentration and may

include related courses and electives. This area of concentration must include 15 semester hours of coursework, with appropriate prerequisites, above the level of elementary courses. In addition, coursework in the area of concentration must follow an orderly, identifiable sequence.

Each career-oriented course and program at CVCC has a primary goal of preparing students for a productive and successful career after graduating from the College. Each curriculum contains college-level courses pertinent to that particular field as well as general education courses that provide a well-rounded college education.

Each program has been designed with the assistance of a community advisory committee composed of people currently working in the field who are aware of the job requirements and job potential. Although the primary objective of career programs is early job entry with potential for growth in the job, further education in these options is possible after two years of college. A growing number of colleges and universities now offer specialized programs leading to a bachelor's degree, and credits in these curricula may be transferable to such programs. An Associate in Applied Science degree candidate who is following a specific Associate in Applied Science program, taking courses in the proper sequence under the guidance of a designated program advisor, may be said to be majoring in that program of study.

All Associate in Applied Science degrees will contain the following General Education core requirements. Not all courses listed will satisfy these requirements in all programs; courses should be selected to ensure that they meet the requirements of an approved program.

Degree requirements

Area I: Written Composition 3 - 6 credit hours

Area II: Humanities and Fine Arts 3 - 6 credit hours

Requirements prescribe: Minimum of nine hours in Areas I and II, which could include six hours in Written Composition I and II and three hours in Area II; or three hours in Written Composition I and three hours in Applied Writing or Business Communications and three hours in Area II; or three hours in Area I and six hours in Area II. Students must choose from the following courses to satisfy the Area II requirement.

ART 100	ENG 272	PHL 206
ART 203	HUM 101	REL 100
ART 204	HUM 102	REL 151
ENG 251	HUM 299	REL 152
ENG 252	MUS 101	
ENG 271	PHL 116	

Area III: Natural Science and Mathematics 9 - 11 credit hours

Requirements prescribe: Distributed in Mathematics or Science or Computer Science (Data Processing). Minimum of three hours in Mathematics is required. One Computer Science (Data Processing) course (2 are preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s). Appropriate 100-level courses (or higher) as denoted in *The Alabama Community College System Course Directory* may be substituted.

Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, and BIO 220

to assure the transfer of courses within parameters of the AGSC minimum general education semester-hour distribution requirements to successfully complete the validated system-wide biology placement examination.

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

Programs in which the AAS represents the terminal award are not required to complete the six-semester-hour sequence in Area IV.

Minimum general education requirements 18 - 29 credit hours

Area V: Professional core, technical concentration, and electives 42 - 47 credit hours

Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Students planning programs of study for which the AAS does not represent the terminal degree, and for which national or regional programmatic licensure and certification are required, should be encouraged to integrate the “General Studies” transfer courses whenever possible.

Additional degree requirements:

ORI 101 or ORI 105 is required of all students except transfer students who have completed 14 or more semester hours prior to transferring to CVCC and individuals completing the Associate of Applied Science in Nursing.

CIS 146 is required of all students except those who demonstrate computer literacy through testing administered by the Business Division.

Area I -V: General studies curricula 60 - 76 credit hours

Maximum program semester credit hours 76 credit hours

Semester credit-hour range by award 60 - 76 credit hours

* Students must choose from among the courses listed on page 76.

** Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student’s program total.

A.A.S. - Applied Technology: Air Conditioning and Refrigeration (HVAC) option

This program emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

		credit hours
Area I:	Written Composition	3
	ENG 101 English Composition	3
Area II: Humanities and Fine Arts		6
	SPH 106 Fundamentals of Oral Communications	3
	*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics		10
	MTH 100 Intermediate College Algebra	3
	CIS 146 Microcomputer Applications	3
	PHS 112 Physical Science II.	4
Area IV: History, Social, and Behavioral Sciences		3
	PSY 200 General Psychology.	3
Area V: Preprofessional, Major, and Elective Courses.		49
	ADM 100 Industrial Safety	3
	ADM101 Precision Measurement	3
	ADM 102 Computer Aided Design.	3
	ADM 103 Intro to Computer Integrated Manufacturing/Material Processes	3
	ADM 104 Introduction to Thermal/Electrical Principles	3
	ADM 105 Fluid Systems.	3
	ADM 106 Quality Control Concepts.	3
	INT 101 DC Fundamentals.	3
	INT 103 AC Fundamentals	3
	ACR 111 Principles of Refrigeration.	3
	ACR 112 HVACR Service Procedures.	3
	ACR 113 Refrigeration Piping Practices.	3
	ACR 119 Fundamentals of Gas Heating Systems	3
	ACR120 Fundamentals of Electric Heating Systems	3
	ACR121 Principles of Electricity for HVACR.	3
	ACR 148 Heat Pump Systems	3
	ACR 183 Special Topics in Air Conditioning and Refrigeration	1
Additional Degree Requirements		3
	**ORI 101 Orientation to College	1
	WKO 101 Workplace Skills Development	2
Total		74

* Students must choose from among the courses listed on page 76.

** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Applied Technology: Automotive Manufacturing option

This program prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This program includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure.

credit hours

Area I:	Written Composition	3
	ENG 101 English Composition	3
Area II: Humanities and Fine Arts		6
	SPH 106 Fundamentals of Oral Communications	3
	*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics		10
	MTH 100 Intermediate College Algebra	3
	CIS 146 Microcomputer Applications	3
	PHS 112 Physical Science II	4
Area IV: History, Social, and Behavioral Sciences		3
	PSY 200 General Psychology	3
Area V: Preprofessional, Major, and Elective Courses		50
	ADM 100 Industrial Safety	3
	ADM101 Precision Measurement	3
	ADM 102 Computer Aided Design	3
	ADM 103 Intro to Computer Integrated Manufacturing/Material Processes	3
	ADM 104 Introduction to Thermal/Electrical Principles	3
	ADM 105 Fluid Systems	3
	ADM 106 Quality Control Concepts	3
	INT 101 DC Fundamentals	3
	INT 103 AC Fundamentals	3
	INT 117 Industrial Mechanics	3
	INT 184 Intro to Programmable Logic Controllers	3
	INT 284 Advanced Programmable Logic Controllers	3
	INT 288 Applied Programmable Logic Controllers	3
	INT 134 Prin. of Industrial Maintenance Welding and Metal Cutting Techniques	3
	AUT 210 Industrial Robotics	3
	AUT 211 Industrial Robotics Lab	2
	AUT 212 Robot operation and Programming	3
Additional Degree Requirements		3
	**ORI 101 Orientation to College	1
	WKO 101 Workplace Skills Development	2
Total		75

* Students must choose from among the courses listed on page 76.

** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Applied Technology: Industrial Maintenance option

This program prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as cranes, pumps, engines and motors, pneumatic tools, conveyor systems, production machinery, marine deck machinery, and steam propulsion, refinery, and pipeline-distribution systems.

	credit hours
Area I: Written Composition	3
ENG 101 English Composition	3
Area II: Humanities and Fine Arts	6
SPH 106 Fundamentals of Oral Communications	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	10
MTH 100 Intermediate College Algebra	3
CIS 146 Microcomputer Applications	3
PHS 112 Physical Science II.	4
Area IV: History, Social, and Behavioral Sciences	3
PSY 200 General Psychology.	3
Area V: Preprofessional, Major, and Elective Courses.	48
ADM 100 Industrial Safety	3
ADM101 Precision Measurement	3
ADM 102 Computer Aided Design.	3
ADM 103 Intro to Computer Integrated Manufacturing/Material Processes. .	3
ADM 104 Introduction to Thermal/Electrical Principles	3
ADM 105 Fluid Systems.	3
ADM 106 Quality Control Concepts.	3
INT 101 DC Fundamentals	3
INT 103 AC Fundamentals	3
INT 113 Motor Controls	3
INT 117 Industrial Mechanics	3
INT 253 Industrial Robotics	3
INT 184 Intro to Programmable Logic Controllers	3
INT 284 Advanced Programmable Logic Controllers	3
INT 288 Applied Programmable Logic Controllers	3
INT 134 Prin. of Industrial Maintenance Welding and Metal Cutting Techniques	3
Additional Degree Requirements	3
**ORI 101 Orientation to College	1
WKO 101 Workplace Skills Development	2
Total	73

* Students must choose from among the courses listed on page 76.

** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Applied Technology: Sustainable Construction/ Renewable Energy option

This program emphasizes the tools and materials used in the construction industry. Topics include safety, hand tools, hand held power tools, building codes, construction measurements, and construction materials. This course also integrates renewable energy topics such as solar / thermal principals, sustainable building materials, and photovoltaic principals and design. Upon completion, students should be able to work safely within the industry and operate various hand tools and power equipment. Students will also understand how sustainable construction affects the environment and future economy.

credit hours

Area I:	Written Composition	3
	ENG 101 English Composition	3
Area II: Humanities and Fine Arts		6
	SPH 106 Fundamentals of Oral Communications	3
	*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics		10
	MTH 100 Intermediate College Algebra	3
	CIS 146 Microcomputer Applications	3
	PHS 112 Physical Science II.	4
Area IV: History, Social, and Behavioral Sciences		3
	PSY 200 General Psychology.	3
Area V: Preprofessional, Major, and Elective Courses		43
	ADM 100 Industrial Safety	3
	ADM101 Precision Measurement	3
	ADM 102 Computer Aided Design.	3
	ADM 103 Intro to Computer Integrated Manufacturing/Material Processes	3
	ADM 104 Introduction to Thermal/Electrical Principles	3
	ADM 105 Fluid Systems.	3
	ADM 106 Quality Control Concepts.	3
	REN 105 Renewable Technology Awareness	1
	REN 115 Photovoltaic Principles and Design	3
	REN 205 Solar Thermal Principles	3
	REN 215 Photovoltaic Systems and Servicing Procedures.	3
	BUC 112 Construction Measurements and Calculations.	3
	BUC 133 Standard Building Codes	3
	BUC 210 Current Topics in Building Construction.	3
	BUC 111 Basic Construction Layout.	3
Additional Degree Requirements		3
	**ORI 101 Orientation to College	1
	WKO 101 Workplace Skills Development	2
Total		68

* Students must choose from among the courses listed on page 76.

** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business

The Associate in Applied Science in Business program is designed for individuals who will be seeking employment in business, management, supervision, accounting, retail, technical, and office occupations or for professional development leading to increased job satisfaction and enhancement.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 149 Introduction to Computers	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional, major, and elective courses	42
<i>Required Business core</i>	21
BUS 100 Introduction to Business	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 275 Principles of Management	3
BUS 285 Principles of Marketing	3
ECO 231 Principles of Macroeconomics	3
ECO 232 Principles of Microeconomics	3
<i>**Electives (15 hours ACC, BUS, or MST and 6 hours CIS or OAD equivalents)</i> 21	
ACC, BUS and MST Courses	15
CIS or OAD courses	6
Additional Degree Requirements	3
***ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	69

* Students must choose from among the courses listed on page 76.

** Students planning to transfer to a four-year institution in Business should take Business Statitics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business: Accounting option

Accounting is a profession of development, evaluation, and communication of financial and managerial information concerning the performance of a business entity. The Accounting option provides students with the knowledge and technical skills necessary to obtain an entry-level accounting position.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 149 Introduction to Computers	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional, major, and elective courses	42
Required Business core	30
ACC140 Payroll Accounting	3
ACC 149 Introduction to Accounting Spreadsheets	
(or CIS 113, or OAD 243)	3
ACC 150 Computerized General Ledger	3
BUS 150 Business Math	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 263 Legal and Social Environment of Business	3
CIS 185 Computer Ethics	3
ECO 231 Principles of Macroeconomics	3
OAD 130 Electronic Calculations	3
**Electives (9 hours ACC, BUS, ECO or MST and 3 hours CIS or OAD)	12
ACC, BUS, ECO, or MST Courses	9
CIS Course or OAD	3
Additional Degree Requirements	3
***ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	69

* Students must choose from among the courses listed on page 76.

** Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business: Banking and Finance option

The Banking and Finance option is designed for individuals who are preparing to enter the banking industry and for those who are presently employed in the banking industry.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 149 Introduction to Computers	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional, major, and elective courses	42
Required Business core	24
ACC 149 Introduction to Accounting Spreadsheets (or CIS 113 or OAD 243)	3
ACC 150 Computerized General Ledger	3
BUS 150 Business Math	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 263 Legal and Social Environment of Business	3
ECO 231 Principles of Macroeconomics	3
OAD 130 Electronic Calculations	3
**Electives (12 hours ACC, BUS, ECO or MST and 6 hours CIS or OAD)	18
ACC, BUS, ECO, or MST Courses	12
CIS Courses or OAD	6
Additional Degree Requirements	3
***ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	69

* Students must choose from among the courses listed on page 76.

** Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business: Management and Supervision option

The Management and Supervision option provides a broad background in the field of business and management. The program is designed for individuals who seek to enter management and supervisory positions in the private or public sector.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 149 Introduction to Computers	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional, major, and elective courses	42
<i>Required Business core</i>	24
BUS 100 Introduction to Business	3
BUS 241 Principles of Accounting I	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
ECO 231 Principles of Macroeconomics	3
MST 111 Elements of Supervision	3
MST 201 Human Resource Management	3
MST 215 Small Business Management	3
<i>**Electives (12 hours ACC, BUS, ECO or MST and 6 hours CIS or OAD)</i>	18
ACC, BUS, ECO or MST Courses	12
CIS Courses or OAD	6
Additional Degree Requirements	3
***ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	69

* Students must choose from among the courses listed on page 76.

** Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business: Small Business Management option

The Small Business Management option is designed for individuals seeking employment or advancement in retailing and/or management of a small business.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 149 Introduction to Computers	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional, major, and elective courses	42
Required Business core	30
BUS 100 Introduction to Business	3
BUS 175 Retailing	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 275 Principles of Management	3
BUS 285 Principles of Marketing	3
ECO 231 Principles of Macroeconomics	3
MST 111 Elements of Supervision	3
MST 201 Human Resource Management	3
MST 215 Small Business Management	3
**Electives (9 hours ACC, BUS, ECO or MST and 3 hours CIS or OAD)	12
ACC, BUS, ECO, or MST Courses	9
CIS Course or OAD	3
Additional Degree Requirements	3
***ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	69

* Students must choose from among the courses listed on page 76.

** Students planning to transfer to a four-year institution in Business should take Business Statitics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business and Office Technology: Administrative Technology option

The Business and Office Technology program is designed for individuals seeking employment in office positions. The program consists of a core of 24 semester hours of general education courses, and the balance of hours selected from one of the areas of concentration, which include: Administrative Technology, Legal Administrative Technology, and Medical Administrative Technology. The Administrative Technology option is designed for individuals seeking office positions specializing in information processing leading to management and office supervisory positions.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 113 Spreadsheet Software Applications (or ACC149, or OAD 243) ..	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY, or SOC Elective	3
Area V: Preprofessional, major, and elective courses	42
<i>Required Business and Office Technology core</i>	27
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (or CIS 111)	3
OAD 130 Electronic Calculations	3
OAD 138 Records and Information Management	3
OAD 200 Machine Transcription	3
OAD 218 Office Procedures	3
OAD 244 Database Applications (or CIS 117)	3
OAD 246 Office Graphics and Presentations (or CIS 115)	3
or OAD 230 Computerized Desktop Publishing	3
OAD 242 Office Internship	3
<i>Electives (6 hours in CIS and 9 hours in BUS, MST, or ECO)</i>	15
CIS courses	6
BUS, ECO, or MST courses	9
Additional Degree Requirements	3
**ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	69

* Students must choose from among the courses listed on page 76.

** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

**A.A.S. - Business and Office Technology:
Legal Administrative Technology option**

The Legal Administrative Technology option is designed for individuals seeking employment in attorney offices, courthouses, and government positions that specialize in preparing technical documents that are the basis for legal records.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 113 Spreadsheet Software Applications (or ACC 149, or OAD 243) ..	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY, or SOC Elective	3
Area V: Preprofessional, major, and elective courses	45
<i>Required Business and Office Technology core</i>	30
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (or CIS 111)	3
OAD 130 Electronic Calculations	3
OAD 138 Records and Information Management	3
OAD 201 Legal Terminology	3
OAD 202 Legal Transcription	3
OAD 203 Legal Office Procedures	3
OAD 242 Office Internship (Last Semester)	3
OAD 244 Database Applications (or CIS 117)	3
OAD 246 Office Graphics and Presentations (or CIS 115)	3
or OAD 230 Computerized Desktop Publishing	3
<i>Electives (6 hours in CIS and 9 hours in BUS, ECO, or MST)</i>	15
CIS courses	6
BUS, ECO, or MST courses	9
Additional Degree Requirements	3
**ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	72

* Students must choose from among the courses listed on page 76.

** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business and Office Technology: Medical Administrative Technology option

The Medical Administrative Technology option is designed for individuals seeking employment in a physician's office, hospital, and medical facilities that specialize in the production of documents that are the basis for medical records.

Area I:	Written Composition	6
	ENG 101 English Composition I	3
	BUS 215 Business Communications (preferred)	3
	or ENG102 English Composition II	3
Area II:	Humanities and Fine Arts	6
	SPH 107 Fundamentals of Public Speaking	3
	or SPH 106 Fundamentals of Oral Communication	3
	*Humanities/Fine Arts Elective	3
Area III:	Natural Science and Mathematics	9
	CIS 146 Microcomputer Applications	3
	CIS 113 Spreadsheet Software Applications (or ACC149, or OAD 243) ..	3
	MTH 100 Intermediate College Algebra (or higher level MTH)	3
Area IV:	History, Social, and Behavioral Sciences	3
	BUS 189 Human Relationships	3
	or GEO, HIS, POL, PSY, or SOC Elective	3
Area V:	Preprofessional, major, and elective courses	45
	<i>Required Business and Office Technology core</i>	30
	OAD 103 Intermediate Keyboarding	3
	OAD 125 Word Processing (or CIS 111)	3
	OAD 130 Electronic Calculations	3
	OAD 138 Records and Information Management	3
	OAD 211 Medical Terminology	3
	OAD 212 Medical Transcription	3
	OAD 214 Medical Office Procedures	3
	OAD 242 Office Internship (Last Semester)	3
	OAD 246 Office Graphics and Presentations (or CIS 115)	3
	or OAD 230 Computerized Desktop Publishing	3
	OAD 244 Database Applications (or CIS 117)	3
	<i>Electives (6 hours in CIS and 9 hours in BUS, ECO, or MST)</i>	15
	CIS courses	6
	BUS, ECO, or MST courses	9
Additional Degree Requirements		3
	**ORI 101 Orientation to College	1
	WKO 101 Workplace Skill Development I	2
Total		72

* Students must choose from among the courses listed on page 76.

** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Computer Information Systems:
CISCO Networking option

The CISCO Networking option prepares students for industry-recognized certification by using materials and curriculum that have been designed for the CCNA Program.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 150 Introduction to Computer Logic and Programming	3
CIS 146 Microcomputer Applications	3
Area IV: History, Social, and Behavioral Sciences	3
GEO, HIS, POL, PSY, or SOC Elective	3
or BUS 189 Human Relationships	3
Area V: Preprofessional, major, and elective courses	39
<i>Required Computer Information Systems core</i>	12
CIS 130 Introduction to Information Systems	3
CIS 185 Computer Ethics	3
CIS 268 Software Support	3
CIS 269 Hardware Support	3
<i>Required Networking core</i>	12
CIS 270 CISCO 1	3
CIS 271 CISCO 2	3
CIS 272 CISCO 3	3
CIS 273 CISCO 4	3
<i>Electives (CIS or **BUS 105)</i>	15
CIS courses	15
Additional Degree Requirements	3
***ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	66

* Students must choose from among the courses listed on page 86.

** BUS 105 is accepted as a CIS elective.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Computer Information Systems: Information Technology option

The Information Technology option provides the necessary competencies for individuals to be employed as computer programmers within the information technology industry.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 150 Introduction to Computer Logic and Programming	3
CIS 146 Microcomputer Applications	3
Area IV: History, Social, and Behavioral Sciences	3
GEO, HIS, POL, PSY, or SOC Elective	3
Area V: Preprofessional, major, and elective courses	40
Required Computer Information Systems core	12
CIS 130 Introduction to Information Systems	3
CIS 185 Computer Ethics	3
CIS 268 Software Support	3
CIS 269 Hardware Support	3
Required Information Technology core	16
CIS 191 Introduction to Computer Programming Concepts	3
and CIS 193 Introduction to Computer Programming Lab	1
or CIS 212 Visual Basic Programming	3
and CIS 210 Case Study in Computer Skills Application	1
CIS 270 CISCO 1	3
CIS 275 Workstation Administration	3
CIS 276 Server Administration	3
CIS 280 Network Security	3
Electives (CIS or **BUS 105)	12
CIS courses	15
Additional Degree Requirements	3
***ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	67

* Students must choose from among the courses listed on page 86.

** BUS 105 is accepted as a CIS elective.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Criminal Justice

The Criminal Justice Program is designed for students with an interest in the criminal justice field and law enforcement professions. It prepares students for a career as a law enforcement officer, corrections officer, investigator, court administrator, private security officer, or customs agent. Program graduates are employed with local, state, and federal agencies or with private agencies. Students employed in related fields may use the program as a building block for career advancement or further education. Students gain knowledge of local, state, and federal statutes, civil liberties, policing, the justice system, ethics, constitutionalism, and public safety issues.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	10
MTH 100 Intermediate College Algebra	3
CIS 146 Microcomputer Applications	3
PHS 111 Physical Science I	4
or BIO 103 Principles of Biology I	4
Area IV: History, Social, and Behavioral Sciences	6
PSY 200 General Psychology	3
POL 220 State and Local Government	3
or POL 211 American National Government	3
or HIS 121/122/201/202	3
Area V: Preprofessional, major, and elective courses	41
<i>Required Criminal Justice courses</i>	14
CRJ 100 Introduction to Criminal Justice	3
CRJ 110 Introduction to Law Enforcement	3
CRJ 178 Narcotics/Dangerous Drugs	3
CRJ 216 Police Organization and Administration	3
EMS 100 Cardiopulmonary Resuscitation I	1
EMS 104 First Aid for Students of Health Related Professions	1
<i>Electives (CRJ and/or HLS100)</i>	24
Additional Degree Requirements	3
**ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	69

* Students must choose from among the courses listed on page 76.

** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Fire Science

The Fire Science program is a two-year technical program designed for individuals employed as fire fighters or for individuals who are seeking employment in the fire science field. Opportunities include fire safety specialists, inspectors, etc., in industry and commerce, as well as fire fighters in the public sector. The program provides educational experience in basic fire prevention, control, and loss. Individuals presently employed as fire fighters in government or industry will be especially interested in the program as a means of professional advancement. Fire science courses are scheduled to meet the needs of in-service fire fighting personnel.

		credit hours
Area I:	Written Composition	6
	ENG 101 English Composition I	3
	ENG 102 English Composition II	3
Area II:	Humanities and Fine Arts	6
	SPH 107 Fundamentals of Public Speaking	3
	or SPH 106 Fundamentals of Oral Communication	3
	*Humanities/Fine Arts Elective	3
Area III:	Natural Science and Mathematics	10
	MTH 100 Intermediate College Algebra	3
	CIS 146 Microcomputer Applications	3
	PHS 112 Physical Science II	4
	or CHM 111 College Chemistry I	4
	or BIO 103 Principles of Biology I	4
Area IV:	History, Social, and Behavioral Sciences	6
	PSY 200 General Psychology.	3
	POL 220 State and Local Government	3
	or POL 211 American National Government	3
	or HIS 121/122/201/202	3
Area V:	Preprofessional, major, and elective courses	41
	Required Fire Science courses	12
	**FSC 101 Introduction to Fire Science	3
	FSC 110 Building Construction Principles	3
	FSC 130 Introduction to Fire Suppression	3
	FSC 299 Legal Aspects of Fire Service	3
	Electives (FSC and/or EMS)	24
	PED or HED	2
Additional Degree Requirements.		3
	***ORI 101 Orientation to College	1
	WKO 101 Workplace Skill Development I	2
Total		69

* Students must choose from among the courses listed on page 76.

**After successful completion of Fire Fighter I Certification, three semester hours of credit will be granted in the A.A.S. Degree program for FSC 101. Successful completion requires a minimum overall score of 70 percent on the state certification examination and submission of official documentation from the appropriate state agency to the College.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Homeland Security

The Homeland Security program provides the knowledge and skills necessary for security professionals, including business, industry, and corporate managers who are responsible for risk assessment, infrastructure management, physical and information security, and human capital management. Students will benefit from a dynamic real-world approach to actual and potential scenarios. From terrorism to emergency management, these programs will provide students with current information and transferable skills that are critical to meeting employer needs in both the homeland security and public safety sectors.

Students will build skills toward Incident Command System (ICS) and National Incident Management System (NIMS) Certifications. In performance-based labs, designed to develop proficiencies in Triage, Decontamination, and Hazardous Materials Command, Control, Communications, Computers, Information, and Intelligence (C⁴I²) as well as Response Management of Terrorist Threats and Natural Disasters, students will use equipment actually employed in the field. In computer-simulation logs and using Advanced Combat and Tactical Simulations (ACATS) software, originally designed for and used by the U.S. Departments of Defense and Homeland Security to practice and improve strategy development, students will design, develop, and implement terrorist and natural disaster exercises.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
ENG 102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	10
MTH 100 Intermediate College Algebra	3
CIS 146 Microcomputer Applications	3
PHS 112 Physical Science II	4
or CHM 111 College Chemistry I	4
or BIO 103 Principles of Biology I	4
Area IV: History, Social, and Behavioral Sciences	6
PSY 200 General Psychology	3
POL 220 State and Local Government	3
or POL 211 American National Government	3
or HIS 121/122/201/202	3
Area V: Preprofessional, major, and elective courses	40
<i>Required Homeland Security courses</i>	25
HLS 100 Introduction to Homeland Security and Public Safety	3
HLS 120 Homeland Security Strategies and Operational Techniques	3
HLS 160 Infections Disease and Pandemic Viruses	3
HLS 190 Critical Infrastructure Assessment and Protection	3
HLS 205 Homeland Security Legal Issues	3
HLS 215 Mass Casualty and Triage Management	3
HLS 221 Weapons of Mass Destruction	3
HLS 241 Incident Management Team Operations	3
EMS 100 Cardiopulmonary Resuscitation I	1

Electives	12
Must be HLS, HLS dual listed or EMS courses	12
Additional Degree Requirements	3
**ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	68-70

* Students must choose from among the courses listed on page 76.

** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Medical Assisting

The Medical Assisting Program is intended to prepare students to provide patient care in physician's offices, minor emergency centers, long-term care facilities, and other types of free-standing medical clinics. In the clinical role, the medical assistant provides assistance to the physician during assessment and examination of patients, treatment interventions, and in-office diagnostic protocols. Students in this program will learn to perform physical assessments, take medical histories, take and record vital signs, administer medications, assist with diagnostic procedures, take electrocardiograms, interpret life-threatening arrhythmias, perform venipuncture, and interpret basic laboratory results.

Medical Assistants are also prepared to assume administrative roles in physician's offices, including dealing with procedures, billing protocols, coding mechanisms, typing of medical correspondence utilizing appropriate medical terminology, office accounting procedures, and insurance processing.

Upon completion of this program, the student will be awarded the A.A.S. - Associate in Applied Science degree and will be eligible to sit for a certification examination.

	credit hours
Area I: Written Composition	3
ENG 101 English Composition I	3
Area II: Humanities and Fine Arts	6-7
SPH 107 Fundamentals of Public Speaking	3
*Humanities/Fine Arts Elective	3-4
Area III: Natural Science and Mathematics	10
MTH 100 Intermediate College Algebra (or any 100-level MTH)	3
BIO 103 Principles of Biology I	4
CIS 146 Microcomputer Applications	3
Area IV: History, Social, and Behavioral Sciences	3
Psychology Elective	3
Area V: Preprofessional, major, and elective courses	49
Required courses	47
MAT 101 Medical Terminology	3
MAT 102 Medical Assisting Theory I	3
MAT 103 Medical Assisting Theory II	3
MAT 111 Clinical Procedures I for the Medical Patient	3
MAT 120 Medical Adm. Procedures I	3
MAT 121 Medical Adm. Procedures II	3

MAT 125	Laboratory Procedures I	3
MAT 128	Medical Law and Ethics	3
MAT 200	Management of Office Emergencies	2
MAT 211	Clinical Procedures II for the Medical Office	3
MAT 215	Laboratory Procedures II	3
MAT 216	Medical Pharmacology for the Medical Office	4
MAT 220	Medical Office Insurance	3
OAD 212	Medical Transcription	3
MAT 229	Medical Assisting Preceptorship	3
EMS 100	Cardiopulmonary Resuscitation I	1

Additional Degree Requirements 3

**ORI 101	Orientation to College	1
WKO 101	Workplace Skill Development I	2

Total 71 - 72

* Students must choose from among the courses listed on page 76.

** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Nursing (ADN)

Associate Degree Nursing Curriculum

The Associate Degree Nursing Program enables the student to complete a 5-semester curriculum leading to an Associate in Applied Science degree in Nursing. In order to graduate from the program, the student must complete a total of 72 semester hours, including 30 hours of general education credit and 42 hours of nursing core courses. Upon successful completion of the curriculum, the student will be qualified to apply to write the National Council Licensure Examination: NCLEX –RN.

The nursing program is approved by the Alabama Board of Nursing. All agencies used as clinical experience for students are approved by their appropriate accrediting organization.

It is important for nursing students to note however, that the review of candidates for eligibility for initial and continuing licensure in Alabama will include questions concerning such matters as whether they have ever been arrested or convicted of a criminal offense and whether they have ever been arrested for or convicted of driving under the influence of alcohol. Application to write the examination may be denied on the basis of the review.

First Term 15

MTH 100	Intermediate College Algebra (or higher level math)	3
BIO 201	Human Anatomy and Physiology I	4
NUR 102	Fundamentals of Nursing	6
NUR 103	Health Assessment	1
NUR 104	Introduction to Pharmacology	1

Second Term 20

ENG 101	English Composition I	3
BIO 202	Human Anatomy and Physiology II	4
NUR 105	Adult Nursing	8
NUR 106	Maternal and Child Nursing	5

Third Term 12

PSY 200	General Psychology	3
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BIO 220	Microbiology	4
NUR 201	Nursing Through the Lifespan I	5
Fourth Term		12
SPH 106	Fundamentals of Oral Communication	3
or SPH 107	Fundamentals of Public Speaking	3
PSY 210	Human Growth and Development	3
NUR 202	Nursing Through the Lifespan II	6
Fifth Term		13
*Humanities Elective		3
NUR 203	Nursing Through the Lifespan III	6
NUR 204	Role Transition for the Registered Nurse	4
Total		72

* Students must choose from among the courses listed on page 76.

Associate Degree Nursing Program (Direct Entry) minimum admission standards

Minimum admission standards for the Associate Degree Nursing Program include:

1. Unconditional admission to the College
2. Good standing with the College
3. Receipt of completed application **before the published deadline**
4. All **official transcripts** from each college attended must be submitted to the CVCC Admissions Office **prior** to the published deadline. Transfer coursework listed on a transcript from a different college is not an official transcript. Students who have never attended college or would like to have their high school coursework evaluated for possible points must submit an official high school transcript to the CVCC Admissions Office.
5. All **unofficial transcripts** from each college attended must be submitted to the CVCC Admissions Office **prior** to the published deadline. Transfer coursework listed on a transcript from a different college is not an unofficial transcript. Students who have never attended college or would like to have their high school coursework evaluated for possible points must submit an unofficial high school transcript with their nursing application.
6. A minimum cumulative GPA of 2.50 for the most recent 24 credit hours of college coursework attempted
7. Meeting the essential functions or technical standards required for nursing
8. Completion of the Test of Essential Academic Skills – V or TEAS-V prior to the published deadline. An official copy of this exam must be submitted with the nursing application. Students who have taken this exam at an institution other than CVCC must have their official score sent electronically to CVCC prior to the published deadline.
9. After a student is admitted to the nursing program, he/she is responsible for accurately following the admissions criteria and the nursing curriculum design. Failure to follow the curriculum design as presented may affect a student's program in the program.
10. A student who is provisionally admitted to the program must complete all coursework at the College unless written approval is obtained from the Division Chairperson and the Dean of Instruction.

11. Withdrawal from nursing courses will be considered failure (except in extenuating circumstances, as determined by the Division Chairperson). The student must be passing at the time of the withdrawal for the circumstance to be considered.
12. All developmental coursework must be completed prior to entry into the nursing program.

LICENSURE: Each student is responsible for mailing his/her own application to the Board of Nursing in the state in which he/she is applying for initial licensure, as well as to NCLEX. Each student is also responsible for mailing the application and meeting deadlines that the Board may announce.

Point System

The Nursing Admissions Committee uses a points-based system for admission to the Associate Degree Nursing program. Points are accumulated through the Test of Essential Academic Skills – V (TEAS-V), completed academic credits from college or high school, and for the completion of certain academic credits at CVCC. Applicants may accumulate a maximum of 250 points.

ATI Test of Essential Academic Skills (150 points possible):

This test must have been taken within 3 years from the published deadline for consideration. Points awarded will be based on percentage score equivalent. If you have taken the TEAS-V at another location, an official copy of this test must be sent electronically to CVCC by the published application deadline.

Points Awarded for Selected College Courses (90 points possible):

NOTE: Either college coursework **OR** high school coursework will be evaluated, **NOT BOTH**. High school coursework will only be used if no college coursework has been attempted. .

The following scale will be applied: A = 30 points; B = 20 points; C = 10 points

COLLEGE COURSES		OR	HIGH SCHOOL COURSES	
BIO 201	A B C		Highest Level Biology	A B C
BIO 202	A B C		Algebra II or Higher	A B C
BIO 220	A B C		Chemistry	A B C

Loyalty Points (10 points possible):

Ten (10) loyalty points will be awarded to students who have completed ENG 101, MTH 100, BIO 201, BIO 202, BIO 220, PSY 200, PSY 210, SPH 106/107, and an elective class at CVCC. Five (5) loyalty points will be awarded to students who have completed their points based classes (BIO 201, BIO 202, and BIO 220) at CVCC.

