

# VERNON COLLEGE

## GENERAL CATALOG

2013 - 2014

Vernon College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Vernon College.

*Approved by*  
TEXAS HIGHER EDUCATION COORDINATING BOARD



*Vernon College Board of Trustees members are (seated, l-r) Dr. Todd Smith, Chairman; Gene Heatly, Vice Chairman; Vicki Pennington, Secretary; (standing, l-r) Bob Ferguson, Norman Brints, Joanie Rogers and Irl Holt.*

This catalog is for information purposes and does not constitute a contract. This catalog expires and cannot be used for graduation after the end of the summer semester, 2018. A student may receive a certificate or degree from Vernon College in accordance with the requirements stated in the catalog in effect at the time he/she enters Vernon College or those catalogs of any subsequent years. The requirements must be completed within five years of the beginning date of the catalog selected. A minimum of three (3) semester hours must be completed during the year the selected catalog was in effect. Degree and certificate requirements must be from one catalog, which begins in the fall semester and runs through the end of summer school of the next calendar year. All regulations and conditions other than those stated above are subject to change. These changes may supersede catalog regulations. Vernon College reserves the right to make changes in this catalog as needs arise and to make final interpretations of the statements contained therein. Without notice the College reserves the right to change tuition, fees, and related requirements and regulations as prescribed by the Board of Trustees, the Texas Higher Education Coordinating Board or Legislative action.

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# COLLEGE CALENDAR 2013 - 2014

## FALL AND SPRING SEMESTERS

### FALL SEMESTER, 2013

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center*^	August 7
College Wide Faculty and Staff Development	August 19
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	August 20
On-site Advising, Course Scheduling & Final Registration at Century City Center^	August 21-22
Fall 16-week & Fall I Classes Begin	August 26
Fall 16-week & Fall I Schedule Changes	August 26-27
Labor Day - No Classes