Admission to the Associate Degree Nursing Program is competitive and the number of students is limited by the number of faculty and clinical facilities available.

Meeting minimal requirements does not guarantee acceptance.

Associate Degree Nursing - Mobility Program

The Mobility Program enables the Licensed Practical Nurse (LPN) to complete a one-year curriculum leading to an Associate in Applied Science degree. The program requires 72 semester hours for completion. NUR 200: Nursing Career Mobility Assessment, is a course designed to provide LPN mobility students with self-directed opportunities to prepare for placement into

the third semester of the ADN program. Emphasis is on assessment and validation of selected theory, process, and skills covered in NUR 102, 103, 104, 105, and 106. Graduates of the approved Alabama College System Practical Nursing standardized curriculum may be eligible to enter the ADN program during the third semester without taking these assessments if graduation occurred within the previous two years. All other Licensed Practical Nurses must successfully complete this course. This course must be taken and completed in the spring semester before entering the program in summer term. The nursing program is approved by the Alabama Board of Nursing.

Prerequisites	20
ENG 101 English Composition I	3
MTH 100 Intermediate College Algebra (or higher level math).....	3
BIO 201 Human Anatomy and Physiology I.....	4
BIO 202 Human Anatomy and Physiology II.....	4
NUR 200* Nursing Career Mobility Assessment.....	6
*15 nontraditional credit hours will be awarded upon the completion of this course.	15
First Term	12
PSY 200 General Psychology.....	3
BIO 220 Microbiology.....	4
NUR 201 Nursing Through the Lifespan I	5
Second Term	12
SPH 106 Fundamentals of Oral Communication.....	3
or SPH 107 Fundamentals of Public Speaking	3
PSY 210 Human Growth and Development	3
NUR 202 Nursing Through the Lifespan II.....	6
Third Term	13
**Humanities Elective	3
NUR 203 Nursing Through the Lifespan III.....	6
NUR 204 Role Transition for the Registered Nurse.....	4
Total	72

**Students must choose from among the courses listed on page 86.

Associate Degree Nursing - Mobility Program minimum admission standards

Minimum admission standards for the Associate Degree Nursing Mobility Program include:

1. Unconditional admission to the College.
2. Good standing with the College.
3. Receipt of completed application **before the published deadline**.
4. All **official transcripts** from each college attended must be submitted to the CVCC Admissions Office **prior** to the published deadline. Transfer coursework listed on a transcript from a different college is not an official transcript. Students who have never attended college or would like to have their high school coursework evaluated for possible points must submit an official high school transcript to the CVCC Admissions Office.
5. All **unofficial transcripts** from each college attended must be submitted to the CVCC Admissions Office **prior** to the published deadline. Transfer coursework listed on a transcript from a different college is not an unofficial transcript. Students who have never at-

tended college or would like to have their high school coursework evaluated for possible points must submit an unofficial high school transcript with their nursing application.

6. A minimum cumulative GPA of 2.50 for the most recent 24 credit hours of college coursework attempted.
7. Meeting the essential functions or technical standards required for nursing.
8. Completion of the Test of Essential Academic Skills – V or TEAS-V prior to the published deadline. An official copy of this exam must be submitted with the nursing application. Students who have taken this exam at an institution other than CVCC must have their official score sent electronically to CVCC prior to the published deadline.
9. After a student is admitted to the nursing program, he/she is responsible for accurately following the admissions criteria and the nursing curriculum design. Failure to follow the curriculum design as presented may affect a student's program in the program.
10. A student who is provisionally admitted to the program must complete all coursework at the College unless written approval is obtained from the Division Chairperson and the Dean of Instruction.
11. Withdrawal from nursing courses will be considered failure (except in extenuating circumstances, as determined by the Division Chairperson). The student must be passing at the time of the withdrawal for the circumstance to be considered.
12. Completion of the following prerequisite courses **prior** to the published application deadline:

ENG 101 - English Composition I

MTH 100 or higher level math – College Algebra or higher level math

BIO 201 - Human Anatomy and Physiology I

BIO 202 - Human Anatomy and Physiology II

NUR 200 – Nursing Career Mobility Assessment*

* Students will receive conditional acceptance letters in early spring and will begin NUR 200. If NUR 200 is completed with a grade of “C” or better, then the acceptance will be final, and the student will enter the formal program that begins in the summer semester. The requirement of successful completed NUR 200 prior to formally entering the program is a statewide requirement. Students are exempt from this course requirement only if they have completed the new Alabama Statewide Standardized Curriculum within 2 years of the published deadline.

13. Documentation of current unencumbered Alabama LPN licensure.
14. Submit LPN Employment Verification Form – at least 500 clock hours of employment as an LPN must be completed by the published deadline

LICENSURE: Each student is responsible for mailing his/her own application to the Board of Nursing in the state in which he/she is applying for initial licensure, as well as to NCLEX. Each student is also responsible for mailing the application and meeting deadlines that the Board may announce.

Point System

The Nursing Admissions Committee uses a points-based system for admission to the Associate Degree Nursing Mobility Program. Points are accumulated through the Test of Essential Academic Skills – V (TEAS-V), completed academic credits from college, and for the completion of certain academic credits at CVCC. Applicants may accumulate a maximum of 250 points.

Admission to the Associate Degree Nursing Mobility Program is competitive and the number of students is limited by the number of faculty and clinical facilities available.

Meeting minimal requirements does not guarantee acceptance.

ATI Test of Essential Academic Skills (150 points possible):

This test must have been taken within 3 years from the published deadline for consideration. Points awarded will be based on percentage score equivalent. If you have taken the TEAS-V at another location, an official copy of this test must be sent electronically to CVCC by the published application deadline.

Points Awarded for Selected College Courses (90 points possible):

The following scale will be applied: A = 30 points; B = 20 points; C = 10 points

Points will be awarded for the following classes: BIO 101, BIO 102, BIO 220

Loyalty Points (10 points possible):

Ten (10) loyalty points will be awarded to students who have completed ENG 101, MTH 100, BIO 201, BIO 202, BIO 220, PSY 200, PSY 210, SPH 106/107, and an elective class at CVCC. Five (5) loyalty points will be awarded to students who have completed their points based classes (BIO 201, BIO 202, and BIO 220) at CVCC

Licensed Practical Nursing Program (LPN)

The Licensed Practical Nursing Program enables the student to complete a one-year curriculum leading to a certificate in Licensed Practical Nursing. This qualifies the graduate to apply to write the National Council Licensure Examination: NCLEX: PN. It is important for nursing students to note however, that the review of candidates for initial and continuing licensure in Alabama will include questions concerning such things as whether they have ever been arrested or convicted of a criminal offense and whether they have ever been arrested for or convicted of driving under the influence of drugs/alcohol. Application to write the examination may be denied by the State Board on the basis of this review. Therefore, successful completion of the LPN Program does not guarantee eligibility to write the NCLEX-PN. Other states have similar stipulations regarding licensure. When the examination is passed, the student then becomes a Licensed Practical Nurse (LPN).

First Term		15
MTH 100	Intermediate College Algebra (or higher level math)	3
BIO 201	Human Anatomy and Physiology I	4
NUR 102	Fundamentals of Nursing	6
NUR 103	Health Assessment	1
NUR 104	Introduction to Pharmacology	1
Second Term		20
ENG 101	English Composition I	3
BIO 202	Human Anatomy and Physiology II	4
NUR 105	Adult Nursing	8
NUR 106	Maternal and Child Nursing	5
Third Term		14
NUR 107	Adult/Child Nursing	8
NUR 108	Psychosocial Nursing	3

Licensed Practical Nursing Program minimum admission standards

Minimum admission standards for the Licensed Practical Nursing Program include:

1. Unconditional admission to the College
2. Good standing with the College
3. Receipt of completed application **before the published deadline**
4. All **official transcripts** from each college attended must be submitted to the CVCC Admissions Office **prior** to the published deadline. Transfer coursework listed on a transcript from a different college is not an official transcript. Students who have never attended college or would like to have their high school coursework evaluated for possible points must submit an official high school transcript to the CVCC Admissions Office.
5. All **unofficial transcripts** from each college attended must be submitted to the CVCC Admissions Office **prior** to the published deadline. Transfer coursework listed on a transcript from a different college is not an unofficial transcript. Students who have never attended college or would like to have their high school coursework evaluated for possible points must submit an unofficial high school transcript with their nursing application.
6. A minimum cumulative GPA of 2.50 for the most recent 24 credit hours of college coursework attempted
7. Meeting the essential functions or technical standards required for nursing
8. Completion of the Test of Essential Academic Skills – V (TEAS-V) prior to the published deadline. An official copy of this exam must be submitted with the nursing application. Students who have taken this exam at an institution other than CVCC must have their official score sent electronically to CVCC prior to the published deadline.
9. After a student is admitted to the nursing program, he/she is responsible for accurately following the admissions criteria and the nursing curriculum design. Failure to follow the curriculum design as presented may affect a student's program in the program.
10. A student who is provisionally admitted to the program must complete all coursework at the College unless written approval is obtained from the Division Chairperson and the Dean of Instruction.
11. Withdrawal from nursing courses will be considered failure (except in extenuating circumstances, as determined by the Division Chairperson). The student must be passing at the time of the withdrawal for the circumstance to be considered.
12. All developmental coursework must be completed prior to entry into the nursing program.
13. **LICENSURE:** Each student is responsible for mailing his/her own application to the Board of Nursing in the state in which he/she is applying for initial licensure, as well as to NCLEX. Each student is also responsible for mailing the application and meeting deadlines that the Board may announce.

Point System

The Nursing Admissions Committee uses a points-based system for admission to the Licensed Practical Nursing Program. Points are accumulated through the Test of Essential

Academic Skills – V (TEAS-V), completed academic credits from college or high school, and for the completion of certain academic credits at CVCC. Applicants may accumulate a maximum of 250 points.

Admission to the Licensed Practical Nursing Program is competitive and the number of students is limited by the number of faculty and clinical facilities available.

Meeting minimal requirements does not guarantee acceptance.

ATI Test of Essential Academic Skills (150 points possible):

This test must have been taken within 3 years from the published deadline for consideration. Points awarded will be based on percentage score equivalent. If you have taken the TEAS-V at another location, an official copy of this test must be sent electronically to CVCC by the published application deadline.

Points Awarded for Selected College Courses (60 points possible):

NOTE: Either college coursework **OR** high school coursework will be evaluated, **NOT BOTH**. High school coursework will be used only if no college coursework has been attempted. .

The following scale will be applied: A = 30 points; B = 20 points; C = 10 points

COLLEGE COURSES		OR	HIGH SCHOOL COURSES	
BIO 201	A B C		Highest Level Biology	A B C
BIO 202	A B C		Algebra II or Higher	A B C
BIO 220	A B C		Chemistry	A B C

Loyalty Points (10 points possible):

Ten (10) loyalty points will be awarded to students who have completed ENG 101, MTH 100, BIO 201, and BIO 202 at CVCC. Five (5) loyalty points will be awarded to students who have completed their points based classes (ENG 101, and MTH 100) at CVCC.

Academic standards of progress for nursing students

The Alabama Community College System Nursing Education Program Progression Policy

Please note that these policies are subject to revision by the Alabama Community College System.

In order to continue in the nursing program, the student must:

1. Maintain a grade of C or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA.
2. Unless previously completed, students must complete all required general education courses according to The Alabama Community College System Nursing Education curriculum. Exceptions must be approved by the nursing program director.
3. Be acceptable by clinical agencies for clinical experiences.
4. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
5. Students must successfully complete the nursing education program:
 - a. Within 48 months from initial enrollment in courses with an NUR prefix for ADN students; or
 - b. Within 24 months from initial enrollment in courses with an NUR prefix for PN students.

- c. Within 24 months from initial enrollment in NUR201 for Mobility students.
6. Maintain current CPR at the health care provider level.
7. A student that has an unsuccessful attempt in a nursing course (W, D, or F) cannot progress until the course is completed successfully. Course repetition will be based on instructor availability and program resources.
8. Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. In order to be eligible for reinstatement, the following criteria must be met:
 - a. Students must apply for the nursing program and readmission to the college if not currently enrolled;
 - b. Requests must be received by published deadline;
 - c. Students must request reinstatement within one year from the term of withdrawal or failure;
 - d. Students must adhere to nursing curriculum and/or program policies and procedures effective at the point of reinstatement.
9. Withdrawal and/or a D or F in one or more nursing courses in a term is considered one unsuccessful attempt.
10. A total of two unsuccessful attempts (D, F, or withdrawal) in the nursing program will result in dismissal.
11. If a student has been unsuccessful in the associate degree nursing program, the student may apply for admission to the practical nursing program. If a student has been unsuccessful in the mobility program, the student may apply for admission to the generic program.
12. Students who have two unsuccessful attempts in a specific program (ADN/PN/Mobility) may apply for admission as a new student to any nursing program within the Alabama Community College system, provided:
 - a. the student meets current entry requirements;
 - b. at least two years have elapsed since the student's dismissal from a specific program, and
 - c. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.

Reinstatement policy

1. Students whose progression through the nursing program is interrupted and who desire reinstatement in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. Students must meet the following criteria :
 - a. Students must apply for the nursing program and readmission to the College if not currently enrolled;
 - b. Requests must be received by published deadline;
 - c. Students must request reinstatement within one year from the term of withdrawal or failure;
 - d. Students must adhere to nursing curriculum and/or program policies and procedures effective at the point of reinstatement.
2. Reinstatement to the nursing program is not guaranteed. Selection for reinstatement is based on GPA at the current institution and space availability. Reinstatement will be denied due to, but not limited to, any of the following circumstances:
 - a. Grade point average is less than 2.0 from courses completed at the current institution;
 - b. Refusal by clinical agencies to accept the student for clinical experiences;
 - c. Twelve months have elapsed since the student was enrolled in a nursing course;
 - d. Student has been dismissed from the program.

3. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.

Transfer policy

Please note that these policies are subject to revision by the Alabama Community College System.

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

Must meet minimum admission standards for the nursing program.

1. Must possess a grade of C or better in all general education taken at another institution and possess a minimum of a 2.5 cumulative GPA at time of transfer.
2. Students must successfully complete the program:
 - a. Within 48 months from initial semester for ADN students or;
 - b. Within 24 months from initial semester for PN and Mobility students.
3. Must be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the Dean/Director of the previous program.
5. Complete at least 25 percent of the total program at the accepting institution.
6. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

The Alabama Community College System Nursing programs essential functions

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

1. Sensory Perception

- a. Visual
 - i. Observe and discern subtle changes in physical conditions and the environment
 - ii. Visualize different color spectrums and color changes
 - iii. Read fine print in varying levels of light
 - iv. Read for prolonged periods of time
 - v. Read cursive writing
 - vi. Read at varying distances
 - vii. Read data/information displayed on monitors/equipment
- b. Auditory
 - i. Interpret monitoring devices
 - ii. Distinguish muffled sounds heard through a stethoscope
 - iii. Hear and discriminate high and low frequency sounds produced by the body and the environment
 - iv. Effectively hear to communicate with others
- c. Tactile
 - i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
- d. Olfactory
 - i. Detect body odors and odors in the environment

2. Communication/Interpersonal Relationships

- a. Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural, and intellectual backgrounds
- b. Work effectively in groups
- c. Work effectively independently
- d. Discern and interpret nonverbal communication
- e. Express one's ideas and feelings clearly
- f. Communicate with others accurately in a timely manner
- g. Obtain communications from a computer

3. Cognitive/Critical Thinking

- a. Effectively read, write and comprehend the English language
- b. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
- c. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
- d. Satisfactorily achieve the program objectives

4. Motor Function

- a. Handle small delicate equipment/objects without extraneous movement, contamination or destruction
- b. Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
- c. Maintain balance from any position

- d. Stand on both legs
- e. Coordinate hand/eye movements
- f. Push/pull heavy objects without injury to client, self or others
- g. Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
- h. Walk without a cane, walker or crutches
 - i. Function with hands free for nursing care and transporting items
 - j. Transport self and client without the use of electrical devices
- k. Flex, abduct and rotate all joints freely
- l. Respond rapidly to emergency situations
- m. Maneuver in small areas
- n. Perform daily care functions for the client
- o. Coordinate fine and gross motor hand movements to provide safe effective nursing care
- p. Calibrate/use equipment
- q. Execute movement required to provide nursing care in all health care settings
- r. Perform CPR and physical assessment
- s. Operate a computer

5. Professional Behavior

- a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- c. Handle multiple tasks concurrently
- d. Perform safe, effective nursing care for clients in a caring context
- e. Understand and follow the policies and procedures of the College and clinical agencies
- f. Understand the consequences of violating the student code of conduct
- g. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- h. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
 - i. Not to pose a threat to self or others
 - j. Function effectively in situations of uncertainty and stress inherent in providing nursing care
- k. Adapt to changing environments and situations
 - l. Remain free of chemical dependency
- m. Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- n. Provide nursing care in an appropriate time frame
- o. Accepts responsibility, accountability, and ownership of one's actions
- p. Seek supervision/consultation in a timely manner
- q. Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will pro-

vide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to:

Vickie Williams
Student ADA Coordinator
334-214-4803
vickie.williams@cv.edu
CVCC
2602 College Drive
Phenix City, AL 36869

A.A.S. - Visual Communications: Multimedia graphic design option

The Visual Communications program prepares students for careers in graphics and design for print media, multimedia, and other applications of commercial art. The Multimedia option concentrates on creative and technical processes involved in print-media production (publishing and advertising, for example) as well as multimedia production for the World Wide Web and other Internet, presentation, and digital multimedia applications. Most courses require the student to use industry-standard software on a personal computer.

credit hours

Area I:	Written Composition	
	ENG 101	English 1013
Area II:	Humanities and Fine Arts	
	ART 100	Art Appreciation3
	PHL 116	Logic.....3
Area III:	Natural Science and Mathematics	
	MTH 100	Intermediate College Algebra3
	CIS 146	Microcomputer Applications.....3
	CIS 150	Introduction to Computer Logic and Programming3
Area IV:	History, Social, and Behavioral Sciences	
	Approved History, Sociology, or Psychology course.....3	
Area V:	Preprofessional, major, and elective courses	
	Required Visual Communications core..... 24	
	ART 121	Two-Dimensional Composition3
	CIS 101	Computer Applications Lab.....1
	CIS 151	Graphics for the Worldwide Web3
	CIS 160	Multimedia for the World Wide Web3
	CIS 207	Introduction to Web Development.....3
	VCM 145	Introduction to Digital Photography3
	VCM 150	Typography3
	VCM 171	Graphics Software Applications3
	VCM 172	Digital Illustration 13
	VCM 185	Digital Imaging 13
	VCM 254	Graphic Design3
	Required Multimedia core..... 15	
	ART 113	Drawing 1.....3
	VCM 193	Digital Publishing 13
	VCM 253	Graphic Design Basics3
	Approved elective in major.....3	
	VCM 270, VCM 273, or CIS 2943	
Additional Degree Requirements		
	*ORI 105	Orientation to College1
	WKO 101	Workplace Skill Development.....2
Total		70

* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Visual Communications: Simulation and Modeling option

The Visual Communications program prepares students for careers in graphics and design for print media, multimedia, and other applications of commercial art. The Simulation and Modeling option concentrates on creative and technical processes involved in production of interactive three-dimensional and virtual-reality for use in military applications (crisis management simulation, for example) as well as industrial applications, which include 3-D animation for gaming.

credit hours

Area I:	Written Composition	
	ENG 101	English 1013
Area II:	Humanities and Fine Arts	
	ART 100	Art Appreciation3
	PHL 116	Logic3
Area III:	Natural Science and Mathematics	
	MTH 100	Intermediate College Algebra3
	CIS 146	Microcomputer Applications.3
	CIS 150	Introduction to Computer Logic and Programming3
	or CIS 153	Introduction to Unity 3D Scripting3
Area IV:	History, Social, and Behavioral Sciences	
	Approved History, Sociology, or Psychology course.3	
Area V:	Preprofessional, major, and elective courses	
	<i>Required Visual Communications core</i>	
	ART 121	Two-Dimensional Composition3
	CIS 101	Computer Application Lab (Blackboard).....1
	CIS 160	Multimedia for the World Wide Web3
	CIS 207	Introduction to Web Development3
	VCM 145	Introduction to Digital Photography3
	VCM 150	Typography3
	VCM 172	Digital Illustration 13
	VCM 185	Digital Imaging 13
	VCM 254	Graphic Design3
	CIS 151	Graphics for the Worldwide Web3
	<i>Required Simulation and Modeling core</i>	
	CIS 191	Introduction to Computer Programming Concepts.....3
	CIS 193	Lab for CIS 1911
	CIS 223	Three-Dimensional Computer Modeling.....3
	CIS 224	Three-Dimensional Computer Animation.....3
	VCM 250	Introduction to Technical Illustration3
	VCM 270, VCM 273, or CIS 2943
	(Supervised Study in Graphics/Computer Graphics; Special Topics)	
	Approved Elective in Major.3	
Additional Degree Requirements		
	ORI 101	Orientation to College1
	WKO 101	Workplace Skill Development2
Total		71

* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

Certificate programs

Certificate programs, consisting of college courses primarily in the major area of concentration, are designed for individuals already employed who desire to acquire new skills, and for individuals who desire to obtain an employable skill in the least possible time. Students should consult the course descriptions in this catalog to determine course prerequisites and the semester during which specific courses will be offered.

Standard certificate programs are comprised of at least 30 credit-hours but not more than 60 credit-hours. Short-term certificate programs, which are highly specific to a particular job and may be completed in one or two semesters, total at least 9 credit-hours but not more than 29 credit-hours.

Certificate program requirements

To be eligible for a Certificate of Completion, a student must satisfy the following requirements:

1. Meet all requirements for admission to the program.
2. Complete at least one-half the total semester credit hours in the program at Chattahoochee Valley Community College.
3. Fulfill all the course requirements listed for a specific certificate program.
4. Earn a 2.0 cumulative GPA.
5. Be enrolled at the College during the semester in which the certificate requirements are completed or, with approval of the Dean of Student and Administrative Services, within a calendar year of the last semester of attendance, receive the certificate by transferring from a regionally accredited institution no more than the last six semester hours required for completion of the program of study with a minimum grade of “C” in each course transferred.
6. Fulfill all financial obligations to the College.

Certificate - Applied Technology:
Air Conditioning and Refrigeration (HVAC) option

This program emphasizes the fundamental principles for air conditioning, and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

	credit hours
Required general education courses	12
ENG 101 English Composition I	3
MTH 100 Intermediate College Algebra	3
SPH 106 Fundamentals of Oral Communication	3
CIS 146 Microcomputer Applications	3
Required Air Conditioning and Refrigeration courses	43
ADM 100 Industrial Safety	3
ADM101 Precision Measurement	3
ADM 102 Computer Aided Design	3
ADM 103 Intro to Computer Integrated Manufacturing/Material Processes	3
ADM 104 Introduction to Thermal/Electrical Principles	3
ADM 105 Fluid Systems	3
ADM 106 Quality Control Concepts	3
ACR 111 Principles of Refrigeration	3
ACR 112 HVACR Service Procedures	3
ACR 113 Refrigeration Piping Practices	3
ACR 119 Fundamentals of Gas Heating Systems	3
ACR120 Fundamentals of Electric Heating Systems	3
ACR121 Principles of Electricity for HVACR	3
ACR 148 Heat Pump Systems	3
ACR 183 Special Topics in Air Conditioning and Refrigeration	1
Additional certificate requirements	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skills Development	2
Total	58

* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

Short Certificate - Applied Technology: Air Conditioning and Refrigeration (HVAC) option

This program emphasizes the fundamental principles for air conditioning, heating and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

	credit hours
Required courses.....	22
ACR 111 Principles of Refrigeration	3
ACR 112 HVACR Service Procedures	3
ACR 113 Refrigeration Piping Practices	3
ACR 119 Fundamentals of Gas Heating Systems	3
ACR120 Fundamentals of Electric Heating Systems.....	3
ACR121 Principles of Electricity for HVACR.....	3
ACR 148 Heat Pump Systems	3
ACR 183 Special Topics in Air Conditioning and Refrigeration.....	1
Total.....	22

Certificate - Applied Technology: Automotive Manufacturing option

This program prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This program includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure.

	credit hours
Required general education courses	12
ENG 101 English Composition I.....	3
MTH 100 Intermediate College Algebra	3
SPH 106 Fundamentals of Oral Communication	3
CIS 146 Microcomputer Applications	3
Required Automotive Manufacturing courses.....	45
ADM 100 Industrial Safety	3
ADM101 Precision Measurement.....	3
ADM 102 Computer Aided Design	3
ADM 103 Intro to Computer Integrated Manufacturing/Material Processes	3
ADM 104 Introduction to Thermal/Electrical Principles.....	3
ADM 105 Fluid Systems	3
ADM 106 Quality Control Concepts	3
INT 101 DC Fundamentals	3
INT 103 AC Fundamentals	3
INT 117 Industrial Mechanics.....	3
INT 184 Intro to Programmable Logic Controllers.....	3
INT 284 Advanced Programmable Logic Controllers.....	3
INT 288 Applied Programmable Logic Controllers	3
INT 253 Industrial Robotics.....	3
INT 134 Prin. of Industrial Maintenance Welding and Metal Cutting Techniques	3

Additional certificate requirements	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skills Development.	2
Total	60

Short Certificate - Applied Technology: Automotive Manufacturing option

This program prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This program includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure.

	credit hours
Required courses	24
INT 101 DC Fundamentals	3
INT 103 AC Fundamentals	3
INT 117 Industrial Mechanics	3
INT 184 Intro to Programmable Logic Controllers	3
INT 284 Advanced Programmable Logic Controllers	3
INT 288 Applied Programmable Logic Controllers	3
INT 253 Industrial Robotics.	3
INT 134 Prin. of Industrial Maintenance Welding and Metal Cutting Techniques	3
Total	24

Certificate - Applied Technology: Industrial Maintenance option

This program prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as cranes, pumps, engines and motors, pneumatic tools, conveyor systems, production machinery, marine deck machinery, and steam propulsion, refinery, and pipeline-distribution systems.

	credit hours
Required general education courses	12
ENG 101 English Composition I.	3
MTH 100 Intermediate College Algebra	3
SPH 106 Fundamentals of Oral Communication	3
CIS 146 Microcomputer Applications	3
Required Industrial Maintenance courses	45
ADM 100 Industrial Safety	3
ADM101 Precision Measurement	3
ADM 102 Computer Aided Design	3
ADM 103 Intro to Computer Integrated Manufacturing/Material Processes	3
ADM 104 Introduction to Thermal/Electrical Principles	3
ADM 105 Fluid Systems	3
ADM 106 Quality Control Concepts	3
INT 101 DC Fundamentals	3

* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

INT 103	AC Fundamentals	3
INT 113	Motor Controls	3
INT 117	Industrial Mechanics	3
INT 253	Industrial Robotics.	3
INT 184	Intro to Programmable Logic Controllers.	3
INT 284	Advanced Programmable Logic Controllers.	3
INT 288	Applied Programmable Logic Controllers	3
Additional certificate requirements		3
ORI 101	Orientation to College	1
WKO 101	Workplace Skills Development.	2
Total		60

Short Certificate - Applied Technology: Industrial Maintenance option

This program prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as cranes, pumps, engines and motors, pneumatic tools, conveyor systems, production machinery, marine deck machinery, and steam propulsion, refinery, and pipeline-distribution systems.

	credit hours
Required courses.	27
INT 101	DC Fundamentals
INT 103	AC Fundamentals.
INT 113	Motor Controls.
INT 117	Industrial Mechanics
INT 253	Industrial Robotics.
INT 184	Intro to Programmable Logic Controllers.
INT 284	Advanced Programmable Logic Controllers.
INT 288	Applied Programmable Logic Controllers
INT 134	Prin. of Industrial Maintenance Welding and Metal Cutting Techniques. 3
Total	27

Certificate - Applied Technology: Sustainable Construction/Renewable Energy Option

This program emphasizes the tools and materials used in the construction industry. Topics include safety, hand tools, hand held power tools, building codes, construction measurements, and construction materials. This course also integrates renewable energy topics such as solar / thermal principals, sustainable building materials, and photovoltaic principals and design. Upon completion, students should be able to work safely within the industry and operate various hand tools and power equipment. Students will also understand how sustainable construction affects the environment and future economy.

	credit hours
Required general education courses	12
ENG 101	English Composition I.
MTH 100	Intermediate College Algebra
SPH 106	Fundamentals of Oral Communication
CIS 146	Microcomputer Applications

Required Sustainable Construction/Renewable Energy courses	43
ADM 100 Industrial Safety	3
ADM101 Precision Measurement	3
ADM 102 Computer Aided Design	3
ADM 103 Intro to Computer Integrated Manufacturing/ Material Processes	3
ADM 104 Introduction to Thermal/Electrical Principles	3
ADM 105 Fluid Systems	3
ADM 106 Quality Control Concepts	3
REN 105 Renewable Technology Awareness	1
REN 115 Photovoltaic Principles and Design	3
REN 205 Solar Thermal Principles	3
REN 215 Photovoltaic Systems and Servicing Procedures	3
BUC 112 Construction Measurements and Calculations	3
BUC 133 Standard Building Codes	3
BUC 210 Current Topics in Building Construction	3
BUC 111 Basic Construction Layout	3
Additional certificate requirements	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skills Development	2
Total	58

Short Certificate- Applied Technology: Sustainable Construction/Renewable Energy option

This program emphasizes the tools and materials used in the construction industry. Topics include safety, hand tools, hand held power tools, building codes, construction measurements, and construction materials. This course also integrates renewable energy topics such as solar / thermal principals, sustainable building materials, and photovoltaic principals and design. Upon completion, students should be able to work safely within the industry and operate various hand tools and power equipment. Students will also understand how sustainable construction affects the environment and future economy.

	credit hours
Required courses	22
REN 105 Renewable Technology Awareness	1
REN 115 Photovoltaic Principles and Design	3
REN 205 Solar Thermal Principles	3
REN 215 Photovoltaic Systems and Servicing Procedures	3
BUC 112 Construction Measurements and Calculations	3
BUC 133 Standard Building Codes	3
BUC 210 Current Topics in Building Construction	3
BUC 111 Basic Construction Layout	3
Total	22

Certificate - Business and Office Technology: Administrative Technology option

The Administrative Technology certificate program is designed for persons seeking immediate employment and for professional development for persons who are already employed in

office and business positions. Credits earned may be applied toward the Associate in Applied Science degree in Business Technology.

	credit hours
Required courses	18
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing	3
OAD 130 Electronic Calculations	3
ENG 101 English Composition I	3
CIS 146 Microcomputer Applications	3
Electives (3 hours in CIS and 3 hours in BUS, MST, or ECO)	6
CIS Elective	3
BUS, MST, or ECO Elective.	3
Additional certificate requirements	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	27

Short Certificate - Child Care and Development

The Child Care and Development program provides training in child care and development for day care teachers, aides, and others who wish to pursue careers as day care or nursery school teachers, HeadStart professionals, etc. This program consists of courses offered on demand during the evening hours to accommodate the needs of individuals presently employed. This program allows child care workers to meet the minimum requirements of Alabama Head Start and Child Care Standards. The state of Georgia requires additional training in CPR, First Aid, and in identifying, reporting and meeting the needs of abused, neglected or deprived children.

Courses needed for Child Development CDA Credential

Students interested in meeting the educational component of the nationally recognized CDA credential in a formal education setting should take at least three Child Care courses (3 semester hours each). The Council for Professional Recognition headquartered in Washington, D.C., operates the Child Development (CDA) national credentialing program. As one criterion, students must have completed 120 hours (clock hours) of approved training within the last five years.

	credit hours
Required courses	24
CHD 100 Introduction to Early Care and Education of Children	3
CHD 201 Child Growth and Development Principles	3
CHD 203 Children's Literature	3
CHD 204 Methods and Materials for Teaching Children	3
CHD 205 Program Planning for Educating Young Children	3
ART 286 Art for Teachers	3
ENG 101 English Composition I	3
MTH 100 Intermediate College Algebra	3
Additional certificate requirements	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I.	2
Total	27

Short Certificate - Child Care and Development: Administrator

	credit hours
<i>Required courses</i>	24
CHD 201 Child Growth and Development Principles	3
CHD 204 Methods and Materials for Teaching Children.....	3
CHD 206 Children's Health and Safety	3
CHD 208 Administration of Child Development Program	3
CHD 214 Families and Communities.....	3
ENG 101 English Composition I	3
MST 111 Elements of Supervision	3
MTH 100 Intermediate College Algebra	3
<i>Additional certificate requirements</i>	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	27

**Short Certificate - Child Care and Development:
Paraprofessional/Teacher Aide**

	credit hours
<i>Required courses</i>	24
ENG 101 English Composition I	3
MTH 100 Intermediate College Algebra	3
SPA 101 Introductory Spanish.....	3
CHD 100 Introduction to Early Care and Education of Children	3
CHD 201 Child Growth and Development Principles	3
CHD 202 Children's Creative Experiences	3
CHD 203 Children's Literature.....	3
CIS 146 Microcomputer Applications	3
<i>Additional certificate requirements</i>	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development	2
Total	27

**Short Certificate - Child Care and Development:
Advanced Paraprofessional/Teacher Aide**

	credit hours
<i>Required courses</i>	21
ENG 102 English Composition II	3
MTH 231 Math for the Elementary Teacher I	3
MTH 232 Math for the Elementary Teacher II	3
PHS 111 Physical Science I	3
CHD 204 Methods and Materials for Teaching Children.....	3
CHD 210 Educating Exceptional Young Children.....	3
CHD 217 Math and Science for Young Children	3

Additional certificate requirements	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development	2
Total	24

Certificate - Computer Information Systems: CISCO Networking Technology option

The CISCO Networking Technology certificate program is designed for persons seeking employment, for professional development, or for persons seeking the CCNA professional certification. Credits earned may be applied toward the Associate in Applied Science degree in Computer Information Systems with the CISCO Networking option.

Required courses 15	credit hours
CIS 149 Introduction to Computers.	3
CIS 268 Software Support	3
CIS 269 Hardware Support	3
CIS 270 CISCO 1	3
CIS 271 CISCO 2	3
Electives (must be in CIS)	12
CIS Electives	6
Additional certificate requirements	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development	2
Total	30

Certificate - Computer Information Systems: Information Technology option

The Information Technology certificate provides the necessary competencies for individuals to be employed as computer programmers in the information technology industry.

Required courses 22	credit hours
CIS 130 Introduction to Information Systems	3
CIS 150 Introduction to Computer Logic and Programming	3
CIS 185 Computer Ethics	3
CIS 191 Introduction to Computer Programming Concepts	3
CIS 193 Introduction to Computer Programming Lab	1
CIS 207 Introduction to Web Development	3
CIS 268 Software Support	3
CIS 269 Hardware Support	3
Electives (must be in CIS)	6
CIS electives	6
Additional certificate requirements	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development	2
Total	31

Short Certificate - Computer Information Systems: Simulation and Modeling

The Simulation and Modeling short certificate teaches the theory, tools and techniques necessary for creating high-quality graphics. Students will learn the principles of interactive 3D, 3D modeling, GIS, and programming. They are introduced to 2D and 3D editing software and programming tools. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games.

	credit hours
Required courses	12
CIS 153 Introduction to Unity 3D Scripting	3
CIS 223 Three-Dimensional Computer Modeling	3
CIS 294 Special Topics: Capstone	3
CIS 196 Commercial Software Applications – Photoshop	3
Total	12

Certificate - Criminal Justice

This program is designed for students with interest in criminal justice and law enforcement professions. Additionally, this program is designed for current law enforcement officers who wish to pursue academic credits, as well as for those with no previous academic background.

	credit hours
Required general education courses	12
ENG 101 English Composition I	3
MTH 100 Intermediate College Algebra	3
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Human Communication (Recommended)	3
CIS 146 Microcomputer Applications	3
Required Criminal Justice courses	8
CRJ 100 Introduction to Criminal Justice	3
CRJ 110 Introduction to Law Enforcement	3
EMS 100 Cardiopulmonary Resuscitation I	1
EMS 104 First Aid for Students of Health-Related Professions	1
Electives in Criminal Justice	18
Additional certificate requirements	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development	2
Total	41

Short Certificate - Emergency Medical Technician - Basic

Chattahoochee Valley Community College offers emergency medical training for the EMT program. The EMT program consists of one semester of classes and clinical training. The student registers for eleven (11) semester hours (2 hours of CPR, if needed) of instruction and clinical rotation. Upon successful completion of the EMT program, the student is eligible to take the National Registry Exam. After passing the National Registry Exam, the student is eligible for

* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

State of Alabama licensure as an EMT Technician. Students enrolled in the EMT program are responsible for additional costs and fees related to the program and not included in tuition. Such costs can include, but are not limited to: physicals, criminal background checks, random drug screening, clinical uniforms, and required clinical supplies.

	credit hours
Required EMT courses	11
EMS 100 Cardiopulmonary Resuscitation I	1
EMS 118 Emergency Medical Technician	9
EMS 119 Emergency Medical Technician Clinical	1
Total	11

Short Certificate – Advanced Emergency Medical Technician

This program is designed to offer emergency medical training for the Advanced EMT program. The Advanced EMT program consists of one semester of classes and clinical training. The student registers for ten (10) semester hours of instruction and clinical rotation. If the student does not hold a current CPR card, they must complete CPR courses. The AEMT course and training are designed to provide additional training, knowledge, and skills in specific areas of ALS. Skills above the EMT-Basic level include EV therapy and the administration of certain medications. Upon successful completion of the Advanced EMT program, the student is eligible to take the National Registry Exam. After passing the National Registry Exam, the student is eligible for State of Alabama licensure as an Advanced Emergency Medical Technician. Students enrolled in the Advanced EMT program are responsible for additional costs and fees related to the program and not included in tuition. Such costs can include, but are not limited to: physicals, criminal background checks, random drug screening, clinical uniforms, and required clinical supplies.

	credit hours
Required AEMT courses	10
EMS 155 Advanced Emergency Medical Technician	8
EMS 156 Advanced Emergency Medical Technician Clinical	2
Total	10

Short Certificate - Fire Science

This program is designed for individuals employed or seeking employment as fire fighters. The program is also designed to be an intermediate recognition step for individuals working toward the Fire Science associate degree. All coursework in the Certificate program is applicable toward the Associate in Applied Science degree.

	credit hours
Required Fire Science courses	12
FSC 101 Introduction to Fire Science	3
FSC 110 Building Construction Principles	3
FSC 130 Introduction to Fire Suppression	3
FSC 299 Legal Aspects of Fire Science	3
Electives in Fire Science	12

* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

Additional certificate requirements 3

 *ORI 101 Orientation to College 1

 WKO 101 Workplace Skill Development 2

Total 27

Certificate - Homeland Security

The Homeland Security certificate program provides the knowledge and skills necessary for security professionals, including business, industry, and corporate managers who are responsible for risk assessment, infrastructure management, physical and information security, and human capital management. Students will benefit from a dynamic real-world approach to actual and potential scenarios. From terrorism to emergency management, these programs will provide students with current information and transferable skills that are critical to meeting employer needs in both the homeland security and public safety sectors.

Students will obtain certification in Incident Command System (ICS) and National Incident Management System (NIMS). The program is also designed to provide an intermediate recognition for individuals working toward the Homeland Security associate degree. All coursework in the Certificate program is applicable to the Associate in Applied Science degree.

	credit hours
Required general education courses	12
ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
MTH 100 Intermediate Algebra	3
CIS 146 Microcomputer Applications	3
Required courses 16	
HLS 100 Introduction to Homeland Security and Public Safety	3
HLS 120 Homeland Security Strategies and Operational Techniques	3
HLS 190 Critical Infrastructure Assessment and Protection	3
HLS 205 Homeland Security Legal Issues	3
HLS 221 Weapons of Mass Destruction	3
EMS 100 Cardiopulmonary Resuscitation I	1
Homeland Security Electives	18
Additional Certificate Requirements	3
*ORI 101 Orientation to College 1	
WKO 101 Workplace Skill Development 2	
Total	49

Short Certificate - Homeland Security

The Homeland Security certificate program provides the knowledge and skills necessary for security professionals, including business, industry, and corporate managers who are responsible for risk assessment, infrastructure management, physical and information security, and human capital management. Students will benefit from a dynamic real-world approach to actual and potential scenarios. From terrorism to emer-

* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

gency management, these programs will provide students with current information and transferable skills that are critical to meeting employer needs in both the homeland security and public safety sectors.

Students will obtain certification in Incident Command System (ICS) and National Incident Management System (NIMS). The program is also designed to provide an intermediate recognition for individuals working toward the Homeland Security associate degree. All coursework in the Certificate program is applicable to the Associate in Applied Science degree.

	credit hours
Required courses	16
HLS 100 Introduction to Homeland Security and Public Safety	3
HLS 120 Homeland Security Strategies and Operational Techniques	3
HLS 190 Critical Infrastructure Assessment and Protection	3
HLS 205 Homeland Security Legal Issues.	3
HLS 221 Weapons of Mass Destruction	3
EMS 100 Cardiopulmonary Resuscitation I	1
Homeland Security Electives	9
Additional certificate requirements	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development	2
Total	28

Short Certificate - Medical Assisting

The Medical Assisting Certificate Program requires the student to complete 20 semester hours in medical assisting courses. This program will prepare students for careers in the health care field by offering courses in both the clinical and administrative functions of a physician's office.

	credit hours
Required courses 20	
MAT 101 Medical Terminology	3
or OAD 211 Medical Terminology	3
MAT 102 Medical Assisting Theory I	3
MAT 103 Medical Assisting Theory II	3
MAT 111 Clinical Procedures I	3
MAT 120 Medical Admin. Procedures I	3
MAT 121 Medical Admin. Procedures II	3
WKO 101 Workplace Skill Development I	2
Total	20

* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

Short Certificate - Medical Assisting: Phlebotomy

The College offers a 10-hour short-term certificate in phlebotomy, which prepares the student for work in acute care settings such as major hospital laboratories, minor emergency centers, and free-standing laboratories, working under the supervision of medical laboratory technologists or laboratory managers. The courses will provide both classroom and clinical experiences.

	credit hours
Required courses	10
MAT 125 Laboratory Procedures I	3
MAT 215 Laboratory Procedures II	3
MAT 239 Phlebotomy Preceptorship	3
EMS 100 Cardiopulmonary Resuscitation I	1
Total	10

Certificate - Licensed Practical Nursing (LPN)

The Licensed Practical Nursing (LPN) Program enables the student to complete a one-year curriculum leading to a certificate in Licensed Practical Nursing. This qualifies the graduate to apply to write the National Council Licensure Examination: NCLEX-PN. It is important for nursing students to note, however, that the review of candidates for initial and continuing licensure in Alabama will include questions concerning such things as whether they have ever been arrested or convicted of a criminal offense and whether they have ever been arrested for or convicted of driving under the influence of drugs/alcohol. Application to write the examination may be denied by the State Board on the basis of this review. Therefore, successful completion of the LPN Program does not guarantee eligibility to write the NCLEX-PN. Other states have similar stipulations regarding licensure. When the examination is passed, the student then becomes a Licensed Practical Nurse (LPN).

	credit hours
First term (Fall)	15
MTH 116 Mathematical Applications	3
BIO 201 Human Anatomy and Physiology I	4
NUR 102 Fundamentals of Nursing	6
NUR 103 Health Assessment	1
NUR 104 Introduction to Pharmacology	1
Second term (Spring)	20
ENG 101 English Composition I	3
BIO 202 Human Anatomy and Physiology II	4
NUR 105 Adult Nursing	8
NUR 106 Maternal and Child Nursing	5
Third term (Summer)	14
NUR 107 Adult/Child Nursing	8
NUR 108 Psychosocial Nursing	3
NUR 109 Role Transition	3
Total	49

Nursing Assistant Program

The Nursing Assistant Program is one semester in length, requiring the successful completion of NAS 100 - Long Term Care Nursing Assistant, a four-hour classroom and clinical course, which fulfills the requirements of the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) for the training of long-term care nursing assistants. After passing NAS 100, a student is eligible to take the Nurse Aide Certification Exam. Students who demonstrate competency on the exam will be placed on the Alabama Nurse Aide Registry maintained by the Alabama Department of Public Health.

Certified Nursing Assistants (CNA's) provide basic patient care under the direction of licensed nursing staff. Duties may include bathing, grooming, and feeding patients; obtaining and monitoring vital signs; ambulatory assistance; and comfort measures. Nursing assistants care for patients confined to acute care hospitals, nursing homes, rehabilitation centers, mental health centers, and their homes. Because many CNA's are employed in long-term care facilities, and because the population of older Americans is growing, there are many job opportunities available for the Certified Nursing Assistant

Short Certificate - Visual Communications: Multimedia Graphic Design option

The Multimedia Certificate program in Visual Communications is designed for persons seeking employment and for professional development for persons already employed. Credits earned may be applied toward the Associate in Applied Science degree in Visual Communications with the Print Media or Multimedia option.

	credit hours
Required courses	24
ART 121 Two-Dimensional Composition	3
CIS 150 Introduction to Computer Logic and Programming	3
or CIS 153 Introduction to Unity Scripting	3
CIS 151 Graphics for the World Wide Web	3
CIS 207 Introduction to Web Development	3
ENG 101 English Composition	3
VCM 150 Typography	3
VCM 172 Digital Illustration I	3
VCM 185 Digital Imaging I	3
VCM 254 Graphic Design ..	3
Additional certificate requirements	3
*ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development	2
Total	27

* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.



Course Descriptions

Course descriptions are arranged in alphabetical order by subject area. Each description includes a course designation, followed by a course number, course title, and an indication of the number of semester hours of credit—for example, “ANT 200. Introduction to Anthropology (3).”

Courses which are offered only in specified semesters carry the appropriate designation for the terms (F, Sp, and/or Su) in which they are offered. Other courses in the General Education curriculum are normally offered each semester. **The College reserves the right to change the listed schedule of course offerings during any semester.**

Abbreviations

The following are the official catalog course abbreviations used by Chattahoochee Valley Community College.

ACC	Accounting	HLS	Homeland Security
ACR	Air Conditioning	HUM	Humanities
ADM	Advanced Manufacturing	INT	Industrial Maintenance Technology
ANT	Anthropology	MAT	Medical Assisting
ART	Art	MST	Management and Supervision
AUT	Automotive Manufacturing Technology	MTH	Mathematics
BIO	Biology	MUL	Music Ensembles
BSS	Basic Study Skills/Personal Development	MUP	Music Performance
BUC	Building Construction	MUS	Music
BUS	Business	NAS	Nursing Assistant
CHM	Chemistry	NUR	Nursing
CHD	Child Care and Development	OAD	Business and Office Technology
CIS	Computer Information Systems	ORI	Orientation
CRJ	Criminal Justice	PHL	Philosophy
ECO	Economics	PED	Physical Education
EDU	Education	PHS	Physical Science
EMS	Emergency Medical Technology/Technician	PHY	Physics
ENG	English	POL	Political Science
FRN	French	PSY	Psychology
FSC	Fire Science	RDG	Reading
GEO	Geography	REL	Religion
GER	German	REN	Renewable Energy
GIS	Geographic Information Systems	SOC	Sociology
HED	Health Education	SPA	Spanish
HIS	History	SPH	Speech
		THR	Theatre Arts
		VCM	Visual Communications
		WKO	Workplace Skills Enhancement

Descriptions

The Alabama Community College System Course Directory lists common course names, numbers, and descriptions used by all of Alabama's two-year colleges. Courses that satisfy Areas I-IV of the General Studies curriculum at all public Alabama colleges and universities are indicated by the appropriate Area notation. Other courses that may transfer and may meet requirements for articulated programs have the following codes:

Code A - AGSC - approved transfer courses in Areas I-IV that are common to all institutions.

Code B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

Code C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

Catalog numbers ending with the number one (as ENG 101) indicate that the course is ordinarily to be considered as the first part of a course sequence consisting of two semester's work; the catalog number of the second part of the sequence ends with the number two (as ENG 102). While credit is earned separately for each course, to satisfy requirements in such subjects, it is generally necessary to take both courses.

Courses numbered 001-099 are offered for institutional credit. These courses are not designed to transfer and do not count toward graduation. Courses numbered 100 through 199 are primarily for freshmen; courses numbered 200 through 299 are primarily for sophomores. Courses requiring no prerequisites are open to all students regardless of the catalog number.

The College reserves the right to cancel any course for which the demand is insufficient. The term "credit" indicates the number of semester-hours of credit granted after successfully completing a course. Prerequisite or co-requisite requirements are listed with the course description in the catalog. It is the responsibility of the student to know these requirements and follow them when registering. The instructor of the course and the appropriate division chair must approve any waiver of these requirements.

A complete list of the courses being offered is published each term in the class schedule.

Advanced Manufacturing

ADM 100. Industrial Safety (3)

This course is an introduction to general issues, concepts, procedures, hazards, and safety standards found in an industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempt to eliminate industrial accidents.

ADM 101. Precision Measurement (3)

This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques, reverse engineering, and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques. This is a CORE course and is aligned with NIMS certification standards.

ADM 102 Computer Aided Design. (3)

This course is an introduction to basic Computer Aided Design functions and techniques using "hands-on" applications. Topics include terminology, hardware, basic computer aided design (CAD) and operating system functions, file manipulation, industry standards for CAD drawings, and basic CAD software applications in producing softcopy and hardcopy. At the completion of this course, students should be proficient in the production of two-dimensional drawings that meet technical standards including setting up print styles and exporting drawings to the appropriate format. This is a CORE course.

ADM 103. Introduction to Computer Integrated Manufacturing (CIM) and Materials & Processes (3)

This course provides an overview of the materials and processes used in advanced manufacturing. In addition, this course is a basic introduction to concepts related to the computer integrated manufacturing (CIM) process. The student will be exposed to the theory behind the complete automation of a manufacturing plant with all processes functioning under computer control and digital information tying them together. The technician's role in the process improvement of not only the cell but the full CIM system, related safety, and inspection and process adjustment are also covered. This is a CORE course.

ADM 104. Introduction to Thermal/Electrical Principles (3)

This course serves as an introduction to electrical/electronic, air conditioning, and refrigeration principles. Instruction is provided in electrical theory and a fundamental overview of circuit analysis of resistive, capacitive, resonant, and tuned circuits. In addition, the basic theory and principles of heating, ventilation, air conditioning, and refrigeration (HVAC/R) system components; common and specialty tools for HVAC/R; and applications of the concepts of basic compression refrigeration are covered. Upon completion, the student should have a basic knowledge of electricity/electronics theory and be able to identify and understand the functions of HVAC/R system components, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. This is a CORE course.

ADM 105. Fluid Systems (3)

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. This is a CORE course.

ADM 106. Quality Control Concepts (3)

This course provides an overview of the materials and processes and quality assurance topics used in commercial and specialized manufacturing products. Emphasis is placed on process evaluation techniques that can be extrapolated to other system areas such as new products and new technology. Emphasis is also placed on quality assurance including the history of the quality movement, group problem solving, and statistical methods such as statistical process control (SPC), process capability studies, and the concepts associated with lean manufacturing.

Accounting

ACC 115. College Accounting (4)

This course introduces basic accounting principles for a sole proprietorship. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization. **Code C**

ACC 129. Individual Income Taxes (3)

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course. **Code C**

ACC 140. Payroll Accounting (3)

Prerequisite: ACC 115 or BUS 241

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries. **Code C**

ACC 149. Introduction to Accounting Spreadsheets (3)

Prerequisite: ACC 115 or BUS 241

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting. **Code C (Dual listed as CIS113, OAD243)**

ACC 150. Computerized General Ledger (3)

Prerequisite: ACC 115, BUS 241 or consent of instructor

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. **Code C**

ACC 220. Intermediate Accounting I (4)

Prerequisite: BUS 242

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. **Code C**

ACC 221. Intermediate Accounting II (4)

Prerequisite: ACC 220, BUS 242

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. **Code C**

Air Conditioning/Refrigeration Technology

ACR 111. Principles of Refrigeration (3)

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. This is a CORE course.

ACR112. HVACR Service Procedures (3)

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

ACR 113. Refrigeration Piping Practices (3)

The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings. This is a CORE course.

ACR 119. Fundamentals of Gas Heating Systems (3)

This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

ACR 120. Fundamentals of Electric Heating Systems (3)

This course covers the fundamentals of electric heating system systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students should be able to install and service electric heating systems and heat pumps.

ACR 121. Principles of Electricity for HVAC/R (3)

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components. This is a CORE course.

ACR 148. Heat Pump SYSTEMS I (3)

This course provides basic instruction on the operation and servicing of heat pump systems. Additional emphasis is placed on basic theory and application of refrigerants for heat pump systems and on basic service of components. Upon completion students will be able to install and service heat pumps.

ACR 183. Special Topics in Air Conditioning and Refrigeration (1)

This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry.

Anthropology

ANT 200. Introduction to Anthropology (3)

Core, Area IV

This course is a survey of physical, social, and cultural development and behavior of human beings. **Code A**

Art

ART 100. Art Appreciation (3)

Core, Area II

Prerequisite: Completion of developmental English and reading coursework if needed. (ENG 093 and RDG 085)

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art, the materials used and have a basic overview of the history of art. **Code A**

ART 113. Drawing I (3)

This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects. **Code B**

ART 114. Drawing II (3)

Prerequisite: ART 113

This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings. **Code B**

ART 121. Two-Dimensional Composition I (3)

This course introduces the basic of concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. **Code B**

ART 203. Art History I (3)

Core, Area II

Prerequisite: Completion of developmental English and reading coursework if needed. (ENG 093 and RDG 085)

This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the

Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts. **Code A**

ART 204. Art History II (3)

Core, Area II

Prerequisite: Completion of developmental English and reading coursework if needed. (ENG 093 and RDG 085)

This course covers a study of the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts. **Code A**

ART 231. Watercolor Painting I (3)

Prerequisite: ART 113, ART 121, or consent of instructor

This course introduces materials and techniques appropriate to painting on paper with water-based medium. Emphasis is placed on developing the technical skills and the expressive qualities of watercolor painting. Upon completion, students should be able to demonstrate a basic proficiency in handling the techniques of watercolor and how it can be used for personal expression. **Code C**

ART 233. Painting I (3)

Prerequisite: ART 113, ART 121, or consent of instructor

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting. **Code C**

ART 234. Painting II (3)

Prerequisite: ART 233

This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas. **Code C**

ART 286. Art for Teachers (3)

This course provides the opportunity for prospective teachers to experience and analyze art in order to effectively incorporate the art curriculum into the classroom. Emphasis is placed on the exploration of teaching skills using art knowledge and the aesthetic experience. Upon completion, students should be able to demonstrate the ability to communicate art knowledge and the validity of the art curriculum. **Code C**

Automotive Manufacturing Technology

AUT 210. Industrial Robotics (3)

This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

AUT 211. Industrial Robotics Lab (2)

This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion students should be able to apply the principles of electro-mechanical devices.

AUT 212. Robot Operation and Programming (3)

This training course is designed to provide the basic skills needed to operate and program the robot cell. The course provides both classroom and performance based hands on training in the use of controls, operations, and part programming.

Basic Study Skills/Personal Development

BSS 100. Career Planning and Personal Development (1-3)

This courses is designed to provide an awareness of and preparation for the world of work. It provides direction in career planning by evaluating individual interest, values, skills, and personality needs to set career goals and establish strategies to achieve those goals. **Code C**

BSS 118. College Study Skills (1)

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan. **Code C**

BSS 121. Managing a Team (1)

This course focuses on the process of the individual with an awareness of the reality in the collective teamwork approach for the workplace emphasizing process-orientation. Topics include how teams work, team effectiveness, team-building techniques, positive thinking, and leadership principles. Upon completion, students should be able to demonstrate an understanding of how teamwork strengthens ownership, involvement, and responsibility in the workplace. **Code C**

BSS 220. Professional Transition (1)

This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions. **Code C**

Biology

BIO 101. Introduction to Biology I (4)

(Nonscience majors only) Core, Area III

Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. A 120-minute laboratory is required. **Code A**

BIO 102. Introduction to Biology II (4)

(Nonscience majors only) Core, Area III

Prerequisite: BIO 101

Introduction to Biology II is the second of a two-course sequence for nonscience majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. A 120-minute laboratory is required. **Code A**

BIO 103. Principles of Biology I (4)

Core, Area III

Prerequisite: Regular admission status; MTH 098

All developmental coursework as identified by the COMPASS Test should be completed or appropriate mathematics placement score.

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120-minute laboratory is required. **Code A**

BIO 104. Principles of Biology II (4)

Core, Area III

Prerequisite: BIO 103

This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity, including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required. **Code A**

BIO 201. Human Anatomy and Physiology I (4)

Prerequisite: BIO 103

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, and integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required. **Code B**

BIO 202. Human Anatomy and Physiology II (4)

Prerequisite: BIO 103 and BIO 201

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance,

the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required. **Code B**

BIO 220. General Microbiology (4)

Prerequisite: BIO 103; 4 semester hours of chemistry recommended

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120-minute laboratories are required. **Code B**

BIO 286. Field Studies in Plant Ecology (4)

Prerequisite: BIO 103 and/or as required by program.

These courses are an introduction to plants in selected communities. Identification, sampling, and collecting techniques are emphasized. These courses consist of laboratory and field exercises which expose students to unique ecosystems like the Smoky Mountains in Great Smoky Mountains National Park and the Chihuahuan Desert of Big Bend National Park in western Texas. **Code C**

Building Construction

BUC 111. Basic Construction Layout (3)

This course provides students basic building layout skills. Topics include the builder's level, transit, and basic site layout techniques. Upon completion, students should be able to solve differential leveling problems, set up and operate the builder's level and transit, build batter boards, and perform basic construction layout procedures.

BUC 112. Construction Measurements and Calculations (3)

This course focuses on the mathematics and calculations used in building construction. Topics include direct and computed measurements and practical applications of mathematical formulas. Upon completion, students should be able to apply measurement and mathematical formulas used in building construction.

BUC 133. Standard Building Codes (3)

This course focuses on building codes, real estate, and project scheduling. Topics include real estate, project planning, specifications, company structure and organization, building codes and related legal aspects. Upon completion, students should be able to identify the components of the construction process, locate information in building code books, plan construction projects and understand the implications of various real estate issues.

BUC 210. Current Topics in Building Construction (3)

This course focuses on current trends and emerging technologies in construction trades. Emphasis is placed on, but not limited to, field engineering, ironwork, concrete system design, materials and methods of construction, supervision, construction scheduling, sketching for builders, craft foremanship, and the total station. Upon completion, students should have developed new skills in areas of specialization.

Business

BUS 100. Introduction to Business (3)

This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation. **Code C**

BUS 105. Customer Service (3)

This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers. The student will gain an understanding of the skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty. **Code C**

BUS 146. Personal Finance (3)

This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases. **Code C**

BUS 147. Introduction to Finance (3)

This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy. **Code C**

BUS 175. Retailing (3)

This course is a study of the principles and practices of retailing. Topics include planning, policies and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies, and retail management. **Code C**

BUS 186. Elements of Supervision (3)

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor for management employee relations, organizational structure, project management, and employee training and rating. (Dual listed as MST 111) **Code C**

BUS 189. Human Relationships (3)

This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace. **Code C**

BUS 215. Business Communication (3)

Prerequisite: ENG 101 or ENG 131

This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications. **Code C**

BUS 241. Principles of Accounting I (3)

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle and financial statement preparation. **Code B**

BUS 242. Principles of Accounting II (3)

Prerequisite: BUS 241

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision-making. **Code B**

BUS 263. The Legal and Social Environment of Business (3)

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment, and personal property. **Code B**

BUS 271. Business Statistics I (3)

Prerequisite: MTH 100 or equivalent

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation, and introduction to hypothesis testing. **Code B**

BUS 272. Business Statistics II (3)

Prerequisite: BUS 271

This course is a continuation of BUS 271. Topics include sampling theory, statistical interference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory. **Code B**

BUS 275. Principles of Management (3)

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications. **Code B**

BUS 276. Human Resource Management (3)

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees. **(Dual listed as MST 201) Code C**

BUS 277. Management Seminar (3)

This course offers study of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their areas of concentration and employment training. **Code C**

BUS 279. Small Business Management (3)

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel. **(Dual listed as MST 215) Code C**

BUS 280. Industrial Management (3)

This course provides an overview of management in an industrial setting. Topics include operations analysis, research and development, physical facilities, production planning, productivity improvement, product flow, quality control, jobs and wages, and employee motivation. (Dual listed as MST 217) Code C

BUS 285. Principles of Marketing (3)

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research and consumer behavior. Code B

Chemistry

CHM 104. Introduction to Inorganic Chemistry (4)

Core, Area III

Prerequisite: MTH 098 or equivalent math placement score

This survey course of general chemistry is for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry, including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required. Code A

CHM 105. Introduction to Organic Chemistry (4)

Core, Area III

Prerequisite: CHM 104 or CHM 111

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, the function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required. Code A

CHM 111. College Chemistry I (4)

Core, Area III

Prerequisite: MTH 112 or equivalent math placement score

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required. Code A

CHM 112. College Chemistry II (4)

Core, Area III

Prerequisite: CHM 111

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry,

oxidation-reduction, nuclear chemistry, an introduction in organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry, including the metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. **Code A**

CHM 221. Organic Chemistry I (4)

Prerequisite: CHM 112

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. **Code B**

CHM 222. Organic Chemistry II (4)

Prerequisite: CHM 221

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. **Code B**

Child Care and Development

CHD 100. Introduction to Early Care and Education of Children (3)

This course introduces the child care profession, including the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom, and planning a schedule. Upon completion students should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-esteem, self-control and self-motivation.

CHD 201. Child Growth and Development Principles (3)

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings. This is a CORE course.

CHD 202. Children's Creative Experiences (3)

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. On completion, student will be able to select and implement creative and age-appropriate experiences for young children.

CHD 203. Children's Literature and Language Development (1 to 3)

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, prereading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate, and demonstrate activities that support a language-rich environment for young children. This is a CORE course

CHD 204. Methods and Materials for Teaching Children (1 to 3)

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations. Course includes observations of young children in a variety of childcare environments. This is a CORE course.

CHD 205. Program Planning for Educating Young Children (3)

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.

CHD 206. Children's Health and Safety (3)

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. This is a CORE course.

CHD 208. Administration of Child Development Programs (3)

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program.

CHD 210. Educating Exceptional Children (3)

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments, gifted and talented children, mental retardation, emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with children.

CHD 211. Child Development Seminar (2)

This course provides students with knowledge of a variety of issues and trends related the childcare profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development.

CHD 214. Families and Communities in Early Care and Education Programs (3)

Prerequisite: CHD 101

This course will provide students information about how to work with diverse families and communities. Students will be introduced to family and community settings, their important relationship to children, and the pressing needs of today's society. Students will study practice techniques for developing these important relationships and effective communication skills.

CHD 217. Math and Science for Young Children (3)

This course provides students with information on children's conceptual development and the fundamental basic concepts of both math and science. Students learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn about integrated curriculum.

Computer Information Systems

CIS 101B. Computer Applications Lab (Blackboard)

This lab is designed to allow instructors to provide additional implementation of computer concepts as needed. This course may be duplicated with an alpha suffix added to the course number. This course may be scheduled as an Experimental Lab (2:1) or Manipulative Lab (3:1). (See Board Policy 705.01).

CIS 111. Word Processing Applications (3)

Prerequisite: CIS 146

This course provides students with hands-on experience using word processing software. Students will develop skills common to most word processing software by developing a wide variety of documents. Emphasis is on planning, developing, and editing functions associated with word processing. Code C

CIS 113. Spreadsheet Software Applications (3)

Prerequisite: CIS 146

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets. (Dual listed as ACC149 and OAD243) Code C

CIS 115. Presentation Graphics Software Applications (3)

Prerequisite: CIS 146

This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations. (Dual listed as OAD246) Code C

CIS 117. Database Management Software Applications (3)

Prerequisite: CIS 146

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a

wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. (Dual listed as OAD244) Code C

CIS 130. Introduction to Information Systems (3)

Prerequisite: CIS 146

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware. Code B

CIS 146. Microcomputer Applications (3)

Prerequisite: OAD 101 or CIS 149 recommended, and MTH 098

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC³ certification. This course or an equivalent is CORE for the A.A.S. CIS programs. Code B

CIS 147. Advanced Microcomputer Applications (3)

Prerequisite: CIS 146

This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare students for the MOS certification. Code B

CIS 149. Introduction to Computers (3)

This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, a student will have the basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC³ certification. Code C

CIS 150. Introduction to Computer Logic and Programming (3)

This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudo code will be covered and students will be expected to apply the techniques to designated situations and problems. This is a CORE course for CIS. Code C

CIS 153. Introduction to Unity 3D Scripting (3)

This course teaches Unity 3D in game scripting along with programming basics. This course will prepare students with basic knowledge of Namespaces and Classes, Conditional statements and loops, Unity 3D GUI, Unity's Mono Behaviors, proper formatting skills, and firm understanding of Unity and .Net data types.

CIS 160. Multimedia for the World Wide Web (3)

Prerequisite: CIS 150

This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia. **Code C**

CIS 171. Fundamentals of Unix/Linux (3)

Prerequisite: CIS 130

This course presents fundamental applications in Unix/Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration.

CIS 182. Help Desk Applications (3)

Prerequisite: CIS 146

The main purpose of this course is to provide students with a comprehensive understanding of the helpdesk environment and the knowledge, skills, and abilities necessary to work in the user support industry. Students will learn problem-solving and communications skills that are very valuable when providing user support. Through hands-on exercises and case projects students will learn how to apply their knowledge and develop their ideas and skills.

CIS 185. Computer Ethics (3)

Prerequisite: CIS 146 or consent of instructor

This course will survey the various issues surrounding computer ethics. **Code C**

CIS 189. Co-op for CIS I (3)

Prerequisite: Consent of instructor and minimum of 12 hours in CIS

This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. **Code C**

CIS 191. Introduction To Computer Programming Concepts (3)

Prerequisite: CIS 150; **Corequisite:** CIS 193

This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures, and simple data structures are introduced. Students are expected to write programs as part of this course. **Code B**

CIS 193. Introduction to Computer Programming Lab (1)

Corequisite: CIS 191

This lab is designed to allow instructors to provide additional implementation of programming concepts as needed. This course may be duplicated with an alpha suffix added to the course number. Code C

CIS 196. Commercial Software Applications (3)

Prerequisite: CIS 146

This is a “hands-on” introduction to software packages, languages, and utility programs currently in use, with the course being able to repeat for credit for each different topic being covered. Emphasis is placed on the purpose capabilities and utilization of each package, language or program. Upon completion, students will be able to use the features selected for the application covered. (Code C)

CIS 199. Network Communications (3)

Prerequisite: CIS 146

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets, and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. This course will help prepare students for the CCNA and Network + certifications. This is a CORE course for the A.A.S. CIS programs. Code C

CIS 207. Introduction to Web Development (3)

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. Code C

CIS 208. Intermediate Web Development (3)

Prerequisite: CIS 207

This course builds upon basic skills in Web authoring. Various Web authoring tools are introduced. Upon completion, students will be able to use these tools to enhance Web sites. Code C

CIS 210. Case Study in Computer Skills Application (1)

Corequisite: CIS 212

This course is designed to provide students with a capstone experience incorporating the knowledge and skills learned in the Computer Information systems program into student projects/case studies. Special emphasis is given to student skill attainment. Code C

CIS 212. Visual Basic Programming (3)

Prerequisite: CIS 150; **Corequisite:** CIS 210

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able

to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code B**

CIS 214. Security Analyst (Pen Testing) (3)

This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions.

CIS 215. C# Programming (3)

This course is an introduction to the C# programming language. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. Topics include program structure, language syntax, and implementation details. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. At the end of the course, students will be able to:

- Analyze the basic structure of a C# application and be able to document, debug, compile, and run a simple application.
- Create, name, and assign values to variables.
- Use common statements to implement flow control, looping, and exception handling.
- Create methods (functions and subroutines) that can return values and take parameters.
- Create, initialize, and use arrays.
- Explain the basic concepts and terminology of object-oriented programming.
- Use common objects and reference types.
- Build new C# classes from existing classes.

CIS 222. Database Management Systems (3)

Prerequisite: CIS 130 or CIS 150

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web. **Code C**

CIS 223. Three-Dimensional Computer Modeling (3)

This course is a study in 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation, and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use. **Code C**

CIS 224. Three-Dimensional Computer Animation (3)

This course is a study in 3D computer animation. Course contents include a review of 3D modeling, rendering the 3D animations, compositing and special effects for both video and digital editing, video and film recording, storyboarding and sound design, technical testing and production estimates and scheduling. **Code C**

CIS 245. Cyberterrorism

This course focuses on ways that computers can be used to assist in terrorist activity. Students will learn to assess the potential of various kinds of cyber attacks and will learn to devise plans and contingencies against future attacks. Topics include current U.S. policy regarding infrastructure protection and various avenues of addressing threats.

CIS 246. Ethical Hacking

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.

CIS 249. Microcomputer Operating Systems (3)

Prerequisite: CIS 146

This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management. **Code C**

CIS 251. C++ Programming (3)

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing. **Code B**

CIS 252. Advanced C++ Programming (3)

Prerequisite: CIS 251

This course is a continuation of C++ programming. Techniques for the improvement of application and systems programming will be covered, and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code C**

CIS 261. COBOL Programming (3)

Prerequisite: CIS 150

This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code B**

CIS 262. Advanced COBOL Programming (3)

Prerequisite: CIS 261

This course consists of development, completion, testing, and execution of complex problems in COBOL using various data file structures. A structured approach will be implemented as a methodological system. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code B**

CIS 268. Software Support (3)

This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This course is a suitable substitute for CIS 239, Networking Software. If used this is a CORE course for the AAT and AAS CIS programs. **Code C**

CIS 269. Hardware Support (3)

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for CIS 240, Networking Hardware. If used this is a CORE course for the AAT and AAS CIS programs. **Code C**

CIS 270. CISCO I (3)

This course is the first part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on the physical part of networking including basic electronics, computer basics, network basics, addressing, number conversions, cabling, and planning. After completing this course the student will be able to: identify the functions of each layer of the OSI reference model; describe data link and network addresses; define and describe the function of the MAC address; explain the five conversion steps of data encapsulation; describe the different classes of IP addresses and subnetting; identify the functions of the TCP/IP network-layer protocols. **Code C**

CIS 271. CISCO II (3)

Prerequisite: CIS 270

This course is the second part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on router configuration. After completing this course the student will be able to: prepare the initial configuration of a router and enable IP; control router passwords and identification; configure IP addresses; add the RIP and IGRP routing protocols to a configuration. **Code C**

CIS 272. CISCO III (3)

Prerequisite: CIS 271

This course is the third part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on LAN design, routing, switching, and network administration. After completing this course the student will be able to: describe LAN segmentation using bridges, routers, and switches; distinguish between cut-through and store and forward LAN switching; describe the operation of the Spanning Tree Protocol and its benefits; describe the benefits of virtual LANs. **Code C**

CIS 273. CISCO IV (3)

Prerequisite: CIS 272

This course is the fourth part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on WANs and WAN design. After completing this course the student will be able to: differentiate between LAPB, Frame Relay, ISDN, HDLC, PPP, and DDR; list commands to configure Frame Relay LMIs, maps, and sub-interfaces; identify PPP operations to encapsulate WAN data on CISCO routers; identify ISDN protocols, function groups, reference points, and channels; describe CISCO's implementation of ISDN BRI. **Code C**

CIS 275. Workstation Administration (3)

Prerequisite: CIS 130 or CIS 269

This course provides a study of client system administration in a network environment. Topics include installing, monitoring, maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations. **Code C**

CIS 276. Server Administration (3)

Prerequisite: CIS 130 or CIS 269

This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment. **Code C**

CIS 277. Network Services Administration (3)

Prerequisite: CIS 130 or CIS 199

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing and maintaining essential network operating system services such as those for client address management, name resolution, security, routing and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks. **Code C**

CIS 278. Directory Services Administration (3)

Prerequisite: CIS 130 or CIS 199

This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment. **Code C**

CIS 280. Network Security (3)

Prerequisite: CIS 130 or CIS 199

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures. **Code C**

CIS 281. System Analysis and Design (3)

Prerequisite: CIS 146

This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code C**

CIS 282. Computer Forensics (3)

Prerequisite: CIS 130 or CIS 199

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) certification. **Code C**

CIS 284. CIS Internship (3)

Prerequisite: Consent of instructor and minimum of 18 semester hours in CIS

This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience. **Code C**

CIS 285. Object Oriented Programming (3)

Prerequisite: CIS 150

This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language, such as C++ or Java. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system. **Code B**

CIS 287. SQL Server (3)

Prerequisite: CIS 269

This course will provide students with the technical skill required to install, configure, administer and troubleshoot SQL Server client/server database management system. At the completion of this series students will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database devices and partition data using segments; manage the user accounts; manage user permissions; identify the various task scheduling and alerting abilities of SQL Executive; identify the concepts used in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server. **Code C**

CIS 289. Wireless Networking (3)

Prerequisite: CIS 130 or CIS 199

The purpose of this course is to allow students to explore current issues related to wireless technology. Students will be able to develop and maintain wireless networks using advancements in current technology. **Code C**

CIS 291. Case Study in Computer Science (3)

Prerequisite: Consent of instructor

This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion, students should be able to design, code, test and document a comprehensive computer information system. **Code C**

CIS 294. Special Topics (3)

Prerequisite: Consent of instructor

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests. **Code C**

CIS 299. Directed Studies in Computer Science (3)

Prerequisite: Consent of instructor

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor. **Code C**

Criminal Justice

CRJ 100. Introduction to Criminal Justice (3)

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities. **Code B**

CRJ 110. Introduction to Law Enforcement (3)

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers. **Code B**

CRJ 117. Community Relations (3)

This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service and mobilizing community involvement and cooperation. **Code C**

CRJ 140. Criminal Law and Procedure (3)

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered. **Code C**

CRJ 146. Criminal Evidence (3)

This course considers the origins of the law of evidence and current rules of evidence. Types of evidence and their definitions and uses are covered as well as the functions of the court regarding evidence. **Code C**

CRJ 147. Constitutional Law (3)

This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as the right to counsel, search and seizure, due process, and civil rights. **Code C**

CRJ 150. Introduction to Corrections (3)

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered. **Code B**

CRJ 160. Introduction to Security (3)

This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security is covered. **Code B**

CRJ 177. Criminal and Deviant Behavior (3)

This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation. (Dual listed as SOC 217) **Code C**

CRJ 178. Narcotics/Dangerous Drugs (3)

This course surveys the history and development of drug abuse in society. Theories of drug abuse and identification and classification of drugs are covered. Strategies for combating the drug problem are discussed. **Code C**

CRJ 208. Introduction to Criminology (3)

This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment. **Code B**

CRJ 209. Juvenile Delinquency (3)

This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency as well as the role of the courts. (Dual listed as SOC 209) **Code B**

CRJ 216. Police Organization and Administration (3)

This course examines the principles of organization and administration of law agencies. Theories of management, budgeting, and various personnel issues are covered. **Code C**

CRJ 220. Criminal Investigation (3)

This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized. **Code C**

CRJ 227. Homicide Investigation (3)

This course covers the principles, techniques, and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry. **Code C**

CRJ 290. Selected Topics-Seminar in Criminal Justice (1-3)

This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head. **Code C**

Economics

ECO 231. Principles of Macroeconomics (3)

Core, Area IV

Prerequisite: MTH 098

This course is an introduction to macroeconomic theory, analysis and policy applications. Topics include the following: scarcity, demand and supply theory, national income analysis, major economic theories concerning monetary and fiscal policies such as stabilization measures, the banking system, and economic issues or problems including international trade. **Code A**

ECO 232. Principles of Microeconomics (3)

Core, Area IV

Prerequisite: MTH 098

This course is an introduction to microeconomic theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics. **Code A**

Education

EDU 100. Exploring Teaching as a Profession (2)

This course provides students with an opportunity to explore teaching as a career. The role of the teacher, the benefits of teaching, and the steps to becoming a teacher are some of the topics that will be explored. Students will be exposed to examples of good teaching and self-assess their personal and professional qualities. **Code C**

Emergency Medical Technology/Technician

EMS 100. Cardiopulmonary Resuscitation I (1)

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 104. First Aid for Students of Health Related Professions (1)

This course is designed for students who plan to enter a health related profession and provides educational concepts related to first aid for various health disciplines. The course includes instruction in the emergency administration of oxygen, use of airway adjuncts, medication administration techniques, equipment for mechanical breathing, suctioning techniques, and automated external defibrillation (AED). Upon course completion, students should have the ability to recognize emergency situations requiring immediate action and appropriately manage these situations.

EMS 118. Emergency Medical Technician (9)

This course is required to apply for certification as an EMT basic. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the Emergency Medical Technician-Basic National Standard Curriculum.

EMS 119. Emergency Medical Technician Clinical (1)

This course is required to apply for certification as an EMT basic. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician. This course helps student prepare for the National Registry Exam.

EMS 155. Advanced Emergency Medical Technician (8)

Corequisite: EMS 156

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

EMS 156. Advanced Emergency Medical Technician Clinical (2)

Corequisite: EMS 155

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite.

English

ENG 080. English Laboratory (1IC)

This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on English assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in English courses. A student's success in this course is measured by success in those other English courses in which the student is enrolled.

ENG 093. Basic English II (3IC)

Prerequisite: Appropriate COMPASS score

This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

ENG 101. English Composition I (3)

Core, Area I

Prerequisite: Successful completion of ENG 093; or a score of 62 or better on the writing section of COMPASS; or a score of 16 or better on the ACT (or equivalent SAT score)

English Composition I provides instruction and practice in the writing of at least six extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. **Code A**

ENG 102. English Composition II (3) Core, Area I

Prerequisite: A grade of "C" or better in ENG 101 or the equivalent

English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice library usage. **Code A**

ENG 131. Applied Writing I (3)

Prerequisite: Appropriate score on the COMPASS placement test or the equivalent

This course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on production of such documents, including research, documentation, graphical displays, the abstract, appropriate diction, grammar, punctuation and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents. **Code C**

ENG 246. Creative Writing I (3)

Prerequisite: ENG 102 or consent of instructor

This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. **Code C**

ENG 247. Creative Writing II (3)

Prerequisite: ENG 246 or consent of instructor

A continuation of ENG 246, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. **Code C**

ENG 251. American Literature I (3)

Core, Area II

Prerequisite: A grade of "C" or better in ENG 102 or the equivalent

This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts, and understand relevant criticism and research. **Code A**

ENG 252. American Literature II (3)

Core, Area II

Prerequisite: A grade of "C" or better in ENG 102 or the equivalent

This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts, and understand relevant criticism and research. **Code A**

ENG 261. English Literature I (3)

Core, Area II

Prerequisite: A grade of "C" or better in ENG 102 or the equivalent

This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts, and understand relevant criticism and research. **Code A**

ENG 262. English Literature II (3)

Core, Area II

Prerequisite: A grade of "C" or better in ENG 102 or the equivalent

This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts, and understand relevant criticism and research. **Code A**

ENG 271. World Literature I (3)

Core, Area II

Prerequisite: A grade of "C" or better in ENG 102 or the equivalent

This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts, and understand relevant criticism and research. **Code A**

ENG 272. World Literature II (3)

Core, Area II

Prerequisite: A grade of "C" or better in ENG 102 or the equivalent

This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts, and understand relevant criticism and research. **Code A**

Fire Science

FSC 100. Orientation and Terminology of the Fire Service (3)

This course provides the student with basic information on the organization and function of paid and volunteer fire services, the role of the firefighter in the department, firefighter safety, the science of fire, and fire behavior. Specific course topics surveyed include: Orientation and Safety, Apparatus Familiarization, Fire Behavior, Personal Protective Equipment, Rescue, and Forcible Entry. **Code C**

FSC 101. Introduction to the Fire Service (3)

This course teaches the many functions of the fire service, its importance and origins. It is designed to acquaint the student with the philosophy and history of the fire service and fire protection, the exacting loss of life and property, and the organization and function of public and private fire protection agencies. Emphasis is placed on the organization and function of federal, state, county, city, and private fire protection. **Code C**

FSC 105. Chemistry for the Fire Service (3)

This is a survey of general chemistry as applied to the fire service. Emphasis is on fundamental facts, principles, theories, and applications. Course will include study of states of matter, energy, common substances, laws that govern the movement of gases, chemical formulas and structure, the study of atoms and molecules, chemical reactions related to firefighting, and hazardous materials. **Code C**

FSC 110. Building Construction Principles (3)

This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors dealing with collapse. Emphasis is placed on construction principles: wood, ordinary, steel, concrete, and truss construction. **Code C**

FSC 120. National Incident Management System (NIMS) I (3)

This course introduces the student to the incident command system, its organizational structure, history, principles, and features and the National Incident Management System as a template for integration of public and private entities working together on emergency incidents. Tabletop exercises and scenarios will be used to give the student opportunity to apply the practical aspects of the incident command system and to demonstrate its relationship to the National Incident Management System. The course will also introduce students to the concepts and principles of the National Response Framework and the National Response Plan. Students will be given the opportunity to take online exams of certification for FEMA IS-100, IS-200, IS-700 and IS-800. This course will meet the NIMS baseline training requirements for the above mentioned courses. **Code C**

FSC 130. Introduction to Fire Suppression (3)

This course is a study of organizational structure, fire suppression, fire suppression equipment, characteristics and behavior of fire, and fire hazard properties of ordinary materials. Emphasis is placed on the most common structural, vehicle, and urban interface fires. **Code C**

FSC 131. Fire Extinguishment Principles (3)

This is a study of water supplies and services, fire extinguishing chemicals, and the selection and use of extinguishing agents. Emphasis is placed on dry chemical, dry powder, foam and halogenated agents. **Code C**

FSC 151. Introduction to Fire Prevention/Education (3)

This course is an introduction to the history and philosophy of fire prevention and the need for fire prevention education. Course includes fire prevention functions, development, and enforcement of fire prevention codes and regulations. It also includes the design and implementation of age appropriate education materials and benefits of community relations, support, and programs. **Code C**

FSC 160. Hazard Awareness (3)

This course includes the basic awareness of characteristics and behavior of solids, liquids, and gases when involved in fire. Emphasis is placed on characteristics, storage, and handling of various materials. **Code C**

FSC 161. Hazardous Materials Awareness and Operations (3)

This course is for emergency response personnel who may be first on the scene of a hazardous materials emergency. First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, secure the area, and call for trained personnel. At the operational level, the first responder uses the knowledge gained from the awareness level to act in a defensive posture to protect people, the environment, or property from the effects of an unplanned hazardous materials release. This course meets the requirements of the mandatory Awareness/Operational training in hazardous materials required by Title III - Emergency Planning and Community Right-to-Know Act of 1986 and NFPA 472, Standard on Professional Competence of Responders to Hazardous Materials Incidents current edition. **Code C**

FSC 170. Fire Hydraulics and Water Supply (3)

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water and fire protection and to apply hydraulic principles to analyze and resolve water supply problems. **Code C**

FSC 201. Fire Instructor I (3)

A course that trains participants to teach a class from a prepared lesson plan. This course introduces the student to the concept of utilizing training aids to enhance his/her presentation, how to properly select these training aids, and how to use the training aid selected. Subject areas for this course include: Communication, Concepts of Learning, Methods of Teaching, Organizing the Class, Performance Evaluations, Testing and Evaluations, The Lesson Plan, Teaching Techniques, and the Use of Instructional Materials. The student will give several presentations during the week, all leading to the final fifteen minute graded presentation on the final day of class. **Code C**

FSC 202. Fire Instructor II (3)

This course provides the Fire Instructor I with the next level of understanding for the training of personnel. This course trains the participants to perform job and task analysis, develop goals and objectives, and develop a lesson plan along with the coordinating training aids, and student tests and evaluation. During the course, the students are divided into groups, each of which is responsible for the development of a lesson plan to be presented to the class on the final day. **Code C**

FSC 203. Fire Instructor III (3)

This course is intended for the instructor who is ready to assume a leadership role by moving into the upper management level of his/her department. This course consists of subjects designed to give the instructor more knowledge of management and supervision so that he/she can make basic evaluations of employee relations and assume a more proactive role in their department. If you bring your own laptop computer the required soft ware is Microsoft Word and PowerPoint. **Code C**

FSC 208. Fire Combat Tactics and Strategy (3)

This course is designed to offer the advanced firefighter or beginning fire officer the necessary information and related techniques to ensure effective fire scene operations. Topics of study include: Pre-fire Planning, Tactical Operations, and Scene Management Techniques. Students are given the opportunity to participate in group activities, discussions, and practical exercises to further enhance the learning experience and reinforce methodology discussed. **Code C**

FSC 210. Tactical Considerations for Building Construction (3)

This course includes a detailed study of known hazards of various construction types and tactical and operational considerations for safe fireground/incident operations. Emphasis is placed on firefighter safety and survival. **Code C**

FSC 220. National Incident Management System (NIMS) II (3)

This course will extend the students understanding of NIMS I and allow them to operate in several complex roles in a Unified Command system. These positions may include Command and General Staff, Incident Command, and deputies and/or assistants to the Incident Commander. This is accomplished by utilizing tabletop exercises and real-time scenarios. This course will meet the baseline requirements for the NIMS 300 and NIMS 400. **Code C**

FSC 230. Rescue Technician: Rope (3)

This course in rope rescue techniques includes a classroom review of equipment, knots and rope safety. Instruction events include: establishing need for rope rescue; uses and limitations of equipment; knotcraft ; safety aspects; anchoring systems; rescue rappelling; third man rescue; lowering systems and other aspects of rope rescue. **Code C**

FSC 231. Rescue Technician: Confined Space (3)

This course is designed for both fire department personnel and private industry, this course provides responders with a comprehensive understanding of accidents involving a confined space. It teaches the responder how to recognize the hazard, access the victim, stabilize the victim and the proper procedures for retrieval. Practical and classroom sessions focus on the three primary hazards associated with confined space rescue: physical, atmospheric, and physiological. Realistic training evolutions using the latest in equipment and techniques ensure student retention of this material. **Code C**

FSC 232. Rescue Technician: Trench (3)

A course designed to offer a combination of classroom and practical evolutions that allow the student to learn proper techniques to make open trenches and excavations safe for victim access and removal. The class is made realistic by actual sheeting and shoring operations of “unsafe” trenches, by using shoring equipment, and practice in developing skills in lifting practices within the trench environment. **Code C**

FSC 233. Rescue Technician: Structural Collapse (3)

This course is designed to comply with NFPA 1006, Standard for Rescue Technician Professional Qualifications. It is an intense course which addresses heavy construction collapse and emphasizes the following discipline areas: breaching and breaking, lifting and moving, interior shoring, exterior shoring, and cutting and burning. **Code C**

FSC 234. Rescue Technician: Surface Water (3)

This course combines classroom and field instruction that includes, but is not limited to: water hydrology, preplanning water sites, safety, self-rescue, boat operations, in-water/shore-based rescues, rope techniques, highline rescues, and command of water incidents. Emphasis is placed on rope techniques and knots, and experience with both is highly recommended, but not required. **Code C**

FSC 235. Rescue Technician: DIVE (3)

This course is a certification course being written by the Fire College. The description will be inserted when completed. **Code C**

FSC 236. Rescue Technician: Boat Operator (3)

This course is a certification course being written by the Fire College. The description will be inserted when completed. **Code C**

FSC 237. Rescue Technician: Vehicle And Machinery Extrication (3)

This course is designed to offer a combination of classroom and practical evolutions that allow the student to learn proper techniques to plan for a vehicle/machinery incident, establish fire protection, stabilize a vehicle or machine, isolate potential harmful energy sources, determine vehicle access and egress points, create access and egress openings for rescue, disentangle victims, remove a packaged victim to a designated safe area, and terminate a vehicle/machinery incident. **Code C**

FSC 239. Breathing Apparatus Specialist Course (3)

Smoke Diver is a physically demanding, advanced firefighter course with a focus on fire suppression and structure fire rescue. Smoke Diver emphasizes rapid intervention techniques along with firefighter survival skills. The course provides realistic fire ground working conditions, requiring the participant to learn the limitations of his/her equipment. The curriculum teaches team building through intensive activities that include attack hose evolutions and multiple search team rescues. Upon completion of the Smoke Diver course, the student will return to their department with an added sense of confidence in his/her abilities and equipment. Tactics learned can be shared with other members to enhance the safety of fellow firefighters. Successful completion of the course allows the participant to receive certification and special Smoke Divers patch. **Code C**

FSC 241. Fire Investigator I (3)

This course targets fire investigators, police officers, and company-level officers with a desire to learn more about determining the origin and cause of fire. Students wishing to attend this course should be prepared for an intense week of training and practical skills application. Topics covered include: Determining the Point of Origin, Burn Patterns, Evidence Collection and Analysis, Interviewing Techniques, and Court Procedure and Testifying. **Code C**

FSC 242. Fire Investigator II (3)

This is an introduction to arson and incendiarism, arson laws, methods of determining fire causes, evidence, interviewing and detaining witnesses, procedures in handling juveniles, and court procedures. **Code C**

FSC 243. Fire Investigator III (3)

This course is a certification course being written by the Fire College. The description will be inserted when completed. **Code C**

FSC 251. Fire Inspector I (3)

A beginning level course for firefighters and other interested parties wishing to become more involved in the aspect of fire prevention and inspections. This course is primarily designed for those entering into fire service inspections and would be extremely useful to city inspectors and company level officers. Some of the topics covered in this course include: Building Construction, Decorative Materials and Furnishings, Fire Drills, Inspection Procedure, Code Enforcement, and Fire Alarm and Communications. **Code C**

FSC 252. Fire Inspector II (3)

This course delves deeper into the interpretation of applicable codes and standards, covers the procedure involved in various types of inspections, and prepares the inspector for the plans review process. It is an advanced level course which covers a wide range of topics some of which are: Inspection Procedure, Building Construction, Occupancy Classification and Means of Egress, Fire Protection and Water Supply Systems, Plans Review, and the Storage of Hazardous Materials. **Code C**

FSC 253. Fire Inspector III (3)

This course provides the participant with an in-depth view of the skills and duties required of the Fire Inspector III. The Fire Inspector III is an individual at the third and most advanced level of progression, who has met the job performance requirements specified in NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plans Examiner, current edition. The Fire Inspector III performs all types of fire inspections, plans review duties, and resolves complex code-related issues. **Code C**

FSC 254. The ISO (AIA) Standards (3)

This course is a study of insurance theory and practice, the economics of the ISO grading system and a city's fire defense and insurance rates. Included is a detailed analysis of a city's water supply, fire department, fire alarm, fire prevention, and other grading methods of fire defense. **Code C**

FSC 255. The Public Fire and Life Safety Educator (3)

With the leading cause of death among children being unintentional injuries, the need for fire and life safety education has become evident in today's society. This course will train the student

to coordinate and deliver existing comprehensive community fire and injury prevention programs designed to eliminate or mitigate situations that endanger lives, health, property, and the environment. **Code C**

FSC 261. Hazardous Materials Technician (3)

This course is designed for the student already certified at the Hazardous Materials Awareness and Operational level, this course develops the skills already learned and provides in-depth training in the mitigation of hazardous materials incidents. Through both classroom and practical training the student becomes familiar with health and safety issues, incident management, hazard and risk analysis, personal protective clothing, and decontamination. **Code C**

FSC 262. Hazardous Materials Incident Commander (3)

This course supplies the incident commander with the knowledge and skills to perform their role as the person responsible for all decisions relating to the management of the incident. The candidate will learn about personal protective clothing, decontamination, branch functions with the Incident Management System, and the overall tactics to properly mitigate a hazardous materials incident. **Code C**

FSC 264. Airport Fire Fighter (3)

Designed for fire departments, both civilian and military, whose primary mission is aircraft fire and rescue. This course meets the training requirements of both NFPA 1003 and FAA FAR Part 139.319. The course covers such topics as: Airport Familiarization, Aircraft Rescue and Firefighting Apparatus, Aircraft Types, Engines and Systems, and Aircraft Rescue and Firefighting Procedures. These classroom sessions are followed by practical exercises in turret operations, and extinguishment of wheel/brake, engine, interior cabin, and fuel spill fires through the use of handlines. This course will be held at a facility where various aircraft and apparatus are available. **Code C**

FSC 266. Wildland Fire Fighter (3)

This course introduces the student to basic wildland firefighting and the strategies and tactics involved during suppression operations including fire line safety, and emphasizing the wildland fire orders and watch-out situations. This course covers fire behavior, fire weather, fuel types, safety equipment and guidelines, incident size up, determining resource needs, direct vs. indirect attack, burn-out, and backfiring. **Code C**

FSC 268. Industrial Fire Protection (3)

This course introduces the student to the problem of fire loss and fire safety in an industrial setting and the methods, techniques and programs commonly applied to industrial fire protection. Topics include loss control processes, emergency action options, safety devices and procedures, basic organization and training for industrial fire personnel and special problems in industrial settings. **Code C**

FSC 270. Industrial Fire Protection Systems (3)

This course will teach students the design and operation of fire protection systems for commercial, residential, and special hazard environments. Students will understand the general principles of automatic sprinkler systems, heat and smoke control systems, standpipe systems, and fire detection/ alarm systems, and portable extinguishing systems. **Code C**

FSC 280. Fire Apparatus and Equipment (3)

This course is designed to familiarize the students with the basics of modern fire apparatus and related equipment. The course will include examination of pumpers, ladders, quints, hazardous materials vehicles, and other emergency response vehicles. Students will understand the basic operation and purpose of each vehicle and identify the purpose and use of equipment routinely carried by each vehicle. **Code C**

FSC 281. Fire Apparatus Operator: Pumper (3)

This course is designed for the firefighter who wishes to advance to the next level of his/her profession. This course consists of six modules: Preventive Maintenance, Test and Inspections, Driving/Operating, Water Supply, Sprinklers and Standpipes, and Operations. Requires valid drivers license, 16 hours of apparatus training that must be completed and documented by the student's fire department prior to attending class. **Code C**

FSC 282. Fire Apparatus Operator: Aerial (3)

A course designed to provide the structural firefighter with the needed knowledge and skills to successfully operate aerial apparatus. A must for departments using aerial apparatus, this course covers topics such as: Types and Construction of Aerial Apparatus, Positioning Aerial Apparatus, Stabilizing Systems, and Maintenance and Testing. **Code C**

FSC 291. Fire Officer I (3)

The Fire Officer I curriculum identifies the requirements necessary to perform the duties of a first line supervisor. This course introduces the student to the basic concepts of management and supervision by concentration on such topics as: Organizational Structure, Communication Skills, Human Resource Management, Public Relations, Planning, Emergency Service Delivery, and Safety. **Code C**

FSC 292. Fire Officer II (3)

This course is structured for the fire officer who is ready to assume a leadership role by moving into the middle management level of his/her department. This course gives the officer more knowledge of management and supervision so that he/she can make basic evaluations of employee relations and assume a proactive role in their department. This course expands on the knowledge base attained in Fire Officer I by revisiting some of the same subjects and adding additional material. Some new subject areas include information management, government structure, and department budget planning and management. **Code C**

FSC 293. Fire Officer III (3)

This course is specialized for the chief officer who is ready to advance into the upper management level of his/her department. This course consists of subjects designed to give the officer more knowledge of management and administration so that he/she can make basic evaluations of employee relations and assume a more proactive role in their department. This is a projects-based class. **Code C**

FSC 294. Fire Officer IV (3)

This course meets executive management level needs. The course is designed to meet the elements of NFPA 1021, Chapter 7. Fire Officer IV will emphasize management of fire protection services to include human resource management, multi-agency emergency service delivery with

horizontal/vertical communication requirements and risk management. There will be group interactive exercises, which will reinforce class lectures. **Code C**

FSC 295. Fire Department Safety Officer (3)

The purpose of this course is to provide training for fire officers and firefighters on the role and responsibilities of the Incident Safety Officer, and to allow participants to practice some of the key skills needed for competency as an Incident Safety Officer. This training program is for Fire Officers who could be asked to assume the duties of the Incident Safety Officer either as a staff assignment or an on-scene appointment. The program is also appropriate for firefighters who will be working on-scene with the Incident Safety Officer and must understand and appreciate the scope and duties of the job. **Code C**

FSC 297. Selected Topics in Fire Service Operations (3)

This course provides directed reading and discussion of selected topics related to fire service operations. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs. **Code C**

FSC 298. Public Safety Telecommunicator (3)

This is the only course which meets both the professional qualification objectives established by both NFPA 1061 and the Alabama Department of Public Health/Emergency Medical Dispatch. Designed for the entry level dispatcher/telecommunicator, this course will familiarize them with the basic concepts of alarm transmission and emergency dispatch procedure along with learning the skills involved with using the EMDPRS. With the emergency dispatch system, enhanced 9-1-1 centers, and the rapid development of metro dispatch centers, telecommunication training has become critical for all departments regardless of size. **Code C**

FSC 299. Legal Aspects of The Fire Service (3)

This course introduces students to the legal obligations and responsibilities within the fire service along with the limitations and restrictions placed on emergency responders. Students will discuss and apply federal and state laws, codes, regulations and standards relevant to the fire service. Both civil and criminal law will be addressed. **Code C**

French

FRN 101. Introductory French I (4)

This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas. **Code A**

FRN 102. Introductory French II (4)

Prerequisite: FRN 101 or equivalent

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas. **Code A**

FRN 201. Intermediate French I (3)

Prerequisite: FRN 102 or equivalent

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. **Code A**

Geographic Information Systems

GIS 106. Geographic Information Systems (3)

This course includes instruction on capturing, storing, analyzing, and managing data and associated attributes, which are spatially referenced on earth. The instruction encompasses industry standards and a practical application into computer system software capable of integrating, storing editing, analyzing, sharing, and displaying geographically-referenced information. Upon completion students will be able to create interactive queries, analyze the spatial information, edit data maps, and present the results of all these in a real time format. **Code C**

Geography

GEO 100. World Regional Geography (3)

Core, Area IV

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and external and internal organization problems and potentials. **Code A**

GEO 201. Principles of Human Geography (3)

Core, Area IV

Prerequisite: GEO 100

This course surveys the science of location with emphasis on human activities as it relates to agricultural and industrial activities, and cities as market and production centers. Emphasis will be placed on human networks. **Code A**

Health Education

HED 224. Personal and Community Health (3)

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative disease, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized. **Code B**

HED 226. Wellness (3)

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has five major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment, and (5) retesting. **Code C**

HED 230. Safety and First Aid (3)

HED 230 is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e., school, office, shop, etc.). The second part deals

with physical injuries, emergency care, and treatment of those injuries. CPR certification standard Red Cross cards are given upon successful completion of American Red Cross requirements. **Code B**

HED 232. Care and Prevention of Athletic Injuries (3)

This course provides a study of specific athletic injuries, their treatment, and preventive measures. **Code C**

HED 299. Special Topics in Health Education (3)

This course will permit the student to focus on, examine, and address current specific issues and topics in the general area of health and disease. Topics covered will vary and this course may be repeated for credit. **Code C**

History

HIS 121. World History I (3)

Core, Area IV

This course surveys social, intellectual, economic, and political developments that have molded the modern world. Focus is on both nonwestern and western civilizations from the prehistoric to the early modern era. **Code A**

HIS 122. World History II (3)

Core, Area IV

This course is a continuation of HIS 121; it covers world history, both western and nonwestern, from the early modern era to the present. **Code A**

HIS 201. United States History I (3)

Core, Area IV

This course surveys United States history during colonial, Revolutionary, early national, and antebellum periods. It concludes with the Civil War and Reconstruction. **Code A**

HIS 202. United States History II (3)

Core, Area IV

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present. **Code A**

HIS 216. History of World Religions (3)

This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others. (Dual listed as REL100) **Code C**

HIS 220. Contemporary Studies (3)

This course provides a survey of contemporary problems and issues within a historical context. Topics might include nationalism, the rise of Islam as a powerful influence in the post-Cold War environment, environmental issues, and the impact of colonialism on modern, Third-World Society. **Code C**

HIS 256. African-American History (3)

This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America. **Code B**

Homeland Security

HLS 100. Introduction to Homeland Security and Public Safety (3)

This course explores technical and academic qualification requirements and the interdisciplinary nature and regimen associated with first responders careers, including the Fire Service, Law Enforcement, Emergency Medical, Emergency Management, Homeland Security, and Natural Disaster Response and Recovery. This comprehensive course provides insight into federal mandates for unification of interagency information-sharing among emergency management agencies. Topics include inter- and intra-departmental communications; federal, regional, state, and local coordination; policies, procedures, and organizational levels of authority; qualifications, certifications, professional development and continuing education programs in First Responder and Public Safety professions. **Code C**

HLS 120. Homeland Security Strategies and Operational Techniques (3)

This course provides an overview of the administrative, legislative, and operational elements of Homeland Security programs. Topics surveyed include bioterrorism, pandemic influenza, nuclear security, biometric aspects of the US-VISIT Program, intersection of homeland security and immigration, and suicide bombings, as well as a review of the history, policies, programs, and internal processes of the Department of Homeland Security, the National Strategy for Homeland Security, and the Alabama State Homeland Security Strategy. **Code C**

HLS 142. Drug Investigations and Operations (3)

This course outlines the criminal nature of drug investigations and operations, the potential for terrorist activities in these areas, the working relationship required between law enforcement and the multiple disciplines in the Homeland Security community, and the vital nature of that relationship to the nation's counter-terrorism strategy. Topics highlighted include differences of drug-related terrorism concerns and anti-terrorism responsibilities compared with those typical of criminal or military issues; effects of definitions to help or hinder anti-terrorism work at the federal, state and local levels; and a brief overview of the tools each discipline contributes to the challenge. (Dual listed as: CRJ 178) **Code C**

HLS 155. Cyber Forensics and Information Security (3)

This course examines techniques for analyzing risks to a computer system, extracting and documenting computer evidence stored as data or magnetically encoded information, and implementing a security policy that protects information assets from potential intrusion. Course materials parallel those of the U.S. Department of Homeland Security National Computer Forensics Institute in Hoover, Alabama. Founded in March 2007, the institute aims to provide criminal investigators, prosecutors and judges from the U.S. and other countries the training and support needed to better understand and investigate digital crimes. **Code C**

HLS 160. Infectious Disease and Pandemic Viruses (3)

Materials for this course parallel those issued by the Centers for Disease Control, Atlanta, GA, and include the U.S. Department of Health and Human Services (HHS) Pandemic Influenza

Plan. A review of the HHS's blueprint for pandemic influenza preparation and response supports discussion and scenario generation with guidance from national, state, and local policy makers and health departments. Highlighting specific needs and opportunities to build robust preparedness for and response to pandemic influenza, topics include the threat of pandemic influenza, the relationship of the HHS's Pandemic Influenza Plan to other Federal plans, and key roles and corresponding responsibilities during a pandemic. **Code C**

HLS 190. Critical Infrastructure Assessment and Protection (3)

This course surveys the challenges faced in asset identification, strategic evaluation, pre-planning methodologies, and post-event procedures associated with critical infrastructure assessment and protection in many settings, including government facilities, local communities, businesses, industries, and ground, sea and air transportation. Topics include threats to human capital safety, assessment planning, physical plant and mechanical infrastructure threat analysis, and security procedures for cyber and information technologies. **Code C**

HLS 205. Homeland Security Legal Issues (3)

This course provides a comprehensive introduction to the legislative underpinnings of domestic homeland security and emergency management processes within all areas of public safety: Criminal Justice, Fire Science, Emergency Medical, and Homeland Security. Significant legislation is reviewed with special consideration of concepts that define legal duties and consequences for first responders and emergency managers. Stressing the need for interagency communication and cross-agency knowledge of requirements and responsibilities, examples of topics examined include the careful approach to evidence, transfer of custody, preservation of crime scene, and evidence collection. (Multi-Prefixed as CRJ/FSC/HLS) **Code C**

HLS 207. Language Barriers in First Responder Environments (3)

Based on the need to surmount language barriers during times of crisis, this course is designed to provide a basic but well-rounded first responder language and communication skill-set, tailored to locally prevalent languages, to enable better communication and allow rapid, safe, and legal intervention, as required. (Multi-Prefixed as CRJ/FSC/HLS) **Code C**

HLS 210. GPS and GIS Support to First Responder Careers (3)

Prerequisite: CIS 130 or equivalent

This course introduces students to the concepts, techniques, and tools of Geographic Information Systems (GIS) and the use of Global Positioning Systems (GPS) for location and range finding. Topics include data acquisition, management, manipulation and analysis, and cartographic output for applications of GIS/GPS techniques in scientific and technological operations such as environmental assessment, analysis, or natural hazards, site analysis for business and industry, resource management, and land-use planning. Through hands-on exercises with ArcGIS and/or projects with related software packages, students will acquire basic skills in GIS. **Code C**

HLS 215. Mass Casualty and Triage Management (3)

This course addresses and provides overview of the more grave aspects of Homeland Security and first responder activities. If all prevention and preemptive actions toward a natural or man-made disaster have failed and mass casualty events occur, it is first responders who provide care, support, and triage, and implement recovery methods and procedures. Topics in mass casualty and triage management include responses to chemical, biological, radiological, nuclear, and explosive devices (CBRNE), floods, wind, fire, and transportation (land, sea, air) disasters; includ-

ing transportation, coordination, prioritization, and management of care for victims, relatives, and surrounding communities. (Multi-Prefixed CRJ/FSC/HLS) Code C

HLS 216. Management Systems in Disaster Response and Recovery (3)

Information and technologies are worthless in disaster response without in-place management systems capable of assisting decision makers in the coordination and dissemination of the correct information to all necessary agencies and departments as quickly as possible. This course provides an overview of management systems utilized during the integration of emergency functions, response structures, technology use, information management, and decision-making during disaster response and recovery operations. The National Response Plan and the National Incident Management System will be addressed. Code C

HLS 217. Multi-Organizational Communications and Report Writing (3)

Expanding upon the need for rapid and accurate interagency communications, this course highlights the necessity of standardized reporting for proper adjudication of criminal activity. The course focuses on review of the various types of local, state, and federal reporting procedures and guidelines, including incident, investigative, and progress reports and analysis of the different forms of written communications used throughout the law enforcement and Homeland Security communities. (Multi-Prefixed as CRJ/FSC/HLS) Code C

HLS 221. Weapons of Mass Destruction (Unclassified) (3)

This course surveys characteristics of and trends associated with weapons of mass destruction (WMD) that are relevant to Homeland Security and defense operations. WMDs include multiple mechanisms and agents in chemical, biological, radiological, nuclear, and explosive devices (CBRNE). Topics include basic CBRNE weapons designs, general effects of weapon use, characteristics of important CBRNE agents and technologies for detection and identification of those agents, and approaches to protection from WMD (including shielding, protective equipment, decontamination, prophylaxis, etc.). Code C

HLS 227. Disaster Management and Recovery (3)

This course reviews and critiques actual plans and engages students in components of effective disaster planning, exercise and scenario design, development, execution, and follow-through evaluations within and across all first responder agencies and jurisdictions. Introduced in this course is the Advanced Combat and Tactical Simulations (ACATS) software designed and developed by Lawrence Livermore National Labs at the University of California, Livermore. Natural and manmade disasters will be addressed and exercise scenarios generated for each with follow-on exercise and simulation execution. (Multi-Prefixed as CRJ/FSC/HLS) Code C

HLS 231. Crisis Management (3)

This course provides an overview of issues related to crisis management, including the design and implementation of comprehensive emergency management and integrated emergency management strategic plans, and it covers key legislation impacting all first responder fields. Specific focus is given to issues relevant to planning, development, and execution of crisis communications programs for businesses and organizations, and to public relations techniques for communications throughout all crisis phases: Pre-Crisis, Crisis, and Post Crisis. (Multi-Prefixed CRJ/FSC/HLS.) Code C

HLS 241. Incident Management Team Operations (3)

This course is tailored toward supervisors and managers in the first responder communities, but can be taken by all levels. The primary purpose is to provide students with a parallel curriculum augmenting the complete National Incident Command System (NIMS) and Incident Command System (ICS) course materials from the Department of Homeland Security and the National Command Strategy documents, as mandated via the Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents of March 2004. (Multi-Prefixed CRJ/FSC/HLS) Code C

HLS 245. Bio-Defense and Agro-Terrorism (3)

This course provides a broad introduction and awareness of the threat of bio- and agro-terrorism to national and global security. In-depth discussions will provide a comprehensive coverage of biological and chemical agents and the threat they pose to society. A review of global concerns for bio-security, including the history of biological warfare, bioterrorism, concerns for agro-terrorism, and current initiatives in bio-defense will be included. cursory reviews of specific agents, diseases caused, detection methods, and consequence management and follow up considerations will also be considered, including topics within: GAO food processing security and recalls; security in container storage and import/export controls; meat, poultry, and fish contaminant vulnerabilities; and water and sewage monitoring. Code C

HLS 250. Capstone First Responder Computer Simulation Exercise (3)

This capstone course is an advanced applications, outcome-based, research project designed to encompass all concepts and applications studied throughout the Homeland Security Certificate and/or Degree programs. Course requirements integrate all prior coursework in an applied and experiential framework through case studies, exercises, applied research, and analytical activities. Course content will be entirely real-world focused, instructor guided, and student driven. The course provides a complete real-world problem identification approach to solution-application in a comprehensive outcome-based, performance-measured program using the Advanced Combat and Tactical Simulations (ACATS) software designed and developed by Lawrence Livermore National Labs at the University of California, Livermore. Natural and manmade disasters will be addressed and exercise scenarios generated for each with follow-on exercise and simulation opportunities and executions. (Multi-Prefixed CRJ/FSC/HLS) Code C

HLS 290. Selected Topics Seminar in Homeland Security (3)

The examination of current issues and concerns with Homeland Security, including upcoming National Special Security Events that mandate comprehensive security planning and response capabilities. Challenges of implementing and maintaining homeland security will be covered. The purpose of the Special Topics course is to provide students with an extra focus on 2 or 3 major issues that have current visibility in real world application or debate throughout Homeland Security and first responder arenas. Code C

Humanities

HUM 101. Introduction to Humanities I (3)

This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme. Code A

HUM 102. Introduction to Humanities II (3)

This course offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relate to a unifying theme. Code A

HUM 130 Mankind and His Art (3)

This course is an introduction to mankind's search for self-expression revealed in the music, art, and architecture of the western world from ancient times through the present day.

HUM 298. Directed Studies in Humanities (Film Studies) (3)

This course provides an opportunity for the student to study selected topics in humanities under the supervision of a qualified instructor. The specific topics covered will be determined by the interests of the students and faculty. The course may be repeated for credit. Code C

HUM 299. PTK Leadership Development (3)

This course is a Humanities option for anyone interested in becoming a stronger, more effective leader. The course introduces basic principles of the leadership development class and provides opportunity for extensive discussion and reflection. Students will read excerpts from literature and view popular films that demonstrate examples of leadership. In addition, both in- and out-of-class experiential activities will provide leadership opportunities for the students. Phi Theta Kappa International Honor Society designed the course, but it is open to all students. Code A

Industrial Maintenance Technology

INT 101. DC Fundamentals (3)

Corequisite: INT 103

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of the scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. This is a CORE course.

INT 103. AC Fundamentals (3)

Corequisite: INT 101

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the specific AC theory functions such as RLC, impedance, phase relationships, and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. This is a CORE course.

INT 113. Industrial Motor Controls I (3)

This course focuses on information regarding industrial motor controls and basic information regarding process logic controllers. Upon completion students will be able to remove, replace, and wire different types of control devices for operating industrial motors.

INT 117. Principles of Industrial Mechanics (3)

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. This is a CORE course.

INT 253. Industrial Robotics (3)

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.

INT 184. Introduction to Programmable Logic Controllers (PLCs) (3)

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

INT 284. Advanced Programmable Logic Controllers (3)

Prerequisite: INT 184

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

INT 288. Applied Programmable Logic Controllers (3)

Prerequisite: INT 184

This course provides a comprehensive study in the theory and application of specific models of programmable logic controllers. Topics include hardware configuration, memory and addressing detail function of software, instruction types, system troubleshooting, and simple programming techniques.

INT 134. Principles of Industrial Maintenance Welding and Metal Cutting Techniques (3)

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. This is a CORE course

Management and Supervision

MST 111. Elements of Supervision (3)

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor for management employee relations, organizational structure, project management and employee training, and rating. (Dual listed as BUS186) Code C

MST 201. Human Resource Management (3)

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees. (Dual listed as BUS 276) Code C

MST 202. Labor Economics-Labor Relations (3)

This is a basic management course in the field of labor. Topics include psychological and institutional factors, economic factors, and economic analysis in areas of labor-management relations. Code C

MST 211. Office Management and Correspondence (3)

This course provides an overview of the workings of a business office, including the communications function. Topics include the office organization and layout, selection and training of staff, promotion of personnel, supervision functions, and oral and written communications. Code C

MST 215. Small Business Management (3)

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identification of capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel. (Dual listed as BUS 279) Code C

MST 217. Industrial Management (3)

This course provides an overview of management in an industrial setting. Topics include operations analysis, research and development, physical facilities, production planning, productivity improvement, product flow, quality control, jobs and wages and employee motivation. (Dual listed as BUS 280) Code C

MST 223. Special Studies in Personnel Administration (3)

Prerequisite: MST 201

Under faculty supervision, this course provides a student the opportunity to develop a knowledge of current human resource management practices. Emphasis is placed on independent study of current publications approved by the instructor. Code C

MST 224. Special Studies in Industrial Management (3)

Prerequisite: MST 217

Under faculty supervision, this course provides a student the opportunity to develop knowledge of current industrial management practices. Emphasis is placed on independent study of current publications approved by the instructor. Code C

MST 225. Special Studies In Business Management (3)

Prerequisite: MST 215

Under faculty supervision, this course provides a student the opportunity to develop knowledge of current business management practices. Emphasis is placed on independent study of current publications approved by the instructor. Code C

MST 231. Management Seminar (3)

Prerequisite: 9 credit hours of MST courses

This course offers study of current problems, issues, and developments in the areas of management. Students are guided through individual projects and outside research related to their areas of concentration and/or employment training. Code C

MST 235. Labor Law (3)

Prerequisite: MST 202

This course provides an overview of the laws related to labor and employment. Topics include the study of the various federal and state statutes, including significant court decisions, relating to the rights and obligations of employers, employees, and unions. Code C

MST 237. Labor Arbitration Practices and Procedures (3)

Prerequisite: MST 202 and MST 235

This course provides an overview of the history of arbitration practices and procedures. Topics include various federal and state statutes, significant court decisions, and government regulations pertaining to the practices and procedures of labor arbitration. Code C

MST 241. Directed Readings in Human Resource Management and Labor Relations (3)

Prerequisite: MST 111

Under faculty supervision, this course provides a student the opportunity to research, study, and analyze current articles and publications in human resource management. Emphasis is placed on summarizing the writings as assigned by the instructor and/or mutually agreed upon by the instructor and the student. Code C

MST 242. Directed Readings In Industrial Management (3)

Prerequisite: MST 111

Under faculty supervision, this course provides a student the opportunity to research, study, and analyze current articles and publications in industrial management. Emphasis is placed on summarizing the writings as assigned by the instructor and/ or mutually agreed upon by the instructor and the student. Code C

MST 243. Directed Readings in Business Management (3)

Prerequisite: MST 111

Under faculty supervision, this course provides a student the opportunity to research, study and analyze current articles and publications in business management. Emphasis is placed on summarizing the writings as assigned by the instructor and/ or mutually agreed upon by the instructor and the student. Code C

MST 280. Management Workshop I (3)

This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business, and industry. Code C

MST 281. Management Workshop II (3)

This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business, and industry. Code C

MST 282. Management Workshop III (3)

This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business, and industry. Code C

Mathematics

MTH 090. Basic Mathematics (3IC)

The purpose of this course is to provide students with skills in basic mathematics. Minimum content includes whole numbers, integers, fractions, decimals, ratio and proportions, percents, and an introduction to algebra. Additional topics may include systems of measurement and basic geometry. At the conclusion of this course students are expected to be able to perform basic mathematical operations.

MTH 098. Elementary Algebra (3IC)

Prerequisite: MTH 090 or appropriate mathematics placement score

This course is a review of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations in two variables, laws of exponents, polynomial operations, and factoring polynomials. This course is designed to provide sufficient mathematical proficiency necessary for entry into Intermediate College Algebra.

MTH 100. Intermediate College Algebra (3)

Prerequisite: MTH 098 or appropriate mathematics placement score

This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics. Code B

MTH 110. Finite Mathematics (3)

Core, Area III

Prerequisite: A grade of "C" or better in MTH 100, or appropriate mathematics placement score

This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e. students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), ma-

trices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method, and applications. **Code A**

MTH 112. Precalculus Algebra (3)

Core, Area III

Prerequisite: A grade of “C” or better in MTH 100, or appropriate mathematics placement score

This course emphasizes the algebra of functions including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer’s Rule, and mathematical induction. **Code A**

MTH 113. Precalculus Trigonometry (3)

Core, Area III

Prerequisite: A grade of “C” or better in MTH 112, or appropriate mathematics placement score

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoirre’s Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems. **Code A**

MTH 116. Mathematical Applications for Nurses (3)

Prerequisite: MTH 090 or appropriate mathematics placement score and admission to the LPN Program

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics are integers, percents, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirements for mathematics. **Code C**

MTH 120. Calculus and Its Applications (3)

Core, Area III

Prerequisite: A grade of “C” or better in MTH 112, or appropriate mathematics placement score

This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions, and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L’Hospital’s Rule, and multiple integration (including applications). **Code A**

MTH 125. Calculus I (4)

Core, Area III

Prerequisite: A grade of “C” or better in MTH 113/115, or appropriate mathematics placement score

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function, the derivative of

algebraic, trigonometric, exponential, and logarithmic functions, and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus. **Code A**

MTH 126. Calculus II (4)

Core, Area III, Spring

Prerequisite: A grade of "C" or better in MTH 125, or appropriate mathematics placement score

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, area, length, work, and average value), techniques of integration, infinite series, polar coordinates, and parametric equations. **Code A**

MTH 227. Calculus III (4)

Core, Area III, Summer

Prerequisite: MTH 126

This is the third of three courses in the basic calculus sequence. Topics include vector functions of two or more variables, partial derivatives (including applications), quadratic surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence surface integrals, and Stokes Theorem). **Code A**

MTH 231. Math for the Elementary Teacher I (3)

Prerequisite: A grade of "C" or better in MTH 100 or appropriate mathematics placement score

This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions operations, and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade-level and subject-matter appropriate, and test for mathematical proficiency and the learning of teaching concepts. **Code B**

MTH 232. Math for the Elementary Teacher II (3)

Prerequisite: MTH 231

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade. **Code B**

MTH 237. Linear Algebra (3)

Core, Area III

Prerequisite: MTH 126

This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices determinants, eigen values and eigen vectors, inner product spaces, and the diagonalization of a symmetric matrix. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations. **Code A**

MTH 238. Applied Differential Equations I (3)

Core, Area III, Summer

Corequisite: MTH 227

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order, and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; and the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous. **Code A**

MTH 246. Mathematics of Finance (3)

Prerequisite: MTH 098 or appropriate mathematics placement score

This course explores mathematical applications relevant to business practices. Types covered include simple and compound interest, credits, trades and bank discounts, annuities, amortization, depreciation, stocks and bonds, insurance, capitalization, and perpetuities. This course does not meet the general core requirement for mathematics. **Code C**

MTH 265. Elementary Statistics (3)

Prerequisite: MTH 100 or appropriate mathematics placement score

This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability permutations, combinations, binomial theorem, random variables, and distributions may be included. **Code B**

Medical Assisting

MAT 101. Medical Terminology (3)

This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct medical terms with these word parts to determine the meanings of new or unfamiliar terms. The student will learn a system of word building which will enable them to interpret medical terms. This is a CORE course for medical assisting. **Code C**

MAT 102. Medical Assisting Theory I (3)

Prerequisite: MAT 101 or consent of instructor

A description of anatomical descriptors and the cell introduces the student to and serves as an overview of the body's systems. The structure and function of the nervous, sensory, integumentary, muscular, skeletal, respiratory, and cardiovascular systems are taught with the diseases related to these systems presented. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This is a CORE course for medical assisting. Code C

MAT 103. Medical Assisting Theory II (3)

Prerequisite: MAT 102 or consent of instructor

The structure and function of the digestive, urinary, reproduction, endocrine, and immune systems are presented. Disease processes that are related to these systems will be included. Basic concepts of reproduction, growth and development, and nutrition are taught. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This is a CORE course for medical assisting. Code C

MAT 111. Clinical Procedures I for the Medical Assistant (3)

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures. This is a CORE course for medical assisting. Code C

MAT 120. Medical Administrative Procedures I (3)

Prerequisite: MAT 101 and college level computer course

This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical secretarial skills. This is a CORE course for medical assisting. Code C

MAT 121. Medical Administrative Procedures II (3)

Prerequisite: MAT 120

This course is the continuation of Medical Administrative Procedures I. Topics include physical plant maintenance, equipment, and supplies, inventories, liability coverage, medical economics, and an introduction to insurance procedures. Upon completion students should be able to manage the economics of the medical office and supervise personnel. This is a CORE course for medical assisting. Code C.

MAT 125. Laboratory Procedures I for the Medical Assistant (3)

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. This is a CORE course for medical assisting. Code C

MAT 128. Medical Law and Ethics for the Medical Assistant (3)

This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant. This is a CORE course for medical assisting. **Code C**

MAT 200. Management of Office Emergencies (2)

This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia, shock, musculoskeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions. This is a CORE course for medical assisting. **Code C**

MAT 211. Clinical Procedures II for the Medical Assistant (3)

This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures. This is a CORE course for medical assisting. **Code C**

MAT 215. Laboratory Procedures II for the Medical Assistant (3)

Prerequisite: MAT 125

This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics. This is a CORE course for medical assisting. **Code C**

MAT 216. Medical Pharmacology for the Medical Office (4)

Prerequisite: MAT 101, MAT 102, and MAT 103

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications. This is a CORE course for medical assisting. **Code C**

MAT 220. Medical Office Insurance (3)

Prerequisite: College level computer course, MAT 101

In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements. This is a CORE course for medical assisting. **Code C**

MAT 228. Medical Assistant Review Course (1)

This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for the national credentialing examination. **Code C**

MAT 229. Medical Assisting Preceptorship (3)

Prerequisite: MAT 111, MAT 125, MAT 200, MAT 211, MAT 215, MAT 216, MAT 222, plus 30 additional hours in MAT program

This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinic or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions. Upon completion, students should be able to perform as an entry-level Medical Assistant. This is a CORE course for medical assisting. **Code C**

MAT 239. Phlebotomy Preceptorship (3)

Prerequisite: Acceptable computer course, MAT 101, MAT 102, MAT 128, and MAT 215

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients, and the general public. Upon completion, students should be prepared for entry-level phlebotomy and to sit for the Phlebotomy Technician Examination (ASCP). **Code C**

Music

MUS 100. Convocation (1)

This course (required for music majors/minors each semester) is designed to expose students to a variety of repertory styles and gives students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students and on personal performance(s) in class each semester. **Code C**

MUS 101. Music Appreciation (3)

Core, Area II

This course is designed for nonmusic majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and will include both vocal and instrumental genres. Upon completion, students should be able to demonstrate knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music. **Code A**

MUS 102. Afro-American Music (2)

Core, Area V

Prerequisite: As required by program

This course provides a study of music composed by black Americans. Topics include the origin and development of musical styles expressed in Negro spirituals, calypso, gospel music, and jazz. Upon completion, students should be able to demonstrate knowledge, understanding, and an aural perception of the stylistic characteristics of Afro-American music. **Code C**

MUS 103. Survey of Popular Music (2)

Core, Area V

Prerequisite: As required by program

This course provides a study of the origins, development and existing styles of popular music. Topics include ragtime, jazz, rhythm and blues, rock, country and western, folk, and world music. Upon completion, students should be able to demonstrate knowledge, understanding, and an aural perception of the stylistic characteristics of popular music. **Code C**

MUS 104. Jazz: An Introduction and History (2)

Core, Area V

Prerequisite: As required by program

This course provides a study of the origins, development and existing styles of jazz. Topics include the blues, piano styles, Dixieland, swing, bebop, third stream, cool, free jazz, and jazz/rock fusion. Upon completion, students should be able to demonstrate knowledge, understanding, and an aural perception of the different style characteristics of jazz music. **Code C**

MUS 110. Basic Musicianship (3)

Prerequisite: MUS 099 or suitable placement score or consent of instructor

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords, and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody, and harmony. **Code C**

MUS 111. Music Theory I (3 - 4)

Prerequisite: Consent of instructor

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical material (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills. **Code B**

MUS 112. Music Theory II (3 - 4)

Prerequisite: MUS 111

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills. **Code B**

MUS 113. Music Theory Lab I (1)

Prerequisite: MUS 110 or suitable placement score or consent of instructor; **(Co-requisite:** MUS 111, if ear-training lab is a separate course)

This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation, and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter, and four-part triadic progressions in root position. Upon completion, students should be able to write, sing, and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads, and short four-part progressions in root position. **Code B**

MUS 114. Music Theory Lab II (1)

Prerequisite: MUL 113 (Co-requisite: MUS 112, if ear training lab is a separate course)

This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation, and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter, and four-part triadic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns, employing syncopation and beat divisions, diatonic melodies, and four-part diatonic progressions. **Code B**

MUS 116. Computer Applications in Music (3)

Prerequisite: Consent of instructor

This course introduces the history and use of computer applications in music. Topics include an introduction to computer skills, MIDI, and the application of notation and sequencing software programs (i.e. Finale, Performer). Upon completion, students should be able to demonstrate basic competency in the use of computers in music. **Code C**

MUS 161. Diction for Singers (3)

Prerequisite: As required by program

This course introduces the basic rules of diction in Italian, French and German for singers. Emphasis is placed on the use of the International Phonetic Alphabet. Upon completion, students should be able to sing art songs in Italian, French, and German with correct diction. **Code C**

MUS 217. Jazz Improvisation (3)

Prerequisite: Consent of instructor

This course is designed to prepare the student with the theoretical background and improvisational techniques utilized in jazz performance. Emphasis is placed on the understanding of chord structures, chord progressions, scale structures, and melodic design. Upon completion, students should be able to perform an improvisational solo with a jazz ensemble. **Code C**

Music Ensemble

(MUL) Music Ensembles (1)

Prerequisite: Consent of instructor

These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. **Code B**

MUL 180-81; 280-81 Concert Choir I, II, III, IV

MUL 184-85; 284-85 Show Choir I, II, III, IV

MUL 196-97; 296-97 Show Band I, II, III, IV

(MUL) Class Performance Instruction (1)

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able

to demonstrate a basic proficiency in singing or playing and acknowledgment of music fundamentals. Code C

MUL101-02; 201-02 Class Piano I, II, III, IV

MUL111-12; 211-12 Class Voice I, II, III, IV

Nursing Assistant

NAS 100. Long Term Care Nursing Assistant (4)

This program fulfills the Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills. Course graduates are awarded a certificate of completion and are eligible to take the certification examination to become a Certified Nursing Assistant (CNA).

Nursing

NUR 102. Fundamentals of Nursing (6)

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

NUR 103. Health Assessment (1)

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses, and documenting findings appropriate to nursing.

NUR 104. Introduction to Pharmacology (1)

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

NUR 105. Adult Nursing (8)

Prerequisites: NUR 102, NUR 103, NUR 104, BIO 201 or NUR 101, MTH 116

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastro-intestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 106. Maternal and Child Nursing (5)

Prerequisites: NUR 102, NUR 103, NUR 104, BIO 201 or NUR 101, MTH 116

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings.

NUR 107. Adult/Child Nursing (8)

Prerequisites: NUR 105, NUR 106, ENG 101, BIO 202

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated through-out the course.

NUR 108. Psychosocial Nursing (3)

Prerequisites: NUR 105, NUR 106, ENG 101, BIO 202

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process.

NUR 109. Role Transition for Practical Nursing (3)

Prerequisites: NUR 105, NUR 106, ENG 101, BIO 202

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing.

NUR 200. Nursing Career Mobility Assessment (6)

Prerequisites: As required by program

This course is designed to provide LPN mobility students, self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selected theory, process, and skills covered in NUR 102, 103, 104, 105, and 106. Upon successful completion of assessments, students are eligible for entry into NUR 201. Students who successfully complete this course are awarded 15 non-traditional hours at the completion of the LPN mobility curriculum.

NUR 201. Nursing through the Lifespan I (5)

Prerequisites: As required by program

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 202. Nursing through the Lifespan II (6)

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 203. Nursing through the Lifespan III (6)

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 204. Role Transition for the Registered Nurse (4)

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN.

Business and Office Technology

OAD 101. Beginning Keyboarding (3)

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the computer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables. **Code C**

OAD 103. Intermediate Keyboarding (3)

Prerequisite: OAD 101 or equivalent

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. This is a CORE course. **Code C**

OAD 125. Word Processing (3)

Prerequisite: CIS 146

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports. This is a CORE course. (Dual listed as CIS 111) **Code C**

OAD 130. Electronic Calculations (3)

Prerequisite: MTH 098

This course is designed to teach the numeric touch system and problem-solving techniques. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications. **Code C**

OAD 138. Records and Information Management (3)

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. This is a CORE course. **Code C**

OAD 200. Machine Transcription (3)

Prerequisite: OAD 103 with grade of "C" or better and BUS 215 or ENG 102

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. Emphasis is on the use of microcomputers and com-

mercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings. **Code C**

OAD 201. Legal Terminology (3)

Prerequisite: OAD 101

This course is designed to familiarize the student with legal terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology. **Code C**

OAD 202. Legal Transcription (3)

Prerequisite: OAD 103 with grade of “C” or better, BUS 215 or ENG 102, and OAD 201

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and lab exercises. Emphasis is on transcribing error-free legal documents using transcription equipment. Upon completion, students should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted. **Code C**

OAD 203. Legal Office Procedures (3)

Prerequisite: OAD 103 with grade of “C” or better and OAD 201

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and lab exercises. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment. **Code C**

OAD 211. Medical Terminology (3)

Prerequisite: OAD 101

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology. **(Dual listed as MAT 101.) Code C**

OAD 212. Medical Transcription (3)

Prerequisite: OAD 211, ENG 101 with grade of “C” or better

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Learn/maintain standards of ethical/professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. **(Dual listed as MAT 222.) Code C**

OAD 214. Medical Office Procedures (3)

Prerequisite: OAD 103 with grade of “C” or better and OAD 211

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and lab exercises. Emphasis is on medical terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. **Code C**

OAD 218. Office Procedures (3)

Prerequisite: OAD 103 with grade of “C” or better

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. **Code C**

OAD 230. Computerized Desktop Publishing (3)

Prerequisite: CIS 146

This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents. **Code C**

OAD 242. Office Internship (3)

Prerequisite: Graduating student, last semester in program

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position. **Code C**

OAD 243. Spreadsheet Applications (3)

Prerequisite: CIS 146

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets. **(Dual listed as ACC 149 and CIS 113) Code C**

OAD 244. Database Applications (3)

Prerequisite: CIS 146

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports. **(Dual listed as CIS 117) Code C**

OAD 246. Office Graphics and Presentations (3)

Prerequisite: CIS 146

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options, and design, as well as such presentation considerations as the make-up of the target

audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation. (Dual listed as CIS 115) Code C

Orientation

ORI 101 Orientation to College (1)

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution. Code C

ORI 105 Orientation and Student Success (3)

This course is designed to orient students to the College experience by providing them with tools needed for academic and personal success. Topics include: developing an internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond. Code C

Philosophy

PHL 116. Logic (3)

Core, Area II

This course is designed to help students assess information and arguments. The focus of the course is on logic and reasoning. The student should be able to understand how inferences are drawn, be able to recognize ambiguities and logical and illogical reasoning. Code C

PHL 206. Ethics and Society (3)

Core, Area II

This course involves the study of ethical issues that confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues. Code A

Physical Education

PED 100. Fundamentals of Fitness (3)

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as gymnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

PED 103. Weight Training (Beginning) (1)

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program. Code C

PED 104. Weight Training (Intermediate) (1)

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program. **Code C**

PED 106. Aerobics (1)

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. **Code C**

PED 118. General Conditioning (Beginning) (1)

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program. **Code C**

PED 119. General Conditioning (Intermediate) (1)

Prerequisite: PED 118 or consent of instructor

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program. **Code C**

PED 123. Golf (Beginning) (1)

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate knowledge of the rules and etiquette of golf. **Code C**

PED 133. Tennis (Beginning) (1)

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. **Code C**

PED 134. Tennis (Intermediate) (1)

Prerequisite: PED 133 or consent of instructor

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. **Code C**

PED 168. Tap Dance (1)

This course covers advanced fundamentals of tap dancing. Topics include rhythm, appearance, and routine sequence. Upon completion, students should be able to perform more difficult steps and types of dances. **Code C**

PED 176. Volleyball (Beginning) (1)

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. **Code C**

PED 200. Foundations of Physical Education (3)

In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.

PED 252. Varsity Baseball (1)

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. **Code C**

PED 254. Varsity Softball (1)

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball. **Code C**

Physical Science

PHS 111. Physical Science I (4)

Core, Area III

Prerequisite: Regular admission status; MTH 098 strongly recommended

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required. **Code A**

PHS 112. Physical Science II (4)

Core, Area III

Prerequisite: Regular admission status; MTH 098 strongly recommended

This course provides the nontechnical student with an introduction to the basic principles of chemistry and physics. Laboratory is required. **Code A**

Physics

PHY 201. General Physics I - Trig Based (4)

Core, Area III

Prerequisite: MTH 113 or equivalent

This course is designed to cover general physics at a level that assumes previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required. **Code A**

PHY 202. General Physics II - Trig Based (4)

Core, Area III

Prerequisite: PHY 201

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required. **CORE Code A**

PHY 205. Recitation in Physics I (1)

Area V

Co-requisite: PHY 201

One hour weekly devoted to problem-solving. **Code C**

PHY 206. Recitation in Physics II (1)

Area V

Co-requisite: PHY 202

One hour weekly devoted to problem solving. **Code C**

PHY 213. General Physics with Cal I (4)

Core, Area III

Prerequisite: MTH 125 and/or as required by program

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. Laboratory is required. **Code A**

PHY 214. General Physics with Cal II (4)

Core, Area III

Prerequisite: PHY 213

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity, and magnetism. Laboratory is required. **Code A**

PHY 216. Recitation in Physics with Cal I (1)

Area V

Corequisite: PHY 213

One hour weekly devoted to problem solving. **Code C**

PHY 217. Recitation in Physics with Cal II (1)

Area V

Corequisite: PHY 214

One hour weekly devoted to problem solving. **Code C**

Political Science

POL 211. American National Government (3)

Core, Area IV

This course surveys the background, constitutional principles, organization and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be

able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system. **Code A**

POL 220. State and Local Government (3)

This course is a study of the forms of organization, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S., and function as more informed participants of state and local political systems. **Code B**

Psychology

PSY 200. General Psychology (3)

Core, Area IV

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological basis for behavior, thinking, emotion, motivation, and the nature and development of personality. **Code A**

PSY 210. Human Growth and Development (3)

Core, Area IV

Prerequisite: PSY 200

This course is a study of the psychological, social, and physical factors that affect human behavior from conception to death. **Code A**

PSY 230. Abnormal Psychology (3)

Prerequisite: PSY 200

This course is a survey of abnormal behavior and its social and biological origins. The anxiety-related disorders, psychoses, personality disorders, and mental deficiencies will be covered. **Code C**

Reading

RDG 085. Developmental Reading III (3IC)

Prerequisite: RDG 083 or appropriate placement score

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 114. Critical Reading for College (3)

Prerequisite: RDG 085 or appropriate placement score

This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, meta-cognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines. **Code C**

Religion

REL 100. History of World Religions (3)

Area V

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world. (Dual listed as HIS 216) Code B

REL 151. Survey of the Old Testament (3)

Area II

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course. Code A

REL 152. Survey of the New Testament (3)

Area II

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings. Code A

Renewable Energy

REN 105. Renewable Technology Awareness (3)

This course provides a comprehensive overview of renewable technology. Subjects covered in this course will include energy analysis and awareness, HVAC ratings and options, electrical production and consumption, plumbing for conservation, hot water, landscaping, fire protection, wastewater reuse, and LEED certification. Students will also learn about local, state and national codes and regulations. A presentation of current government rebates and tax credits will be included.

REN 115. Photovoltaic Principles & Design (3)

This course covers basic principles and design of photovoltaic (PV) systems. Upon completion of the course, students should have demonstrated a basic understanding of PV markets and applications, safety basics, electricity basics, solar energy fundamentals, PV module fundamentals, system components, PV system sizing and electrical and mechanical design, and performance analysis, maintenance and troubleshooting. The course prepares the student to take the National American Board of Certified Energy Practitioners (NABCEP) PV Entry Level Exam. Though highly recommended, taking the exam is not a mandatory requirement of the course.

REN 205. Solar Thermal Principles (3)

This course provides a comprehensive overview of solar thermal design, installation and troubleshooting. Topics include solar space heating, solar hot water, solar pool heating and solar cooling for both new and existing construction. Students will learn to assess the viability of solar thermal energy for given factors. Students will also learn about local, state and national codes

and regulations. This course will cover all topics required by the National Board of Certified Energy Practitioners (NABCEP).

REN 215. Photovoltaic System Installation and Servicing Procedures (3)

This course covers installation and servicing procedures related to photovoltaic (PV) systems. Upon completion of the course, students should have demonstrated a basic understanding of related safety, site surveys, mechanical and electrical design, installation process, performance analysis, troubleshooting, and maintenance. The course prepares the student to take the National American Board of Certified Energy Practitioners (NABCEP) Solar PV Installer Certification Exam. Though highly recommended, taking the exam is not a mandatory requirement of the course.

Sociology

SOC 200. Introduction to Sociology (3)

Core, Area IV

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior. **Code A**

SOC 209. Juvenile Delinquency (3)

Prerequisite: SOC 200

This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts. **(Dual listed as CRJ 209) Code C**

SOC 217. Criminal and Deviant Behavior (3)

Prerequisite: SOC 200 or SOC/CRJ 208

This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crime causation. **(Dual listed as CRJ 177) Code C**

Spanish

SPA 101. Introductory Spanish I (4)

Core, Area II

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. **Code A**

SPA 102. Introductory Spanish II (4)

Core, Area II

Prerequisite: SPA 101 or equivalent

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. **Code A**

SPA 201. Intermediate Spanish I (3)

Core, Area II

Prerequisite: SPA 102 or equivalent

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. **Code A**

Speech

SPH 106. Fundamentals of Oral Communication (3)

Core, Area II

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal small groups, and public. It surveys current communication theory and provides practical application. **Code A**

SPH 107. Fundamentals of Public Speaking (3)

Core, Area II

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized. **Code A**

Theatre Arts

THR 113. Theater Workshop I (2)

Prerequisite: Consent of instructor

This is the first in a four-course sequence that provides practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production. **Code B**

THR 114. Theater Workshop II (2)

Prerequisite: THR 113

This course is a continuation of THR 113. **Code B**

THR 115. Theater Workshop III (2)

Prerequisite: THR 114

This course is a continuation of THR 113-114. **Code B**

THR 126. Introduction to Theater (3)

Core, Area II

This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations. **Code A**

THR 131. Acting Techniques I (3)

This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes. **Code B**

THR 132. Acting Techniques II (3)

Prerequisite: THR 131

This course is a continuation of THR 131. **Code C**

THR 136. Acting for Television and Film (2)

Prerequisite: THR 131 or consent of instructor

This course is a study of acting techniques for visual media, television, and film. **Code C**

THR 213. Theater Workshop IV (2)**Prerequisite: THR 115**

This course is a continuation of THR 113-114-115. **Code C**

THR 241. Voice and Speech for the Performer (3)

This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warmup, dialect reduction, articulation, class performance, and written exams. **Code B**

THR 251. Theater for Children I (3)**Prerequisite: THR 131**

This is the first of a two-course sequence that offers the student practical experience in acting, directing, and developing material for children's theater. **Code C**

THR 252. Theater for Children II (3)**Prerequisite: THR 251**

This course is a continuation of THR 251. **Code C**

THR 266. Fundamentals of Directing (3)**Prerequisite: THR 131 and THR 132 or consent of instructor**

This course is designed to cover the fundamentals of directing. Instruction will include lectures, demonstration, written and oral analysis of scripts and performances. **Code C**

THR 281. Stage Movement I (1)**Prerequisite: THR 131, 132 or consent of instructor**

This course is the first in a two-course sequence which offers the student a basic introduction to movement for the stage for those interested in acting. This course includes consideration of role development through movement. **Code C**

THR 296. Directed Studies in Theater (2)

This course deals with problems in theater and arts management. Problems may be arranged in conjunction with other disciplines in the Fine Arts. **Code C**

Visual Communications

VCM 122. Graphic Reproduction Processes (3)**Prerequisite: MTH 090 or appropriate COMPASS score**

This course introduces students to the current hardware, software, materials, and processes used to prepare and reproduce material for print media. Upon completion, students should be able to recognize, evaluate, and produce materials and specifications for diverse print reproduction processes. **Code C**

VCM 145. Introduction to Digital Photography (3)

Prerequisite: MTH 090 or appropriate COMPASS score

This course is an introduction to digital photography. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student should understand quality in photography and be able to apply the techniques necessary to produce professional photographs. **Code C**

VCM 146. Digital Photography (3)

Prerequisite: Grade of "C" or better in VCM 145

This course explores various uses of digital photography. Subjects may include studio, portrait, landscape, and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs. **Code C**

CM 150. Typography (3)

This course is an introduction to using type in graphic design. Emphasis is on typographic techniques used in layout and graphic design. Upon completion, the student should be able to use type as a design element. **Code C**

VCM 171 Graphics Software Applications (3)

This course is an introduction to graphics software applications. Students are given a basic overview of the software as applied to specific production problems. Upon completion, the student should be able to produce basic graphics using applicable software. **Code C**

VCM 172. Digital Illustration I (3)

Prerequisite: Grade of "C" or better in VCM 171 or consent of instructor

This course covers principles of creating and manipulating vector illustrations using the current vector illustration software. Upon completion, the student should be able to produce professional vector illustrations from concept to production for diverse media. **Code C**

VCM 173. Digital Illustration II (3)

Prerequisite: Grade of "C" or better in VCM 172

This course is a continuation of vector illustration techniques, involving more complex illustration problems, using the current vector illustration software. Upon completion, the student should be able to produce complex professional vector illustrations from concept to production for diverse media. **Code C**

VCM 185. Digital Imaging I (3)

This course covers principles of creating and manipulating raster images using current raster imaging software. Upon completion, the student should be able to produce professional raster images from concept to production for diverse media. **Code C**

VCM 186. Digital Imaging II (3)

Prerequisite: Grade of "C" or better in VCM 185

This course is a continuation of raster imaging techniques involving more complex image problems, using current raster imaging software. Upon completion, the student should be able to produce complex professional raster images from concept to production for diverse media. **Code C**

VCM 193. Digital Publishing I (3)

Prerequisite: Grade of “C” or better in VCM 171, VCM 150, and ART 121

This course covers elements and principles of page layout and use of current page-layout publishing software. Upon completion, the student should be able to produce professional page layouts from concept to production for various print media. **Code C**

VCM 194. Digital Publishing II (3)

Prerequisite: Grade of “C” or better in VCM 193

This course is a continuation of page layout techniques, involving more complex page-layout elements and problems, using current page-layout publishing software. Upon completion, the student should be able to produce professional page layouts from concept to production for various print media. **Code C**

VCM 250. Introduction to Technical Illustration (3)

This course focuses on technical drawings prepared for industry. Topics include perspective and axonometric drawing. Upon completion, students should be able to apply basic drawing and design principles to technical drawings.

VCM 251 Technical Illustration (3)

This course focuses on renderings prepared for industry. Various techniques are used to illustrate charts, graphs, perspective and axonometric drawings and enhanced assembly views. Upon completion, students should be able to apply design principles to technical drawings.

VCM 253. Graphic Design Basics (3)

Prerequisite: Grade of “C” or better in VCM 171, VCM 150, and ART 121

This course focuses on the basic principles of graphic design. Emphasis is on design, layout, and production. Upon completion, students should be able to prepare artwork for printing. **Code C**

VCM 254. Graphic Design (3)

Prerequisite: Grade of “C” or better in VCM 171, VCM 150, and ART 121

This course focuses on graphic design. Emphasis is on the creative production process. Upon completion, students should be able to produce high quality graphic designs. **Code C**

VCM 255 Advanced Graphic Design

This course focuses on graphic communications. Emphasis is on application of design principles to projects involving such skills as illustration, layout, typography, computer graphics, and production technology. Upon completion, students should be able to apply graphic design principles and production skills.

VCM 270. Supervised Study in Graphics (3)

Prerequisite: Grade of “C” or better in VCM 171, VCM 150, and ART 121

This course is designed to enable the student to continue studying computer graphics in greater depth. Areas of study are chosen by the student with the approval of the instructor. This course will result in a better understanding of various aspects of computer graphics. **Code C**

VCM 273. Supervised Study in Computer Graphics (3)

Prerequisite: Grade of “C” or better in VCM 171, VCM 150, and ART 121

This course is designed to enable the student to continue studying computer graphics in greater depth. Areas of study will be chosen by the student with the approval of the instructor. This course will result in a better understanding of various aspects of computer graphics. **Code C**

VCM 292. Cooperative Work Experience in VCM (3)


Prerequisite: Instructor’s permission

This course provides work experience with a college-approved employer in the area related to the student’s program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. **Code C**

Workplace Skills Enhancement

WKO 101. Workplace Skill Development I (2)

This course is designed to access and develop skills necessary for success in the workplace. Students will receive computer assisted instruction under faculty supervision on such topics as applied mathematics, applied technology, reading for information, and locating information. Upon completion of the course, students will be assessed to determine if their knowledge of the subject area has improved. **Code C**



Workforce Development, Adult Education, and Advisory Committees

Workforce Development

Chattahoochee Valley Community College offers comprehensive workforce training for emerging workers, transitional workers, and incumbent workers. Workforce Development provides basic skills and job readiness training; short-term, noncredit training; continuing education; and customized training for business and industry. Those programs are listed below.

Training for business and industry

The College offers various types of seminars, workshops, and courses for employees of area businesses and industries. Recognizing that economic development and continued economic stability are essential to the community it serves, the College extends its facilities and other resources to businesses and industries by providing training in such areas as personnel management, customer service, and information technology. Customized training is provided upon request. For current information regarding course and program availability, call (334) 291-4964.

Continuing education

Through its education partner, Ed2Go, the College offers certification courses for healthcare professionals, classroom teachers, and individuals seeking new or upgraded skills. A course listing of more than 250 courses offers professional development or continuing education to the friends and students of CVCC from home or work, by accessing the College's web site and visiting the Workforce Development area of the home page.

Ready to Work

The Ready to Work program provides entry-level workplace skills to adults who have limited education and employment experience. The Alabama Department of Postsecondary Education, in cooperation with the Alabama Industrial Development Training Institute, has established a curriculum with which successful completers can earn an Alabama Certified Worker Certificate and a State of Alabama Career Readiness Certificate. Participants learn basic computer skills, problem-solving techniques, and proper workplace behavior. They also learn to document those basic employability skills, prepare a resume, and apply for jobs. Ready to Work is free to participants. For more information, call (334) 291-4964.

Public Safety Academy

CVCC's Public Safety Academy includes Criminal Justice, Fire Science, Homeland Security, and Emergency Medical Services. The Public Safety Academy will provide quality programming and instruction for CVCC students as well as local, flexible programming and training opportunities to meet the training needs and standards required by the appropriate emergency responder agencies in the region. For additional information and schedules call (334) 291-4964.

Adult Education - GED review program

The College provides instruction in Adult Education and General Educational Development (GED) review. Classes are offered to help individuals prepare for the GED test and enter the workforce. Contact the Adult Education office at (334) 214-4849 for more information. Students who desire admission to the academic programs of Chattahoochee Valley Community College but who have not completed high school and have not passed the GED Certificate examination are advised to enroll in the GED review program.

Program advisory committees

The President of the College is authorized to appoint members to program advisory committees to assist in planning programs that meet student needs, to ensure that the College's programs reflect the present and future expectations of employers, and to assist the College in providing, securing, and/or developing financial support for its programs and services.

Chattahoochee Valley Community College does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age in regard to selecting individuals to serve on advisory boards, councils, or committees. Please see our nondiscrimination policy on page ii of this catalog.

High-quality educational programs demand close involvement of knowledgeable citizens. The nature of change requires that educators be informed of current and future societal needs. CVCC has established a number of program advisory committees, consisting of representatives of business, government, industry, and the professions, who provide the College with advice and counsel to ensure that programs are current and reflect the real needs of the local area being served.

These key people assist the College in identifying trends, technical advancements, and the varied requirements of business and industry for specific skills and training.

They also assist the College in identifying possible employment opportunities for graduates of the institution. They meet at least once yearly and at other times at the request of the coordinator of the career program in consultation with the division chairperson and the Dean of Instruction and the Dean of Workforce Development. Chattahoochee Valley Community College gratefully acknowledges the efforts made by those who serve on these committees and others that may be established in the future.

Business/Business and Office Technology Advisory Committee

Child Care Advisory Committee

Computer Information Systems Advisory Committee

Criminal Justice Advisory Committee

Emergency Medical Services Advisory Committee

Fire Science Advisory Committee

Homeland Security Advisory Committee

Medical Assisting Advisory Committee

Nursing Advisory Committee

Visual Communications Advisory Committee



Administration, Faculty, and Staff

Alabama State Board of Education

Governor Robert Bentley	President of Board, Montgomery
Dr. Freida Hill	Chancellor, Alabama Department of Postsecondary Education
Randy McKinney, Vice President	First District, Gulf Shores
Betty Peters	Second District, Kinsey
Stephanie Bell	Third District, Montgomery
Dr. Yvette Richardson	Fourth District, Fairfield
Ella B. Bell	Fifth District, Montgomery
Dr. Charles Elliott	Sixth District, Decatur
Gary Warren, President Pro Tem	Seventh District, Haleyville
Mary Scott Hunter	Eighth District, Huntsville

Administration

Dr. Glen Cannon	President
B.B.A., West Georgia College	
M.B.A. Mercer University	
Ed.D., University of Georgia	
David N. Hodge	Dean of Student and Administrative Services
A.A., Enterprise State Junior College	
B.A., M.S., University of South Alabama	
Ed.D., Auburn University	
Brenda Kelley	Chief Financial Officer
B.S., M.B.A., Auburn University at Montgomery	
CPA, State of Alabama	
Janet W. Ormond	Dean of Workforce Development
B.S., Livingston University	
M.S., Troy State University	
Earl W. Cook	Administrator for Special Projects
B.A., Talladega College	
M.S., University of Michigan	

Division Chairs

Earl W. Cook	Mathematics, Chairperson Division of Mathematics and Science
Ellen Gunter	History/Political Science, Chairperson , Division of Social Sciences
B.S.Ed., M.A., Ed.D., Auburn University	

Susan Lockwood	English, Chairperson, Division of Language and Fine Arts
B.A., Samford University	
M.Ed., Auburn University	
Resa Lord	Health Sciences, Chairperson, Division of Health Sciences
A.A., B.S.N., Columbus College	
M.S.N., Georgia State University	
Debra Plotts	Business & Information Technology, Chairperson, Division of Business & Information Technology
B.A., B.S.Ed., Auburn University	
M.A.T., Troy State University	
Mary Simonton	Fire Science and Homeland Security, Program Director/Coordinator Public Safety Academy
A.A.S., Chattahoochee Valley Community College	
B.A.S., Troy University	

Administrative Staff

Debbie Boone	Director, Human Resources Employee ADA Coordinator
A.A., B.A., University of Maryland – Asian Division	
M.B.A., Troy University	
Xueying Chen	Director, Learning Resource Center
B.A., Jinlin University	
M.A., University of Arkansas	
M.L.I.S., Louisiana State University	
Cynthia Floyd	Director, Counseling and Advising
B.S., M.Ed., Tuskegee University	
Reginald Gordy	Evening Coordinator
A.A.S., Chattahoochee Valley Community College	
B.S., M.S., Troy State University	
Karen Kelly	Director, Development
B.B.A., Columbus State University	
Jody Noles	Director, Information Systems
A.S., Southern Union State Community College	
B.S., Troy State University	
Adam Thomas	Director, Athletics/Head Baseball Coach, Business Faculty
A.S., Chattahoochee Valley Community College	
B.S., University of Montevallo	
M.B.A., Troy State University	

Darlene Thompson	Director, Adult Education
A.S., Central Alabama Community College	
B.S.B.A., M.B.A., Troy University	
Joan Waters	Director, Financial Aid
B.S., M.S., Troy State University	
Johann Wells.	Director, Facilities and Maintenance
A.S., Chattahoochee Valley Community College	
B.S., Southern Polytechnic State University	
M.P.A., Columbus State University	
Vickie Williams	Director, Student Development
	Student ADA Coordinator
B.S., M.S., Troy State University	

Faculty

Marquette Brewer	Health Sciences
A.A.S., Southern Union State Community College	
B.S.N., M.S.N., Troy University	
Shawneen Collins	Health Sciences
Nursing Diploma, Mercy Hospital School of Nursing	
A.S., B.S., International College	
M.S.N., Samford University	
Thomas Daniel	Music
B.M., B.M.Ed., M.Ed., Ph.D., Auburn University	
Bob Dansby	Accounting/Business
B.S., Troy State University	
M.Ed., The University of Georgia	
Ed.S., Auburn University	
Ph.D., Southern Illinois University Carbondale	
Salman Elawad	Biology
B.S.C., University of Khartoum	
M.S., University of Hawaii	
Ph.D., University of Florida	
Judy Ennis	Health Sciences
A.A.S., Southern Union State Community College	
B.S.N., Troy University	
M.S.N., Jacksonville State University	
Richard Frederick	Art
B.F.A., M.F.A., State University of New York at Buffalo	
Evelyn Harris	Mathematics
B.S., M.S., Ed.S., Troy State University	

Bridgett Jackson	Health Sciences
A.A.S., Chattahoochee Valley Community College	
B.S.N., Troy State University	
M.S.N., Walden University	
Shawn Junghans	Mathematics
B.S., University of Alabama	
M.Ed., Ed.S., Columbus State University	
Sheila Larkin	Computer Information Systems
B.S., M.B.A., Troy State University	
Michelle Lewis	English/Speech
B.S., M.A.T., Middle Tennessee State University	
Melliny Macklin	Health Sciences
B.S.N., Samford University	
M.S.N., Virginia Commonwealth University	
Richard Mahone	Physical Education/Men's Basketball Coach
B.S., Fort Valley State College	
M.Ed., Georgia Southwestern State University	
Brion McClanahan	History
B.A., Salisbury State University	
M.A., Ph.D., University of South Carolina	
Susan McCollum	Biology
A.S., Chattahoochee Valley Community College	
B.S., M.Ed., Columbus State University	
Jacques McKinnon	Math
A.S., Chattahoochee Valley Community College	
B.S., The University of Alabama	
M.Ed., Alabama State University	
Anne Messner	English/Reading
B.A., LeMoyne College	
M.A., Purdue University	
Beverly Morris	Psychology
B.S., Morris Brown College	
M.S., Abilene Christian University	
D.Min., Andersonville Theological Seminary	
Dixie Peterson	SACS Liason, Health Sciences
A.S., Chattahoochee Valley Community College	
B.S.N., Samford University	
M.S.N., Troy State University	
Amy Porche	English
B.A., Loyola University	
M.A., University of New Orleans	
Ph.D., Georgia State University	

Andrew Scales	English
B.S. Ed., M.Ed., Auburn University	
Donna Seay	Visual Communications
B.F.A., Auburn University	
M.F.A., University of Oregon	
Gil Slouchick	Criminal Justice
A.S., Chattahoochee Valley Community College	
B.S., Troy University	
M.P.A., Columbus State University	
Aurelia Smith	Computer Information Systems
B.A., Washington College	
M.S., Columbus State University	
Greg Spence	English
B.A., Williams College	
M.A., University of Georgia	
Ph.D., Auburn University	
Bianke Wagnon	Chemistry/Physical Science
B.S., Methodist College	
M.S., Wake Forest University	
Susan Young	Office Administration
A.S., Gadsden State Community College	
B.S.Ed., Jacksonville State University	
M.S.Ed., Ed.S., Troy State University	

Staff

Sanquita Alexander	Records Coordinator
Dale Boswell	Financial Aid Coordinator
Vicki Braswell	Clerk, Counseling and Advising
Susan Bryant	Financial Aid Officer
Rita Cherry	Clerk, Admissions
Christine Cupp	Accounting Clerk, Business Office
Debbie Faison	Clerk, Admissions
Jacqueline Grant	Administrative Assistant to the Dean of Student and Administrative Services
Marquita Greene	Administrative Assistant to the President
Ivory Grier	Mail/Copy Services
Angela Harris	Clerk, Learning Resource Center
Sonia Hollett	Secretary/Coordinator (Health Sciences)
Stephanie Hunt	Accounting Clerk, Business Office
Courtney Johnson	Accountant

Freddie Johnson	Maintenance/Housekeeping
Wayne King	Computer Support Technician
Clint Langley	Career Advisor
Keith Manuel	Security Chief
Linda McDaniel	Clerk, Veterans Affairs
Lannette Mitchell	Clerk, Human Resources
Saundra Noles	Data Manager
Michelle Ortiz	Clerk, Admissions
Steve O'Steen	Women's Softball Coach
Howard Paris	Maintenance/Housekeeping
Beth Parkman	Recruiter
Clovie Quick	Ft. Benning Site Coordinator
Robin Rudd	Secretary, Adult Education
Christer Sanks	Accountant
Clarrisa Scott	Accounting Clerk, Business Office
Laodecea Seay	Administrative Assistant, Student Success Center
Paul Walton	Maintenance/Housekeeping
Cory Williams	Clerk, Learning Resource Center
Gloria Williams	Receptionist (Switchboard)
Kelly Williams	Public Relations/Fundraising Assistant
Mary Ann Williams	Clerk, Financial Aid



Student Handbook

Introduction

The CVCC administration has prepared this student handbook to assist students as they pursue their educational objectives at CVCC. Included herein is general information about the College, including information about student housing, vehicle regulations, library and learning resource center, the bookstore, buildings and grounds, counseling and guidance services, student activities, college publications, clubs and organizations, student records, the student code of conduct, dress, and appearance, substance abuse policies, disciplinary procedures, grievance procedures, and emergency procedures. Students are urged to become familiar with the contents of this handbook and to keep it available for handy reference. CVCC is dedicated developing the individual student as a productive member of society and to helping each student define and meet his or her educational goals. The Office of the Dean of Student and Administrative Services is available to help students interpret information contained in this handbook. If the Alabama State Board of Education adopts any policy or regulation conflicts with or is inconsistent with any procedure or policy contained herein, the relevant policies and regulations of the State Board of Education always supersede information contained in this handbook. CVCC reserves the right to revise any policy or procedure stated herein, with or without public notice. In the event of any such revision, the College will make every reasonable effort to make such revised information available to all students.

Any policy or procedure contained herein that is contrary to federal, state or local law or court order, or any applicable rule, regulation, or policy of the State Board of Education is null and void.

The handbook is not, and is not intended to be, a contract, warranty, or guarantee between CVCC and any individual. It is compiled for the convenience of students and prospective students as an information resource.

Student housing

The College does not provide student housing. Students seeking housing are advised to contact the management of rental units for information about availability.

On-campus parking and driving

The College provides parking spaces for students in the east and west designated parking lots. Students who park on campus must obtain a vehicle registration tag from the Switchboard Operator/Receptionist in Wilson Hall for each vehicle he/she will park on campus. There is no charge for the parking tag.

A student seeking a parking tag must present a valid driver's license and the make, model, and license plate number of the vehicle being registered. Parking tags are not transferable from one vehicle to another, or from one student to another.

The parking tag must be affixed to vehicles in the place and manner designated at the time the tag is issued. Each permit expires according to the date indicated on the tag or when the respective student is no longer registered at the College.

A parking tag should be removed if a registered vehicle is sold, traded, or if the student is no longer enrolled at CVCC. Any change in ownership of a registered vehicle must be reported immediately to the Security Office. On-campus parking space is limited; therefore, a parking tag is not a guarantee of an available parking space. CVCC reserves parking spaces for visitors in

designated areas. Visitors need not register with the Security Office to use these spaces. CVCC students may not use visitor parking spaces.

Parking for students with disabilities

A student who needs special parking accommodations due to disability must present appropriate documentation from a medical doctor stating the nature, extent, and expected duration of the disability. Parking accommodations for students with disabilities are handled through the College’s ADA Compliance Coordinator. The Switchboard Operator/Receptionist in Wilson Hall will issue the parking permit to the student at the request of the ADA Coordinator.

Parking and traffic violations

It is a violation for:

- a student to park anywhere on campus without a parking tag.
- a student to park anywhere on campus except in the designated student parking spaces in the west parking lot (near the Brassell Hall) or the east parking lot (near the Instructional and Performing Arts Center).
- a driver to exceed the 15 m.p.h. on-campus speed limit, or to drive in a reckless manner or violate any of the on-campus traffic signs.
- a motor vehicle to be left on campus for more than three consecutive days. If a vehicle is left on campus for more than 72 continuous hours, it may be towed at the owner’s expense.

Parking and traffic citations and fines

Traffic and parking violators will be issued citations. The person in whose name a vehicle is registered is responsible for on-campus traffic and parking violations involving that vehicle. Each violation will result in a citation and a fine. A student who receives a fine for any serious traffic violation, such as speeding, reckless driving, etc., may be referred to the CVCC Disciplinary Committee.

The decision of this committee may result in probation or suspension of the student.

Traffic and parking fines must be paid within three school days. Traffic and parking fines are as follows:

- | | |
|---|------------------------------|
| 1. No parking decal displayed | \$ 10.00 |
| 2. CVCC parking tag improperly displayed | \$ 10.00 |
| 3. Parking in “No Parking” zone | \$ 10.00 |
| 4. Parking in reserved areas | \$ 10.00 |
| 5. Improper parking/visitor’s area. | \$ 10.00 |
| 6. Driving in the wrong direction on a one way street | \$ 15.00 |
| 7. Reckless driving and/or speeding. | \$ 25.00 |
| 8. Switching parking tag to unauthorized vehicle. | \$ 10.00 |
| | (and forfeiture of hang tag) |
| 9. Unauthorized parking in disabled zone | \$ 25.00 |

Traffic and parking fines must be paid in the Business Office. The Business Office hours are from 8:00 A.M. to 6:00 P.M. Monday through Thursday and 8:00 A.M. - 3:45 P.M. on Friday.

Vehicles parked on the grass, in loading zones, yellow-curbed areas, or in other prohibited areas where immediate removal is necessary may be towed at the owner's expense in addition to the imposition of a citation and a fine.

A student who wishes to discuss and/or appeal a traffic/parking citation should contact the Receptionist in Wilson Hall and complete an Appeal Form. An appeal must be filed within ten calendar days of the date on which the ticket is issued. If an appeal is not received by the Director of Auxiliary Services within the ten-day period, the right to appeal will be considered waived.

Student insurance

It is the responsibility of the student to be covered by insurance in case of an injury related to a college-sponsored event. The parent, guardian, or student will be expected to assume all responsibility and shall not hold the College liable for any injury due to an accident related to a college-sponsored event, except for students who participate in intercollegiate athletic events and are covered by college accident insurance.

Student transportation and liability policy

CVCC does not generally provide transportation to students to and from classes, course-related field trips, or course-related endeavors. If, however, the College does make an exception to this policy, CVCC shall not be responsible for the safety of students or be liable for any loss of, or damage to, personal property or any physical injury suffered in traveling to or from, or while participating in, the respective activity.

Learning Resource Center

The Learning Resource Center (LRC), located in Owen Hall, supports the College's instructional program through a variety of resources and services. The role of the LRC is to coordinate a variety of resources and provide expertise to facilitate the teaching and learning needs of a comprehensive college environment. To accomplish this mission, the LRC provides:

- a comprehensive collection to support the College's educational and public service programs.
- a well-equipped facility to encourage maximum utilization.
- competent professional and support staff to facilitate the usage of resources.
- adequate hours to ensure accessibility to patrons.
- library instruction to promote information literacy.

Learning labs

Writing: Students who need help to improve writing skills (such as spelling and writing essays, research papers, and book reports) may receive help in the Writing Lab. Instructors are on duty at various times throughout each week to help students. Labs are located on the upper level of Owen Hall.

Mathematics: Students who need help in mathematics and/or additional help in mathematics courses may receive that help in the Mathematics Lab. The Mathematics Lab

is staffed by instructors at various times throughout the week. Labs are located on the upper level of Owen Hall.

Bookstore

Troy University-Phenix City, located across the street from CVCC, operates a college bookstore where CVCC students may purchase textbooks, supplies, and other course-related materials. Barnes and Noble manages the bookstore. Hours of operation are posted.

Buildings and grounds

A college campus reflects the student body's pride in their institution. Therefore, CVCC students are expected to help maintain the cleanliness, safety, and good order of the College's buildings and grounds. Students may not consume food or beverages inside classrooms or the Learning Resource Center. Students are also encouraged to report any campus health, safety, or maintenance problems or concerns to the Director of Auxiliary Services.

Building accessibility

It is the policy of CVCC to make its programs and services available, to the fullest extent reasonable, to students with disabilities. In keeping with that effort, accessibility ramps have been constructed at College buildings, sidewalks, and parking lots. In addition, elevators are available to provide full access to Wallace Hall, Brassell Hall, Fine Arts Hall, and the Learning Resource Center.

A student who has an accessibility problem should report it to the Director of Auxiliary Services or the College ADA Compliance Coordinator.

Counseling and guidance services

Counseling and advising services are available for current and prospective CVCC students in the Office of Counseling and Advising in Wilson Hall. These services include academic advising, career and placement counseling, testing, and personal guidance to help each student make adjust successfully to college life, as well as registration, orientation for new students, and general-interest inventory testing. Educational and occupational information, including catalogs and course equivalence information from other colleges, are available in the Office of Counseling and Advising. Confidential interviews may be arranged at the student's request. All services are free and available to day or night students.

Pre-college counseling

Prospective or new students and transfers are strongly encouraged to participate in pre-college counseling. This program is coordinated by the Office of Counseling and Advising and is designated to help entering freshmen and transfer students select courses to take for their chosen fields of study and to adjust more readily to their first semester/term at CVCC. During pre-college counseling sessions, students are given placement tests, are familiarized with the developmental studies program, and receive registration and financial aid information. Students or prospective students may contact the Counseling and Advising Office for information.

Academic advising

The Office of Counseling and Advising serves as the primary provider of advice on availability and content of programs, program prerequisites and graduation requirements, and the availability of courses and learning laboratories.

Faculty advisors

Faculty members are designated as student advisors to provide educational guidance in each student's field of interest or specialization. Faculty advisors are available to help each student arrange his/her class schedule and help provide information about the knowledge and skills required, as well as information about job opportunities in the student's field. Faculty advisors receive (for each advisee) a program plan of study, which they use in helping students develop a schedule for each term's work at CVCC. Unclassified students who are interested in reviewing various programs at CVCC may also receive appropriate academic advising.

Referrals

If a student needs help with personal problems of a nature or degree beyond what is appropriate for college counselors, the student will be referred to other appropriate professional resources outside the College's environment.

Career development/job placement services

Career development and job placement assistance is provided through the Office of Counseling and Advising in Wilson Hall. Emphasis is placed on providing services throughout the stages of student enrollment: entry, matriculation, and exit. Entry services consist of assessing vocational interest and aptitude and counseling students regarding career selection in order to determine appropriate educational goals. Matriculation services consist of career resource information and research and are provided by the Office of Counseling and Advising. Students may use the Career Resource Center to search for comprehensive information regarding specific career fields. Finally, exit services consist of job development activities such as providing current job listings and employment information to graduates and students seeking employment, providing help with resume development and job interviewing, and providing referrals for area employees. Students are cautioned that job placement is not guaranteed. Rather, the College provides access to information and resources to help students locate employment opportunities.

Financial aid

CVCC attempts to make available to its students a wide range of opportunities to secure financial aid for their college expenses. Among available aid are the following:

College work-study program

A student who demonstrates a need for financial assistance may be eligible for a part-time job, paid on an hourly basis, to help finance his/her education. The amount of money a student may earn is limited to the financial need he/she demonstrates. The number of available positions is limited. Therefore, preferences will be given to students meeting the July 1 priority date.

Pell Grant program

The primary source of aid for a student is the Pell Grant program. Within two weeks after the student has made an application, he/she will receive an Eligibility Report that will indicate if he/she is eligible for a Pell Grant. If the student is eligible, he/she will receive an award letter from the financial Aid Office.

The amount of a Pell grant is determined by the Expected Family Contribution Number (EFC), the estimated cost of the student's attendance, and the number of credit hours attempted, i.e., one to five credit hours equals less than half time, six to eight credit hours equals one-half time, nine to eleven credit hours equals three-quarter time, and twelve credit hours or more equals full time.

Alabama Student Assistance Program (ASAP)

The Alabama Student Assistance Program helps exceptionally needy students. It consists of Federal and State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds do not have to be repaid. Students should complete the Free Application for Federal Student Aid form to apply. Priority is given to those who receive a federal Pell Grant and who meet the June 15 priority date. For more information about the Alabama Student Assistance Program contact the Office of Financial Aid.

Supplemental Educational Opportunity Grants (SEOG)

A limited number of supplemental educational opportunity grants are given to students who receive Pell Grants and still have exceptional financial need. Awards are usually \$400.00 per academic year. The Free Application for Federal Student Aid Form is used to determine eligibility.

Scholarships

Scholarship offers at CVCC are subject to review and approval of the scholarship committee before an award is made. Scholarships available at CVCC are:

Presidential/Academic scholarships - Students who possess a grade point average of 85 percent or better in all academic course work in high school are eligible to apply for Presidential/Academic scholarships awarded annually.

Leadership scholarships - Students who possess a grade point average of 80% or better in all academic course work in high school and have been active in school and/or community functions, are eligible to apply for leadership scholarships.

Performing Arts scholarships. The College awards a number of scholarships in Drama and Music (vocal and instrumental). Interested applicants should contact the Office of Financial Aid or the chairperson of the Language and Fine Arts Division.

Career/Technical scholarships – Students who have a grade point average of 80 percent or better in all academic course work in high school and are interested in a career in an applied field of study, are eligible to apply for a career technical scholarships awards annually.

Athletic scholarships - Athletic scholarships are awarded based on recommendations of the Coaches, Cheerleader Sponsor, and the Athletic Director. Athletic scholarships are awarded for cheerleading, men's baseball and basketball, and women's basketball and fast pitch softball.

Foundation scholarships - A limited number of scholarships are available from the CVCC Foundation. They are awarded on a competitive basis, with financial need and grade point average being the primary considerations. A student must complete an application and appear at an interview with the Foundation Scholarship Committee. The Foundation Scholarship Committee meets only once each semester. All CVCC Foundation scholarship applications are available in the Office of Financial Aid.

Senior-citizen scholarships. Tuition/fee waivers are available for persons age 60 and older who meet the general admission standards of the College and enroll in college-credit courses. These scholarships are available on a “space available” basis to United States citizens or resident aliens.

Restricted and other scholarships - Restricted scholarships are established by sponsoring agencies that may also select the student recipients. Other tuition scholarships are available based on recommendations of high school principals and/or counselors. Institutional tuition waivers are awarded based on the recommendation of the Director of Financial Aid using the criteria of the students’ financial need and scholarship/leadership characteristics.

Veterans’ educational benefits

The school certifying official (SCO) sends enrollment certifications, monitors programs of study and supervises the payment and/or charges of veterans educational benefits. The SCO is located in the Financial Aid Office in Wilson Hall. See also the section on *Veterans* in this catalog.

Student development

In keeping with the Mission of the College, its educational goals and values, the Office of Student Development strives to support the growth and development of CVCC students:

- Through programs that develop leadership skills and encourage students to assume roles of significant responsibility
- Through promotion of a learning environment in all student activities and services
- Through encouragement of students to exercise their freedom and judgment while respecting the rights and needs of the campus community
- Through activities that promote service to others on and off campus
- Through activities and services that maximize the opportunities for students to understand themselves and to grow and develop to their fullest potential

The Office of Student Development provides oversight of Leadership for Phi Theta Kappa, Presidential/Academic and Leadership Scholarship recipients, Student Government Association, and other student organizations and activities.

CVCC provides its students with a well-rounded array of student activities, including student government, service organizations, special-interest clubs, choral groups, band, drama, and intercollegiate basketball, baseball, and softball. Clubs and other organizations sponsor a variety of worthwhile cultural and intellectual assemblies open to students, faculty, staff, and members of the community.

Organizations and events

Organizations, meetings, and events are advertised on campus bulletin boards, in the College calendar, and on the Wilson Hall activity screen. For more information about specific organizations and activities, contact the Office of Student Development.

Students may form new organizations on campus with the approval of the President and the Dean of Student and Administrative Services. Student organizations operating on campus without such approval are subject to immediate removal, and the responsible students are subject to appropriate disciplinary action.

Procedures for forming a new student organization

A group of students seeking to form an organization must submit a petition to the Dean of Student and Administrative Services and include the following items:

1. A complete statement of the goals and purpose(s) of the organization.
2. A complete statement of the proposed functions of the organization.
3. The constitution and bylaws by which the organization will be governed.
4. A list of names of potential initial members of the organization.
5. The name(s) of CVCC faculty/staff who will serve as advisor(s).

The petition will be reviewed by the President and the Dean of Student and Administrative Services for approval or disapproval of the proposed organization, and the applying member(s) of the organization will be notified accordingly. The President will authorize interested faculty and staff members to serve as advisors to approved organizations. Following the President's approval, the organization will be given authorization to operate for one year. At the end of one year of operation, the organization must submit a full and detailed report on its functions and operations to the Dean of Student and Administrative Services for evaluation. After careful review, the Dean of Student and Administrative Services will recommend to the President the continuation or discontinuation of the organization. If accepted for continuation by the President, the organization will be granted an official charter for continued operation on the CVCC campus.

Procedures for student meetings and social functions

Students seeking to hold a meeting or a social activity on campus should schedule the function through the Office of Student Development in Owen Hall. Requests should be made at least two weeks before the function to ensure that there is no conflict for the use of facilities. Social functions must have at least two faculty/staff chaperons approved by the Dean of Student and Administrative Services. Campus Security, when necessary, may be employed through the Director of Auxiliary Services. Special activities, such as concerts by off-campus groups, must have approval of the Student Government Association and the Dean of Student and Administrative Services before they can be held on campus. Meetings that are deemed to have potential for disrupting normal activities on campus will not be approved.

Note: Non-CVCC groups must first obtain approval of the administration, then, make arrangements through the Director of Auxiliary Services, 334-291-4997, for meetings or special classes to be held on campus.

Student Government Association

Students at CVCC are represented by officers and representatives in the Student Government Association. The Student Government Association provides leadership for student organizations

on campus. It also serves as a liaison to the administration and functions as a student decision-making entity on campus. To enhance participation in institutional decision-making, the SGA President serves as an *ex-officio* member of the College's Administrative Council. The Student Government Association office is in Wallace Hall, Room A-108.

Alumni Association

CVCC officially established an Alumni Association on June 24, 1993. The purpose of this organization is to promote, aid, encourage, perpetuate, and develop the aims of the College, and to establish mutually beneficial relations between and among the College, its alumni, and its community. Interested graduates, certificate holders, or persons obtaining at least twenty-seven semester hours at CVCC may obtain additional information from the liaison for the Alumni Association.

Athletics

CVCC does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age in regard to athletics. Please see our nondiscrimination policy on page ii of this catalog.

CVCC is a member of the National Junior College Athletic Association and the Alabama Junior College Athletic Conference. The College participates in varsity competition in men's baseball, women's softball, men's basketball, and women's basketball. The College competes with other members of the conference as well as junior colleges from other states. CVCC also has a cheerleading squad to promote athletics and overall school spirit. Students who are interested in participating in intercollegiate athletics should contact the CVCC Athletic Director's office.

Intramural Sports Club

CVCC offers intramural sports for students interested in friendly, nonvarsity competition. For more information please contact the Athletic Department.

Math and Science Club

The purpose of the CVCC Math and Science Club is to promote awareness of math and science professions as well as to enrich the educational experience beyond the classroom for the students, faculty, and public. The organization provides a meaningful contribution to the College and surrounding community, offers leadership opportunities to members, and supports unity among students with an interest in math and science. Membership is open to students interested in math and science.

Music

The CVCC performing arts programs offer several opportunities for the musically inclined. The CVCC Concert Choir is open to all interested students. The Show Choir and Band activities are available by audition only. Please contact music instructors in the Division of Language and Fine Arts for more information.

Student Nurses Club

The CVCC Student Nurses clubs are designed to promote better health care, nursing education, and practice. They help to maintain lines of effective communication between students, faculty, and staff.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for students of two-year colleges. *Phi Theta Kappa* was founded to acknowledge and encourage leadership and academic excellence in students attending two-year colleges. Alpha Theta Rho is the name of CVCC's chapter. Students with at least twelve credit hours, a cumulative GPA of 3.5 and a 3.5 GPA for the semester will receive an invitation the following semester to join *Phi Theta Kappa*. Students should visit the society's website: <http://www.ptk.org> for information. The *Phi Theta Kappa* office is in Wallace Hall, Room A-107.

College publications

The administration of CVCC publishes up-to-date catalogs, student handbooks, employee operations manuals, class schedules, athletic schedules, and other information to help CVCC students plan and conduct their college activities. In addition, CVCC allows publication and distribution of appropriate student publications. Student publications at CVCC are expected to be in good taste and designed to enhance students' enjoyment of the College. A student and/or group of students wishing to publish materials to be used on campus must first seek the approval of the Dean of Student and Administrative Services. If the proposed publication is expected to become a part of the College's overall publications program, and thus funded by CVCC, then it must be approved by the Student Government Association. It is the responsibility of the student seeking publication approval to:

1. Consult with the Dean of Student and Administrative Services Office to discuss the nature of the publication and request approval.
2. Submit in writing the materials to be published and the time frame for publication.
3. Agree to be regulated by the procedures governing clubs and organizations on campus. (This information may be obtained from the Dean of Student and Administrative Services Office.)

The Dean of Student and Administrative Services, or his/her designee, at the request of a student and/or group of students, will review the materials presented for publication and make recommendations and suggestions. After the recommendations and suggestions have been reviewed with the student(s), the Dean of Student and Administrative Services or his/her designee will channel the materials to the Student Government Association for approval when required. The Dean of Student and Administrative Services will present the request to the President for consideration and final approval. After the request has received final approval, the Dean of Student and Administrative Services or his/her designee will contact the requesting student(s) and make arrangements for publication and/or distribution.

Student records

General policy

CVCC maintains information about students that enhances the educational development of students and the effective administration of the College. To guarantee the rights of privacy and access provided by the Family Educational Rights Privacy Act of 1974 (the Buckley Amendment), CVCC has adopted the following policies and procedures:

Information from records, files, or data directly related to a student, other than “directory” information, as defined below, will not be disclosed to persons or agencies outside the College without the written consent of the student, except pursuant to a lawful subpoena or court order, or if educational or governmental officials have a lawful need for the information. However, information contained in such records may be disclosed within the College to College officials and staff members with a need for the particular information. Students have access to all such information on themselves with the exceptions set out below, in accordance with procedures outlined in this policy statement.

For the purposes of this policy, a student’s educational records are defined as files, documents, and other materials that contain information directly related to a student and are maintained by the College or a person acting on behalf of the College. Specifically excluded from the definition of “educational records” and not open to inspection by students are the following materials:

1. Records of instructional, supervisory, and administrative personnel that are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker.
2. Records of campus security, except when they have been transmitted within the College for administrative purposes.
3. Records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in a professional or para-professional capacity or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of diagnosis or treatment to the student and are not available to anyone other than the persons providing such treatment or to such other persons as may be authorized in writing by the student to receive such information from such records.

Directory information

The following is a list of student information that may be made available by the College without prior consent of the student:

1. Name
2. Address (local and permanent)
3. Telephone number
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities, clubs, organizations, and athletics
7. Dates of attendance
8. Degree and awards received
9. The previous institution most recently attended by the student
10. The height and weight of varsity athletes

Much of the information listed above is routinely published in College publications. However, if any student desires for any of the above listed information to not be published on

the respective student, the College will refrain from making public such information on that student, provided that the student makes a request for the information to be withheld, and the request is made prior to the end of the late registration for the given academic term. A request for non-disclosure of directory information may be completed in the Office of Admissions and renewed each academic year.

Disclosure of student records to a student

Each student may inspect, in the presence of the appropriate records official, records, files, and data primarily related to the respective student. To inspect one's file, a student should go to the office of the appropriate records officials (either the Office of Admissions, Director of Financial Aid, or Dean of Student and Administrative Services) and submit a written request. If the student cannot personally appear, the student must submit a notarized request to the appropriate records official. The request for inspection will be granted within a reasonable period of time not to exceed 45 days from the time the College received the request. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of documents, such copies will be made and provided to the student.

Challenging the contents of a record

CVCC will respond to any reasonable request from a student for an explanation or interpretation of any item in the student's file. Requests for such explanation or interpretation should be addressed in writing to the Dean of Student and Administrative Services. If, after inspecting a record, a student wishes to challenge any part of the file's contents, a written request for a hearing should be addressed to the Dean of Student and Administrative Services, who will set a date and time for a hearing within 45 days of receiving the written request.

A request for such a hearing should identify the item(s) the file that are being challenged and state the grounds for the challenge, e.g., inaccuracy, tendency to mislead, inappropriateness, or incompleteness. The Dean and the appropriate records official will examine the contested item(s), hear from the person(s) responsible for placing the item(s) in the file, and examine document(s) and hear any testimony the student wishes to present in support of making a change to the file. The Dean of Student and Administrative Services and the appropriate records official will issue a written decision within 10 days of the conclusion of the hearing as to whether the challenged item(s) should be retained, deleted, or revised. If it is determined that the item should remain in the file, the student will have the option to place into his/her file, along with the challenged item, a brief written commentary or explanation of his/her challenge.

Waiver of access

CVCC may request that a student waive his/her right to inspect confidential recommendations regarding his/her application for admission, application for employment, or the receipt of honor or other recognition. If a student receives a request for waiver, the student may sign and return the waiver, may request a list of the names of persons who will be asked for recommendation before signing, or refuse to waive the right of access. Such a waiver will not be a condition of admission to the institution, financial aid assistance, or any other benefit available to students at CVCC.

Providing records to third parties

It is the general policy of CVCC to refuse access to student records by third parties without written consent from the respective student. If a student wishes to have such records released or reviewed by a third party, the student must submit a written consent to the proper records official and, in such consent, specify the records to be released or reviewed, the person or persons to whom records are to be released or by whom the records are to be reviewed, and, if desired, a request for copies of the respective records to be made available to the student. After receipt of such written consent, CVCC will then grant appropriate access to the information to the party or parties designated by the student. A service fee will be charged for producing photocopies of records that are requested to be copied by the student or by the person to whom the student gives permission to request photocopies.

Notwithstanding the above requirements, student records may be made available to the following persons through the conditions noted without written consent of the student: appropriate College officials, official representatives of federal departments or agencies or state education authorities, financial aid officers, recognized educational accrediting organizations, organizations conducting studies for administrative evaluations, etc.; and other appropriate persons in emergency situations when such disclosure is necessary, or reasonably presumed to be necessary, to protect the health or safety of the student or any other person employed by or attending the College.

Records officials will place in each student's file a record of all requests for access to the file, the name of each person making a request for information from the file, the agency or institution represented by each person making a request, and the action taken by the records official in response to the request. However, such a record will not necessarily be kept for requests made by CVCC officials who have a need for access to the respective student file.

An inspection of individual student records will be supervised by the appropriate records official, and the student's record file will not be removed from the designated records official's office. The student may obtain an unofficial copy of his/her academic record, without charge, with a written request to CVCC. An unofficial copy is defined as a copy that does not bear the official seal of the College, but is otherwise a true copy. Records officials will not photocopy or otherwise reproduce copies of student transcripts or other information obtained from transfer students pursuant to official transfer requirements.

Changes in policy

CVCC policies are subject to change when necessitated by federal or state statute, regulation, guideline, or court order. Changes in policy will be included in subsequent appropriate College publications.

Encumbering student records

A student's records may be encumbered for any debt the student owes the College for tuition, fees, fines, unpaid damages, bad checks, unpaid loans, bookstore holds, or any other appropriate charge to the student by the College. The student may not receive a grade report, have a transcript sent, or register at CVCC for another academic term until the debt has been resolved.

Withholding diplomas and transcripts

CVCC's administration believes that a College degree or certificate has true merit and meaning only if it is granted after a student has demonstrated a level of effort and responsibility indicative of a worthy graduate. Therefore, CVCC's policy is that a student earns entitlement to a degree, diploma, or certificate only by successfully completing a prescribed course of study; paying all tuition, fees, and other appropriate charges; and fully abiding by the College's rules, policies, and regulations. If a student fails to meet any of these basic requirements for graduation, the College reserves the right to withhold official graduation and awarding of the degree, diploma, or certificate until the student corrects the deficiency, and to include a notation on the student's official transcript that the student is ineligible for graduation.

A student who fails to make timely payment of any tuition, fees, or other appropriate charges will not receive official notice of grades for a current academic term and may not re-enroll at the College, except with special permission from the President, until full payment is made. The College may also refuse to issue the official transcript of any student who fails to make timely payment of tuition, fees, or other appropriate charges, until full payment is made.

The Dean of Student and Administrative Services has the authority to withhold official graduation, diplomas, certificates, and/or release of official transcripts in a manner consistent with the intent of this policy.

When the College intends to withhold official graduation from a student; withhold the awarding of a degree, diploma, or a certificate to a student; withhold the official transcript; or declare a student ineligible for further enrollment, the Dean of Student and Administrative Services will give written notice to the student. The notice will be delivered in person or mailed to the student's last-known home address. The notice will state the type of action the College intends to take. A copy of the notice will be sent to the Admissions Office.

A student who receives notice that any of the above described actions has the right to meet with the Dean of Student and Administrative Services or his/her designee and request that the action not be taken. If the student shows that the stated basis for the action is erroneous, or if the student satisfies the Dean that the respective problem will be resolved within a time frame acceptable to the Dean, or if the Dean determines for any other appropriate reason that the intended action should be rescinded or modified, the Dean may withdraw or modify the action. The Dean or his/her designee will give written notice to the student and the Admissions Office of such a decision or modification. The Dean may also base such a decision or modification on conditions that the student meet certain stated requirements and, in such cases, the Dean may reimpose the action if the student does not meet stated conditions.

Students' right to know

CVCC students and prospective students have the right to review certain relevant information concerning CVCC's graduation rates and any instance(s) of on-campus criminal activity. Information related to CVCC graduation rates is available through the Admissions Office. Information obtained and retained under the Federal Crime Awareness and Campus Security Act of 1990 may be obtained from the Director of Auxiliary Services.

Student code of conduct

Substance abuse

Drugs

Manufacturing, distributing, dispensing, possessing, or using controlled substances is prohibited by CVCC on any property owned, leased, or controlled by CVCC, or during any activity conducted, sponsored, or authorized by or on behalf of CVCC. A “controlled substance” shall include any substance defined as a controlled substance under applicable federal or state law.

Alcohol

Manufacturing, distributing, dispensing, possessing, or using alcoholic beverages is prohibited by CVCC on any property owned, leased, or controlled by CVCC, or during any activity conducted, sponsored, or authorized by or on behalf of CVCC.

Intoxication

Students are prohibited by CVCC from being in a state of alcohol or drug intoxication on any property owned, leased, or controlled by CVCC, or during any activity conducted, sponsored, or authorized by CVCC. A student who is deemed by a CVCC official or security officer to be intoxicated will be moved from campus immediately or, if off-campus, from the respective site or College activity.

Awareness effort

CVCC endeavors to inform its students and employees of the dangers of drug and alcohol abuse. Specific information about the College’s substance abuse policies and the availability of substance abuse counseling, rehabilitation, and assistance is available through the Office of the Dean of Student and Administrative Services, as well as the publication of the Alabama Department of Postsecondary Education entitled *Drug and Alcohol Abuse Prevention Program*. This publication discusses law enforcement and legal sanctions regarding the unlawful use, possession, or distribution of alcoholic beverages and illicit drugs. It also lists sources of assistance for persons who are in need of counseling or other substance-abuse-related services, including national toll-free hotlines.

Tobacco

The use of tobacco products is prohibited in all College buildings and in the breezeway between Wallace Hall and Wilson Hall. In outdoor arenas where smoking is permitted, students are encouraged to use the receptacles provided.

Enforcement

An employee, student, or visitor who engages in behavior prohibited by any of the above-stated substance abuse policies is subject to removal from campus and/or disciplinary action. In addition, anyone who violates a policy in a manner that is also a violation of state or federal law or a local ordinance will be referred to law enforcement officials for arrest and disposition.

Harassment

CVCC is committed to ensuring an environment for employees and students that is fair, humane, and respectful, and that supports and rewards performance based on appropriate considerations such as ability, effort, and productivity. Therefore, it is the policy of CVCC that no person shall be rewarded, punished, or discriminated against on the basis of gender, race, color, national origin, religion, age, disability, or handicap. For the purposes of this policy, harassment is defined as “language, behavior, or other activity which has the intent or effect of unduly demeaning, embarrassing, or discomforting any person, or creating an environment which is unduly demeaning, embarrassing, or discomforting to any person or persons of reasonable sensitivity.”

Sexual harassment

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success, or
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the person submitting to or rejecting such conduct, or
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, academic, or living environment, or
4. Such conduct denies, limits, provides different, or conditions the provision of, aid, compensation benefits or services provided to students or employees by CVCC.

Reporting harassment

Any person who is the victim of, or who is aware of, any harassment prohibited by this policy should report such harassment to the College Grievance Officer. Reports of a sensitive nature will be investigated and resolved in such a manner as to best protect the privacy of all victims and witnesses to the fullest extent possible under the circumstances.

Dress and appearance

CVCC students are expected to dress appropriately at all times, including complying with attire standards for special functions. CVCC reserves the right to require students to adjust their attire when it is deemed to be disruptive to the learning process or the order of the College.

Children on campus

Minor children of students are not permitted in classrooms or laboratories at any time. If children accompany students during registration or other business on campus, the children must be properly supervised at all times. Children under the age of 16 are not allowed in the Learning Resource Center unless accompanied by an adult (18 or older) who is conducting business there. Children in the LRC are not allowed to be present in a classroom during a class and must remain with the adult and be properly supervised at all times. College employees are responsible for enforcing this policy. Students violating this policy will be required to take immediate measures to comply with this policy.

Telephone use and emergency messages

Students are permitted to use faculty and staff telephones only in emergency situations. Pay telephones are conveniently located on campus for student use. College employees will not accept messages for, or deliver messages to, any student except in emergency situations such as illness in the student's family, death, accident, etc.

Protection of personal property

CVCC is not be responsible for the protection of students' personal property. Students should always keep purses, book bags, etc., in their possession or in a locked vehicle or other secure place. CVCC recommends locking valuables in vehicle trunks. Lost items should be reported to, and found items should be taken to, the campus Security Office.

Use of computer resources

CVCC makes on-campus computer resources available to its students. The College encourages use of the Internet and e-mail to make communication more efficient and effective.

Internet service and e-mail are College property. Their purpose is to facilitate College programs, services, and activities with resources that provide laboratory experience for approved courses, support for academic programs, and support for authorized research.

Acceptable uses of the Internet and e-mail

The CVCC Acceptable Use Policy is established to maximize availability and fair access to the College's Internet and e-mail resources.

The College-provided Internet and e-mail access is intended to support education; research; local, state, or national government affairs; economic development; and public service related to College supported activities.

Alabama Research and Education Network

The Alabama Research and Education Network (AREN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). Access to the Internet at CVCC is provided through an Alabama Supercomputer Authority (ASA) statewide contract with a regional network provider. Use of Internet access at the College must be consistent with ASA's primary goals and its acceptable use policy. In those cases when information is transmitted across regional networks or the Internet, AREN users are advised that acceptable use policies of those networks apply and may limit access.

Software

To prevent computer viruses from being transmitted through the College's e-mail/ Internet system, downloading of any software should be only from sites sponsored or recommended by legitimate and reputable companies or individuals.

Security

All messages created, sent, or retrieved over the College's email/Internet system are the property of the College and should be considered public information. The College reserves the right to access and monitor all messages and files on its email/Internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

The Alabama Supercomputer Authority (ASA) also reserves the right to monitor and review all traffic on AREN for potential violations of its policies.

Unacceptable uses of the Internet and e-mail at CVCC

It is not acceptable to use the College's resources to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, disruption by unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to any other machine accessible via the network.

The College Internet and e-mail access may not be used for any illegal purpose. College resources may not be used for transmitting, retrieving, or storing any communications of a discriminatory or harassing nature, or materials that are obscene or pornographic in nature. Specific prohibitions on the use of the College's Internet and e-mail system include, but are not limited to, the following:

1. Unauthorized use of a computer. Users must be currently enrolled in a class requiring the use of a computer or have written permission from the appropriate College official.
2. Inspection and/or modification of data or programs that were not specifically assigned to, owned by, or created by the modifier.
3. Use of another's account number without permission.
4. Interference, electronically or otherwise, with other users of the computers.
5. Unauthorized use of computer resources for personal gain.
6. Use of another's programs or data without permission.
7. Viewing, printing, or transmitting obscene, sexually suggestive, vulgar, or offensive messages on Web sites.
8. Unnecessary use (waste) of computing supplies.
9. Physical abuse of hardware.
10. Harassment of any kind.
11. Transmitting messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference.
12. Transmitting messages with abusive, profane, or offensive language.
13. Using computer resources for any purpose that is illegal or against College policy, or contrary to the College's best interest.
14. Using computer resources to participate in Internet games, contests, or chat rooms.
15. Transmitting e-mail or other electronic communications that hides or misrepresents the identity of the sender.
16. **Violation of copyright(s):** Copyrighted materials may not be transmitted by individuals using the College's email/Internet system. Users may not copy, retrieve, modify, or forward copyrighted or licensed materials, except with the owner's permission, or as a single copy for reference only.

Violations of these policies will be reported to the appropriate Dean for disciplinary action.

Violations

Users who abuse the privilege of College-facilitated access to e-mail or the Internet will be subject to disciplinary action. The College also reserves the right to advise appropriate officials of any illegal violations.

Violations of ASA policy that are not promptly remedied by individuals and member institutions may result in termination of access to AREN.

Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered “not acceptable.”

Chattahoochee Valley Community College is not liable for injury, damage, or expense arising from any sites or materials accessed through use of its Internet/e-mail system.

Student misconduct

A student is subject to disciplinary action by the College, up to and including permanent expulsion, for misconduct on property owned or controlled by the College; off campus at any function that is authorized, sponsored, or conducted by the College; or in parking lots adjacent to areas or buildings where College functions are being conducted. Misconduct includes committing, or the attempting to commit, any of the following offenses:

1. Any form of dishonesty, including cheating, plagiarism, or furnishing false information to the College. (More information about academic misconduct is on page 197.)
2. Forgery, alteration, or misuse of College documents, records, or identification.
3. Intoxication from, or the use, display or possession of alcoholic beverages or any controlled substance (drug), unless the student has a valid prescription for the use of the controlled substance.
4. Use, possession, or distribution of firearms, ammunition, fireworks, or any type of explosive or incendiary device or material. Only duly constituted law enforcement officers on duty may possess firearms on campus.
5. Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid College properties. This offense also includes in-class behavior that unduly disrupts the order of a class.
6. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes, but is not limited to, using verbal or symbolic expressions that would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.
7. Participation in any form of gambling.
8. Unauthorized entry to College facilities.
9. Unauthorized possession of a key to College facilities.
10. Unauthorized interference with the use of or access to a College facility.
11. Failure to promptly comply with directions of College officials or law enforcement officers acting in performance of their duties as such officials and officers.

12. Violation of any College policy or regulation as published or referred to in the College Catalog/Student Handbook, including, but not limited to, those governing the time, place, and manner of public expression; registration of student organizations; use or parking of motor vehicles on the campus; and use of College computer resources.
13. Violation of any federal, state, or local law or ordinance.

Academic misconduct

Academic misconduct is defined as:

1. Cheating on an exercise, test, or examination to meet course requirements. Cheating also includes the use of unauthorized aids in any form.
2. Plagiarism on an assignment paper, theme, report, or other material submitted to meet course requirements. Plagiarism is defined as incorporating into one's work the work of another without indicating the source from which the work was obtained.

In an instance of academic misconduct, a student may:

1. Be required to retake an examination, or resubmit an assignment on which the instructor has determined that academic misconduct occurred, or
2. Receive an "F" on the given exam or assignment, or
3. Receive an "F" for the course.

Whether or not academic misconduct occurred, and what classroom sanctions will be applied, are matters to be determined by the respective instructor. A student who opposes the sanction imposed by an instructor may appeal the matter to the Dean of Instruction through the grade appeal process. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed.

Students who receive classroom sanctions for academic misconduct may also be subject to disciplinary action by the Dean if the misconduct also violates the CVCC Code of Conduct and is reported by the instructor for such disciplinary action.

Disciplinary procedures

College disciplinary procedures assure the student's right to procedural and substantive due process and to safeguard personal and confidential information concerning the student. In the interest of student welfare and confidentiality, procedures and rules have been developed to assure fair hearing and appeal. These procedures may differ from court procedures.

The Dean of Student and Administrative Services confers with involved parties to make disciplinary decisions at the administrative level and refers appropriate appeals to the College Disciplinary Committee for an appeal hearing. The Dean of Student and Administrative Services coordinates disciplinary procedures and maintains appropriate records of student conduct and disciplinary actions.

To initiate a disciplinary review, alleged violations of College regulations must be filed in writing with the Dean of Student and Administrative Services. Any student, faculty member, or staff member may register a complaint with the Dean of Student and Administrative Services. The Dean of Student and Administrative Services will then inform the accused in writing, will request a conference, and will deliver a decision to the student regarding the case in question. The decision will be one of the following:

1. Find the accused not guilty and dismiss the case.
2. Refer the student to a counselor for additional services.
3. Find the student guilty as charged and apply the appropriate penalty stated under “Disciplinary Actions.”
4. Refer the case directly to the College Disciplinary Committee for a hearing.

When informing the student of the decision, the Dean of Student and Administrative Services will also explain the student’s right to appeal the case to the Disciplinary Committee. If the student wishes to appeal the case, he/she must give a written request, stating the reason(s) for the appeal, to the Dean of Student and Administrative Services within 48 hours. The Dean of Student and Administrative Services will then have 48 hours to refer the case to the Disciplinary Committee along with his/her recommendation for disciplinary action. The Committee will conduct a hearing under the guidelines in “Hearing Procedures,” and will submit its decision in writing to the Dean of Student and Administrative Services, who will notify the student.

Disciplinary Committee

Recognizing the right of students to be protected by due process in all matters of a disciplinary nature, the College assures this through the action of the College Disciplinary Committee.

The Disciplinary Committee is composed of three faculty members (one of whom serves as chairperson), the Student Government Association President, and one nonfaculty staff member.

The purposes of the Disciplinary Committee are as follows:

1. To hear charges and evidence concerning alleged student misconduct and disciplinary action to be taken in cases appealed by students and referred to the Committee by the Dean of Student and Administrative Services.
2. To review and make recommendations to the Dean of Student and Administrative Services on student disciplinary policies and procedures.

Hearing procedures

Disciplinary Committee hearings will be private, confidential, limited to persons officially involved. Persons present will include Disciplinary Committee members, the Dean of Student and Administrative Services or his/her designee, the student who is the subject of the hearing and his/her advisor, appropriate staff members, a recorder, and witnesses for both parties. Witnesses will be present only when giving testimony.

The student has the right to have one advisor, who may be (but does not have to be) an attorney, present during the hearing. The advisor may not address the hearing to give evidence on behalf of the student. However, in answering or asking questions, the student may seek advice from the advisor before proceeding. Minutes of the proceedings will be recorded. Minutes will be filed in the office of the Dean of Student and Administrative Services and will be kept confidential. The order of the hearing will be:

1. Opening remarks by the Chairperson of Disciplinary Committee.
2. Review of charges and action taken by the Dean of Student and Administrative Services.
3. Opening statement by the Dean of Student and Administrative Services his/her designee (not more than ten minutes).
4. Opening statement by the accused student (not more than ten minutes).

5. Presentations of evidence by parties, including testimony and questioning of witnesses. Witnesses for the College will present testimony first. Both parties to the action and the members of the Disciplinary Committee have the right to question witnesses. Following the testimony of all College witnesses, the student may call his/her witnesses.
6. Closing statement by the student.
7. Closing statement by the Dean of Student and Administrative Services or his/her designee.
8. The Disciplinary Committee will conduct its deliberation in a closed and confidential session and, after reaching a decision, orally inform the parties of the decision. Each party will subsequently be provided a written summary of the findings of the Committee.

The Disciplinary Committee will determine the total time to be allotted for the hearing and may limit the time for any or all aspects of the hearing.

Disciplinary actions

The following disciplinary actions will be administered according to the severity of the infraction as determined by the Dean of Student and Administrative Services and/or the Disciplinary Committee:

Disciplinary Reprimand. This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.

Disciplinary Probation. This is designated to encourage and require a student to cease and desist from violating College regulations. Students on probation are notified in writing that any further misconduct will lead to more severe action. The duration of Disciplinary Probation will be for the remainder of the existing semester and for all of the following semester of attendance.

Disciplinary Suspension. This excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period of time, the student must make formal reapplication for admission.

Class Suspension. A student may be suspended from attending one or more courses for misconduct. Course suspensions are for the remainder of the term, and the student will be assigned a letter grade of “F” for each course from which he/she is suspended.

Library Suspension. A student may be suspended from using the library for misconduct in the library. Library suspension will be for the remainder of the term.

Disciplinary Expulsion. This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are guilty of chronic misbehavior or a major misconduct. The College reserves the right, but has no duty, to lift prohibition against re-enrollment if the student submits a written application for readmission showing that the he/she has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.

Payment of Damages. Charges will be assessed against students for the amount necessary to repair damage caused by their misconduct.

Automatic suspension or expulsion

The following offenses will merit automatic disciplinary suspension or expulsion from the College:

1. Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) on any area of the CVCC campus. (This includes the presence of empty or full alcoholic-beverage containers.)
2. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers while on the CVCC campus.
3. Theft of or intentional damage to property of the College or to the property of any member of the College community or visitor to the College campus.
4. Intentional misuse of College fire alarm or fire-fighting equipment.
5. Actual or threatened physical abuse of a person, including hazing, or any other act that endangers the health or safety of that person.
6. Use, possession, sale, or distribution of any controlled substance (drug), as outlined by the statutes of the State of Alabama, except as expressly prescribed by a physician.

Disciplinary suspension or expulsion will not result in a notation on a student's permanent record. However, a notice that a student is currently on suspension or expulsion and ineligible to return to CVCC until a certain date will be attached to the student's file. If the student becomes eligible to return, the notice will be removed.

Complaints and grievances

The College promotes open exchange of ideas among all members of the CVCC community, including students, faculty, staff, and administration. An environment conducive to open exchange of ideas is essential to intellectual growth and positive change. However, CVCC recognizes that, at times, people may have differences that they are unable or unwilling to resolve themselves.

The procedures described below are available to a CVCC student only after the student has made every reasonable attempt to resolve his/her problem with the appropriate College official or representative. In the case of a student who has made a good-faith effort to resolve a problem and who has been unable to resolve the matter informally, CVCC offers the following grievance procedure as the appropriate course of action for settling disputes and resolving problems. The name and institutional address and phone number of College officials referred to herein may be obtained from the Office of Student Services.

This grievance procedure is not intended to be used by a student with a complaint about a strictly academic matter, such as grades, work assignments, quality of instruction, fairness of examinations, etc. A CVCC student who wishes to make a complaint about a strictly academic matter should do so using the CVCC grade appeal procedure (see p. 248). A complaint by a student relating to a disability should be reported to the College ADA Coordinator. Other types of complaints should be reported to the Dean of Student and Administrative Services. If the complaint is about a specific occurrence, the complaint must be made within 10 business days after the occurrence or after the student becomes aware of the occurrence.

A student with a complaint must begin his/her attempt to resolve the situation by bringing it to the attention of the appropriate College official or representative as stated above. If a discussion between the student and the respective College official or representative results in a determination that the complaint is valid and can be resolved immediately, the College official or representative will take appropriate action to resolve the complaint. If the matter at issue involves an allegation of physical abuse or racial, sexual, or other discrimination or harassment, or if the complaint relates to a disability, or if the complaint relates to a matter involving theft or any other act of dishonesty, the respective College official will submit a written report within 10 business days of filing the complaint to the College Grievance Officer describing the complaint and how it was resolved, or how it will be resolved through a “plan of resolution.”

Grievance procedure

If a student's complaint cannot be resolved in the manner described above, such an unresolved complaint shall be termed a “grievance.” A student who submits a complaint to the appropriate College official or representative in the manner described above, and who is not informed of a satisfactory resolution or plan of resolution of the complaint within 10 business days after the complaint's submission, has the right to file, within the following 10 business days, with the College Grievance Officer a written statement detailing the grievance. The written grievance statement will be filed using Grievance Form A, which will be provided by the Grievance Officer and must include the following information:

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and,
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement will also contain any other information relevant to the grievance that the Grievant wants to be considered by the Grievance Officer. If the grievance involves a claim of discrimination based on sex, race, national origin, religion, age, handicap, or disability, the complaining party should state specifically the nature of the discrimination and reference any statute, regulation, or policy that the Grievant believes to have been violated. The Grievant will file any grievance involving alleged discrimination within 45 calendar days of the occurrence of the alleged discriminatory act or the date on which the Grievant became aware that the alleged discriminatory act took place. This deadline is in addition to all other applicable reporting deadlines.

The College will have 30 calendar days from the date of receipt by the College Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A will be used to report the grievance and hearing findings.

Investigation process

The Grievance Officer, either personally or with the assistance of other person(s) the President may designate, will conduct a factual investigation of the grievance allegations and research each applicable statute, regulation, and/or policy. The College Grievance Officer will determine, after completion of the investigation, whether or not evidence is substantial to support the grievance. The factual findings in the investigation and the conclusion of the grievance officer will be stated in the written report, which will be submitted to the Grievant and to

the party or parties against whom the complaint was made (the “Respondent or Respondents”) and will be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties may file written objections to any of the factual findings, and, if a hearing takes place, to make their objections part of the hearing records. Publications or verified photocopies containing relevant statutes, regulations, and policies will also be prepared by the Grievance Officer for the grievance record. If the Grievance Officer finds the grievance is supported by substantial evidence, he/she will make a recommendation in the report as to how the grievance should be resolved. When the Grievant receives the Grievance Officer’s report, the Grievant and Respondent(s) will have three business days to notify the Grievance Officer whether or not the Grievant or Respondent(s) demand(s) a hearing on the grievance. The failure by the Grievant or Respondent(s), respectively, to request a hearing by the end of the third business day will constitute a waiver of the hearing. The College Grievance Officer may, nevertheless, at his or her discretion, schedule a hearing on the grievance if it would be in the best interest of the College. If no hearing is conducted, the Grievance Officer’s report will be filed with the President, with a copy to be provided to the Grievant and each Respondent.

Hearing process

If the College Grievance Officer schedules a hearing, the President will designate a qualified, three-person committee to conduct the grievance hearing. The hearing committee members will generally be employees of CVCC. However, the President has the discretion to select persons other than CVCC employees to serve as committee members. The committee will notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least 72 hours before the scheduled beginning of the hearing. The hearing will be conducted in a fair and impartial manner and will not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent(s) will be read the grievance statement. After the grievance is read into the record, the Grievant may present oral testimony and offer other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent will then be given the opportunity to present oral testimony and offer other evidence as he/she deems appropriate to the Respondent’s defense against the charges. If the College or the administration of the College at large is the party against whom the grievance is filed, the President will designate a representative to appear at the hearing on behalf of the College.

A party to a grievance hearing has the right to retain, at the respective party’s own cost, the assistance of legal counsel or other personal representative. However, the respective representative may act in an advisory role only and may not address the hearing body or question witnesses. If the College or its administration at large is the Respondent, the College representative may not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

The hearing will be recorded by either a court reporter or on audio or videotape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, will be marked and preserved as part of the hearing record.

Rules of evidence

The hearing committee will inform the participants of the rules relating to the admissibility of evidence. The hearing will be similar to, but less stringent than, those that apply to civil trials in the courts of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information, such as personal medical information or attorney-client communications, will be excluded. However, hearsay evidence and unauthenticated documentary evidence may be admitted if the hearing committee chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible prudent person in conducting his/her affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the hearing committee chairperson will have the authority to rule on the admissibility of the evidence, and this ruling will be final and binding on the parties.

Report of findings and conclusions

Within five working days following the hearing, a written report will be given to the College Grievance Officer (with a copy to the President, the Grievant, and each Respondent) of the findings of the chairperson of the hearing committee. The report will contain at least the following:

1. Date and place of the hearing.
2. The name of each member of the hearing committee.
3. A list of all witnesses for all parties to the grievance.
4. Findings of facts relevant to the grievance.
5. Conclusions of law, regulations, or policy relevant to the grievance.
6. Recommendation(s) arising from the grievance and the hearing thereon.

Resolution of grievance

If the hearing officer/committee finds that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer will notify the Grievant of any appeal that may be available to the Grievant. If the finding is that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer will meet with the Grievant, the Respondent(s), and the appropriate College representative(s) and attempt to bring about a reasonable agreed-upon resolution of the grievance. Without a mutual resolution within a reasonable amount of time, the President will impose a resolution of the grievance that will be final and binding, except when the decision may be subject to an appeal to the Chancellor, as discussed below.

Appeal

If the grievance does not involve a claim of illegal discrimination or a claim relating to a disability, the findings of the Hearing Committee will be final and not appealable. If the grievance involves a claim of illegal discrimination or a claim relating to a disability, the Grievant and each Respondent shall have the right to appeal the decision of the Hearing Committee to the President of CVCC, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the College Grievance Officer and the President within 15 calendar days following the party's receipt of the hearing report.
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) of the hearing committee.

If the appeal is not filed by the close of business on the fifteenth day following the party's receipt of the report, the party's opportunity to appeal is considered waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.

President's review

If an appeal is accepted by the President, the President will have 30 calendar days from receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold an appeal hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President has the authority to (1) affirm, (2) reverse, or (3) affirm in part or reverse in part the findings, conclusions, and recommendations of the Hearing Committee. The President's report will be delivered to the Hearing Committee members, Grievant, and the Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

Appeal to the Chancellor

Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President's findings and conclusions will not be appealable. However, pursuant to applicable State Board of Education policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Community College System for a review of the President's decision and the findings arising from the College grievance hearing. A Grievant who has grounds for appealing the findings of the President by the Chancellor may do so by:

1. Filing a notice of appeal, using Grievance Form C, to the Chancellor and the President of CVCC within 15 calendar days following the Grievant's receipt of the report of the President's findings; and
2. Specifying in the notice of appeal clear and specific objections(s) to the finding(s), conclusion(s), or recommendation(s) affirmed by the President.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth day following the Grievant's receipt of the President's report, the Grievant's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the President's report, it will be denied by the Chancellor.

Review by the Chancellor

If an appeal is accepted by the Chancellor, the Chancellor will have 30 calendar days from receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the agreement, to review the report of the President and the Hearing Committee, to hold an appeal hearing (if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor has the authority to (1) affirm, (2) reverse, or, (3) affirm in part or reverse in part the findings, conclusions, and recommendations of the President and/or Hearing Committee. The report of the Chancellor will be delivered to the Grievant and the Respondent(s) by personal service or certified mail, return receipt requested, to the respective home addresses of the parties. The report of the Chancellor will not be further appealable except as allowed by the policies of the State Board of Education. However, the Grievant will not be precluded from filing a grievance with an appropriate court or administrative agency.

General rule on filing deadlines

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date of the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date.

Grade appeal procedure

It is the policy of CVCC that a student should have an opportunity to appeal any grade that he/she believes does not accurately and fairly represent the nature of the classwork the student has performed. Therefore, the College has established a grade appeal procedure to be used if a student has valid reason to believe that a grade he/she received for an examination, a written/oral presentation, a project, or other required classroom activity, is inaccurate or unfair. A student must make the initial grade inquiry within seven calendar days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal must occur within a seven-calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived. For grades on final examinations or grades that represent the final grade for the course, the initial seven-day period will begin on the first class day of the next academic term. In appealing a grade, the student may have his or her concern about the grade reviewed through the following procedures:

The student will begin by stating either orally or in writing to the instructor that the grade in question is either inaccurate, unfair, or both, and include the justification for appeal. If the student and the instructor cannot successfully resolve the student's concern, the student may then contact the Chairperson of that instructor's division or program. The student shall appeal to the Division Chairperson by submitting the appropriate form stating his/her concern regarding the grade, and describing the prior discussion with the instructor. (If the instructor issuing the grade is the Chairperson of the respective division or program, the student may appeal directly to the Dean of Instruction.) The Division Chairperson will review the student's grade issue. The Chairperson has the authority to call in the instructor, to ask for the assistance of another CVCC instructor, or seek the opinion of an expert in the subject area under review. If the student's concern about the grade cannot be successfully resolved at this level, the student may appeal to the Dean of Instruction. The instructor also has the right to appeal a decision of the Division Chairperson to the Dean of Instruction. Appeal information must be submitted on the proper form and must contain the following:

1. Name and course number of the grade under appeal.
2. Names of the student and the instructor.
3. The term, day(s) of the week, and time of day that the course was taken.
4. A concise description of the student's complaint and narrative explanation of why he/she thinks that the grade was unfair, inaccurate, or both.
5. The date that the student first took the appeal to the instructor.
6. A summary of the result of the student's appeal to the instructor.
7. The date that the student took the appeal to the Division Chairperson.
8. A summary of the result of the student's appeal to the Division Chairperson.

In addition to the above information, the student and/or instructor should include a photocopy of documents that the student and/or the instructor believes would assist the Dean of Instruction in reviewing the grade appeal. The Dean of Instruction will review the appeal, schedule a meeting with the student and the instructor, and deliver a written report within 14 calendar days after the Dean of Instruction's receipt of all of the appeal information. The Dean of Instruction has the authority to consult with the instructor, the Division Chairperson, or other persons who have expertise in the subject area. When the Dean of Instruction has completed the review of the grade appeal, a written report describing his/her findings and conclusions will be provided to the student, instructor, and Division Chairperson. If the Dean of Instruction determines that a change in the student's grade is in order, the student's official grade will be changed under the authority of the President of CVCC, which has been delegated to the Dean of Instruction, to render final rulings on grade appeals. Therefore, the decision of the Dean of Instruction will be final and not subject to further appeal.

Note: The same general process may be used by a student who wishes to express a concern about the fairness and appropriateness of other strictly academic matters. In reviewing appeals regarding matters other than grades, the Dean of Instruction will provide a memorandum of the findings, conclusions, recommendations, and/or directives regarding the matter under appeal, to the student, instructor, and Division Chairperson.

Emergency procedures

Fire

In the event of a fire, the person detecting the fire should activate the fire alarm, which activates a continuous horn blast. College personnel who become aware of a fire or fire alarm are to immediately notify the ranking College official at the time by calling the campus switchboard or, during evening hours, the administrator on duty. Persons in the area of the fire should take precautions in the use of fire extinguishers and should not take unnecessary risks.

In the event of a fire in or near a College building, everyone inside the building must evacuate the building and remain at least three-hundred feet away from the building until the fire department provides clearance for re-entry. Elevators are not to be used by anyone during evacuation. Instructors are expected to provide leadership to students in their prospective classes and to provide assistance to students with physical disabilities or difficulties. Each instructor will make sure that all of his/her students are out of the respective building and notify the fire department if anyone is missing.

The Phenix City Fire Department should be phoned immediately when fire or suspicious smoke is detected on campus. The fire department may be reached by dialing 911. College officials will be responsible for assuring that all access roads are kept open for emergency vehicles.

College employees are responsible for using proper procedures to avoid or minimize a fire. Among the steps to be taken are the proper use and storage of flammable materials away from heat, reporting faulty electrical equipment or cords to the maintenance department, and learning the location and proper use of College fire extinguishers.

Bomb threat

A bomb threat may be received by various means, but will usually be received by telephone. In the event of a bomb threat, the person receiving the threat should immediately notify the

switchboard operator, who will notify the President, Deans, or other administrator on duty, who will call the Phenix City Police Department (334-298-0611) and the Russell County Sheriff's Office (334-298-6535).

Serious injury or illness

If a person becomes seriously injured or sick, a faculty or staff person should contact the CVCC switchboard operator to call for emergency medical services and/or transportation to a local medical facility. Responsibility for cost of medical services, and transportation to medical services is that of the student and/or his/her parents or guardian. If first aid is requested by the injured person, first aid supplies are available upon request from the Office of Student Services.

Accident/incident report

If an accident or injury occurs on campus, or at a College event, the persons involved should complete an "Accident/Incident Form."

Civil disturbance

A civil disturbance is any set of circumstances that in the judgment of the administration is, or is likely to cause, a disruption of normal college activities and would potentially jeopardize the safety of students, faculty, or staff.

Hazardous weather

When weather conditions are sufficiently hazardous to warrant the limitation of activities at CVCC, students and employees will be advised by radio announcements and given instructions as to the status of CVCC operations. Only under emergency or threatening conditions will the College be closed during normal operating hours.

Tornadoes

When notified by college personnel, building occupants should go immediately to designated shelters. Employees and students should stay away from glassed areas. They should sit on a floor with their backs to a wall and cover their heads with their arms.

Automobile accident

In the event that a student is involved in or is witness to an automobile accident on campus, he/she should proceed as follows:

1. Assess the accident for needed medical assistance.
2. Notify security, an administrator, instructor, or other CVCC staff person who will then call for an ambulance (911) and/or law enforcement officials.

Campus crime statistics

The information contained in this disclosure document is provided by Chattahoochee Valley Community College in compliance with the Student Right-to-Know and Campus Security Act, Public law 101-542, as amended by the Higher Education Technical Amendments Public Law 102-26 and the Campus Sexual Assault Victims Bill of Rights as included in the Higher Education Amendments of 1992. Inquiries concerning the information contained in this disclo-

sure should be directed to the Director of Auxiliary Services, Chattahoochee Valley Community College, P.O. Box 1000, 2602 College Drive, Phenix City, Alabama 36869, (334) 291-4900.

Disclosure of campus crime statistics

CVCC is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The required disclosure information is contained in the Catalog and Student Handbook.

The offenses for which the Campus Security Act requires statistical reporting are defined in accordance with the FBI Uniform Crime Reporting (UCR) System, as modified by the Hate Crimes Statistics Act.

Definitions of crimes that must be reported as defined by the *National Association of College and University Attorneys College Law Digest* are:

Murder: the willful (non-negligent) killing of one human being by another.

Forcible and nonforcible sexual offenses: a forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Nonforcible sex offenses are acts of unlawful, nonforcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category.

Robbery: the taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Aggravated assault: an unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.

Burglary (breaking and entering): the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note that forced entry is not a required element of the offense; so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or window.

Motor vehicle theft: the theft or attempted theft of a motor vehicle.

Crime statistics for reporting period:	1/1/2007- 12/31/2007	1/1/2008- 12/31/2008	1/1/2009- 12/31/2009
Number of incidents classified as murder	0	0	0
Sex offenses			
1. Number of forcible offenses	0	0	0
2. Number of nonforcible offenses	0	0	0
3. Total of 1 and 2	0	0	0

Crime statistics for reporting period:	1/1/2007- 12/31/2007	1/1/2008- 12/31/2008	1/1/2009- 12/31/2009
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Robbery

1. Number of robberies involving the use of a weapon	0	0	0
2. Number of robberies involving force or threat but not weapon	0	0	0
3. Total of 1 and 2	0	0	0

Aggravated assault

1. Number of attempted aggravated assaults	0	0	0
2. Number of other aggravated assaults	0	0	0
3. Total of 1 and 2	0	0	0

Burglary

1. Number of burglaries of occupied dwelling places	0	0	0
2. Number of burglaries of unoccupied dwelling places	0	0	0
3. Number of other burglaries	0	0	0
4. Total of 1, 2, and 3	0	0	0

Motor vehicle theft

1. Number of automobile thefts	0	0	0
2. Number of other vehicle thefts	0	0	0
3. Total of 1 and 2	0	0	0

<i>Manslaughter</i>	0	0	0
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<i>Arson</i>	0	0	0
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<i>Hate crimes</i>	0	0	0
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1. Race	0	0	0
2. Gender	0	0	0
3. Religion	0	0	0
4. Sexual Orientation	0	0	0
5. Ethnicity	0	0	0
6. Disability	0	0	0
7. Total of 1-6	0	0	0

Arrest statistics relating to alcohol, drugs, and weapons

For compliance with the Campus Security Act, institutions must also report the numbers of arrests for liquor law violations, drug abuse violations, and weapons possession.

Definitions of crimes for which arrests must be reported also as defined by the *National Association of College and Universities Attorneys College Law Digest* are:

Liquor violations: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages (with the exception of “driving under the influence” or “drunkenness”).

Drug violations: Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

Weapons violations: Violations of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Motor vehicle theft: The theft or attempted theft of a motor vehicle.

Crime statistics for reporting period:	1/1/2007- 12/31/2007	1/1/2008- 12/31/2008	1/1/2009- 12/31/2009
Liquor violations			
1. Number of arrests for illegal possession of alcoholic beverages	0	0	0
2. Number of arrests for illegal sale or distribution of alcoholic beverages	0	0	0
3. Number of arrests for public intoxication	0	0	0
4. Total of 1, 2 and 3			
Drug violations			
1. Number of arrests for illegal possession of a drug or controlled substance	0	0	0
2. Number of arrests for sale or distribution of illegal drugs or controlled substances	0	0	0
3. Number of arrests for possession, sale, or distribution of illegal drug paraphernalia	0	0	0
4. Total of 1, 2, and 3			
Weapons violations			
1. Number of arrests for illegal possession or control of a firearm	0	0	0
2. Number of arrests for illegal possession of explosives	0	0	0
3. Number of arrests for possession of weapons other than firearms and explosives	0	0	0
4. Total of 1, 2, and 3	0	0	0

Possession, use, and sale of alcoholic beverages and illegal drugs

College policies on possession, use, and sale of alcoholic beverages and illegal drugs are found in the *College Operations and Policy Manual* and the *Catalog and Student Handbook*.

Student handbook disclaimer

Failure to read the *Student Handbook* does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the *Student Handbook* are subject to change without prior notice.

Index

A

Academic Calendar	1
Academic policies	47
Attendance	52
Appeal for administrative withdrawal	53
Calendar system and credits	49
Classification of students	49
Cooperative arrangements	67
Reciprocity agreements affecting tuition	67
Servicemember's Opportunity Colleges Associate Degree (SOCAD)	67
Course load	49
Final exams	54
Grades and quality points	54
Grade point average	55
Incomplete	55
Satisfactory and unsatisfactory grades	55
Graduation	64
Application for graduation	65
Certificate requirements	65
Competency requirements	65
Degree requirements	64
Dual degrees	65
Honors, graduation	66
Withholding graduation, diploma, and transcripts	66, 236
Honors, academic	56
Registration	49
Auditing a course	50
Cancellation of course(s)	51
Independent study	50
Instructor, assignment of class	51
Late registration	49
Schedule adjustment (dropping and adding courses)	49
Standards of progress, academic	56
Bankruptcy, academic	57
Change of curriculum or program of study	58
Course forgiveness	57
Credit, nontraditional	60
Credit by examination	62
Credit for military training and educational experiences	63
Credit through advanced placement	63
Institutional credit courses, academic standards of progress for	59
Nursing students, academic standards of progress for	
Reinstatement policy	108, 113, 116, 117, 118, 119, 120, 125, 126, 129

Transfer policy	109
Readmission, appeal process for	57
Intervention for student success.	57
Transfer of credits	59
Transfer students, standards of progress for	58
Veterans, academic standards of progress for	59
Withdrawal	51
Withdrawal from a course	51
Withdrawal from the College.	52
Academic probation	56
Intervention for student success.	57
ACT	20, 43
Activities, student	43, 229
Athletics.	43, 231
Student Government Association.	43
Administration.	213, 215
Administrative Staff	216
Administrative Team.	215
Admissions.	13
Admission eligibility	15
Accelerated high school students	16
Dual-enrollment/dual-credit high school students.	17
High school graduates	15
International students.	16
Nonaccredited high school, graduate of.	16
Noncredit students	17
Transfer students.	16
Transient students.	16
Admission procedures	17
Special admission procedures	18
Accelerated and dual-enrollment high school students	18
Baccalaureate degree, students who have earned the	18
International students	18
Noncredit students.	18
Readmission students	18
Standard admission procedures	17
Admission status.	18
Accelerated high school student	19
Certificate student, conditional	19
Certificate student, unconditional.	19
Degree student, conditional	19
Degree student, unconditional.	18
Dual-enrollment/dual-credit student.	20
Noncredit student	20
Transient student.	19
Unclassified student, conditional.	19

Unclassified student, unconditional	19
Admission status, change of	20
Adult Education	209, 211
Advanced placement, credit through	63
Advising, academic	40, 41, 42, 227
Advisors, faculty	227
Advisory Committees	209
Alabama Articulation and General Studies Committee (AGSC)	77
Alabama Community College System Mission	10
Alabama State Board of Education	215
Alabama Student Assistance Program	228
Alcohol	237, 255
Alumni Association	231
Appeal for readmission	57
Appeal for administrative withdrawal	53
Appeal, grade	250
Assessment and placement, academic	20
English assessment	20
Mathematics assessment	20
Reading assessment	20
Associate Degree outcomes	11
Associate degree programs (see “Programs of Study”)	71
Athletics	43, 231
Attendance	53
Awards (honors), student	43

B

Bankruptcy, academic	57
Board of Education, Alabama State	215
Bookstore	226
Buildings and facilities	9
Buildings and grounds	226

C

Calendar, academic	1
Calendar system and credits	49
Campus buildings and facilities	9, 10
Campus directory	8
Cancellation of course(s)	51
Career programs (see “Programs of study”)	71, 79
Certificate programs (see “Programs of study”)	71
Chairs, Division	215
Change of curriculum or program of study	58
Changes, policy	235
Children on campus	238
Classification of students	49
Class attendance	53

CLEP	60, 61
College, The	5
Committees, Advisory	209, 212
COMPASS test	20, 43
Complaints and grievances	245
Computer labs	45
Computers, use of	239
Conduct, student code of	237
Contacts	7
Continuing Education	211
Counseling	40, 226
Course descriptions	131
Course forgiveness	57
Course load	49
Credit by examination	60, 62
Credit for military training and educational experiences	63
Credit, nontraditional	60
Credits, calendar system and	49
Credit through advanced placement	63
Crime, campus	252

D

DANTES	60, 61
Degrees, dual	65
Descriptions, courses	131
Development Office	11
Directory, campus	8
Directory information, student	39, 233
Disabilities, services for students with	ii, 45
Disciplinary actions	244
Probation	244
Reprimand	244
Suspension	244
Disciplinary committee	243
Disciplinary procedures	242
Discrimination	ii
Division Chairs	215
Dress and appearance, student	238
Dropping and adding courses (schedule adjustment)	49
Drugs	237, 255
Drug-free workplace policy	iii

E

Education, Continuing	211
Eligibility, residency and	25
E-mail, student	239
Emergency procedures	251

Accident	252
Bomb threat	251
Disturbance, civil	252
Fire	251
Injury or illness, serious	252
Weather, hazardous	252
Tornadoes	252
F	
Facilities, campus buildings and	9, 10
Faculty	213, 217
Fees, tuition and	26
Nursing Program fees	27
Associate Degree in Nursing (ADN) Program	28
Associate Degree in Nursing - Mobility Program	27
Licensed Practical Nursing (LPN) Program	29
Medical Assisting Program	30
Nursing Assistant NAS 100 Students	30
Other fees	30
Final exams	54
Financial aid	227
Financial Information	23
Application procedures	32, 34
Financial aid	32
Grants	32
Loans	32
Scholarships	35
Work-study	32
Residency and eligibility	25
Georgia residents	25
Scholarships	32, 35
Tuition and fees	26
Nursing Program fees	27
Sponsored students	27
Withdrawals and refunds	30
Refund and repayment policy, Federal Title IV (Pell Grant)	31
Forgiveness, course	57
Foundation, CVCC	11
G	
GED	42, 211
General Studies	71
Georgia residents	25, 67
Goals, institutional	10
Grade appeal	250
Grades and quality points	54, 55
Grade point average	55

Incomplete	55
Satisfactory and unsatisfactory	55
Graduation	64
Application for graduation	65
Certificate requirements	65
Degree requirements	64
Dual degrees	65
Withholding graduation, diploma, and transcripts	66
Grants	32, 33, 34
Grievances, complaints and	245

H

Handbook, Student (see “Student Handbook” for complete listing)	221
History of the College	10
Holds, student	32
Honors, academic	56
Honors (awards), student	43
Honors, graduation	66
Housing, student	223
Human rights pledge, universal	ii

I

Independent study	50
Institutional credit courses, academic standards of progress for	59
Institutional goals	10
Instructor, assignment of class	51
Internet and e-mail	239

J

Job placement	42, 227
-------------------------	---------

L

Labs, learning	45, 225
Computer labs	45
Mathematics lab	45
Writing lab	45
Learning Resource Center	225
Liberal Arts	71

M

Math and Science Club	231
Mathematics lab	45
Military training and educational experiences, credit for	63
Misconduct, academic	242
Misconduct, student	241
Mission, Alabama Community College System	10

N

Nondiscrimination	ii
Nontraditional credit	60
Nurses Clubs, Student	231
Nursing program fees	27

O

Organizations and events, student	230
Orientation courses	21
Outcomes, Associate Degree	11

P

Parallel programs, university (see “Programs of study”)	71
Parking	223, 224
Pell Grants	31, 33, 228
Phi Theta Kappa	232
Placement, academic assessment and	20
Pledge, universal human rights	ii
Policy changes	235
Probation, academic	56
Probation, disciplinary	244
Program of study, change of curriculum or	58
Program, selection of	20
Programs of study	
Career programs	71, 86
Applied Technology: Air Conditioning and Refrigeration (HVAC) option	86
Applied Technology: Automotive Manufacturing option	86
Applied Technology: Industrial Maintenance option	86
Applied Technology: Sustainable Construction/Renewable Energy option	86
Associate in Applied Science degree requirements, general	79
Business	86
Business: Accounting option	86, 87
Business and Office Technology: Administrative Technology Option	91
Business and Office Technology: Legal Administrative Technology option	92
Business and Office Technology: Medical Administrative Technology option	93
Business: Banking and Finance option	88
Business: Management and Supervision option	89
Business: Small Business Management option	90
Computer Information Systems: CISCO Networking option	94
Computer Information Systems: Information Technology Development option	95
Fire Science	96, 97
Homeland Security	98
Medical Assisting	99
Nursing	100
Academic standards of progress for Nursing students	107
Associate Degree Nursing - Mobility Program	101, 103
Nursing Programs Essential Functions	109

Visual Communications: Multimedia Graphic Design option	113
Visual Communications: Simulation and Modeling option.	113
Certificate programs.	71, 115
Advanced Emergency Medical Technician	125
Applied Technology: Air Conditioning and Refrigeration (HVAC) option	116
Applied Technology: Automotive Manufacturing option.	117
Applied Technology: Industrial Maintenance option.	118
Applied Technology: Sustainable Construction/Renewable Energy Option.	119
Business and Office Technology: Administrative Technology option.	120
Certificate program requirements, general	115
Child Care and Development.	121
Child Care and Development: Administrator	122
Child Care and Development: Advanced Paraprofessional/Teacher Aide.	122
Child Care and Development: Paraprofessional/Teacher Aide	122
Computer Information Systems: CISCO Networking Technology.	123
Computer Information Systems: Information Technology option	123, 124
Computer Information Systems: Simulation and Modeling	124
Criminal Justice	124
Emergency Medical Services - Basic.	124
Fire Science	125
Homeland Security	126
Licensed Practical Nursing (LPN).	128
Medical Assisting.	127
Medical Assisting: Phlebotomy	128
Nursing Assistant Program	129
Visual Communications: Multimedia Graphic Design option	129
University parallel programs.	71
Alabama Articulation and General Studies Committee.	77
Associate in General Studies	71
Associate in Liberal Arts.	71
Course listing, general.	78
Program requirements	76
Transferring, planning for	72
Publications, College	232
Public Safety Academy	211

R

Readmission, appeal process for	57
Ready to Work	211
Reciprocity agreements affecting tuition	67
Records, student.	39, 232
Disclosure of student records to a student	234
Encumbering student records.	235
Release of student records.	39
Third parties, providing records to.	235
Waiver of access	234
Refunds, withdrawals and	30

Refund and repayment policy, Federal Title IV (Pell Grant)	31
Student holds	32
Registration	49
Auditing a course	50
Cancellation of course(s)	51
Independent study	50
Instructor, assignment of class	51
Late registration	49
Student Handbook	
Misconduct, student	
Disciplinary procedures	
Disciplinary actions	244
Reprimand, disciplinary	244
Required English, mathematics, and orientation courses	21
Residency and eligibility	25
Right to know, students'	236

S

SAT	20
Schedule adjustment (dropping and adding courses)	49
Scholarships	32, 35
Servicemember's Opportunity Colleges Associate Degree (SOCAD)	67
Sponsored students	27
Staff	213, 219
Staff, administrative	216
Standards of progress, academic	56
Student Government Association	43, 230
Student Handbook	221
Activities, student	229, 230
Organizations and events	230
Alumni Association	231
Math and Science Club	231
Music	231
Nurses Clubs, Student	231
Phi Theta Kappa	232
Student Government Association	230
Advising, academic	227
Appeal procedure, grade	250
Bookstore	226
Buildings and grounds	226
Code of conduct, student	237
Alcohol	237, 255
Children on campus	238
Computer resources, use of	239
E-mail, Internet and	239
Dress and appearance	238
Drugs	237, 255

Enforcement	237
Harassment	238
Personal property, protection of	239
Telephone use	239
Tobacco	237
Complaints and grievances	245
Counseling and guidance	226
Crime, campus	252
Emergency procedures	251
Accident	252
Bomb threat	251
Disturbance, civil	252
Fire	251
Injury or illness, serious	252
Weather, hazardous	252
Tornadoes	252
Financial aid	227
Alabama Student Assistance Program	228
Pell Grant program	228
Supplemental Educational Opportunity Grants (SEOG)	228
Work-study	227
Grade appeal	250
Housing	223
Insurance, student	225
Job placement services, career development	227
Learning Resources Center	225
Misconduct, student	241
Academic misconduct	242
Disciplinary actions	244
Probation	244
Reprimand	244
Suspension	244
Disciplinary committee	243
Disciplinary procedures	242
Hearing procedures	243
Parking and driving on campus	223
Disabilities, parking for students with	224
Fines, parking and traffic citations and	224
Violations, parking and traffic	224
Publications, College	232
Records, student	232
Challenging the contents of a record	234
Directory information	233
Disclosure of student records to a student	234
Encumbering student records	235
Third parties, providing records to	235

Waiver of access	234
Withholding diplomas and transcripts	236
Transportation and liability policy, student	225
Weapons	254
Student services	37
Counseling and advising	40
Advising, academic	40, 41, 42
Disabilities, services for students with	45
Job placement	42
Labs, learning	45
Mathematics lab	45
Writing lab	45
Records	39
Directory information	39
Release of student records	39
Student development	43
Athletics	43
Student Government Association	43
Testing	42
ACT	43
COMPASS	43
GED	42
Suspension	56, 244, 252
Intervention for student success	57

T

Telephone use, student	239
Testing	20, 42
ACT	43
COMPASS	43
GED	42
Tobacco	237
Training for Business and Industry	211
Transcripts, withholding graduation, diploma, and	66
Transfer students, academic standards of progress for	58
Tuition and fees	26
Tuition, reciprocity agreements affecting	67

U

University parallel programs	71
--	----

V

Veterans, academic standards of progress for	59
Veterans, admission of	21
Veterans' benefits	229

W

Weapons	254
Withdrawal	51
Withdrawal from a course	51
Withdrawal from the College	52
Withdrawals and refunds	30
Administrative fee	31
Complete withdrawals	31
Partial withdrawals	31
Student holds	32
Workforce Development	209, 211
Continuing Education	211
Public Safety Academy	211
Ready to Work	211
Training for Business and Industry	211
WorkKeys	21
Work-study	32, 34, 227
Writing lab	45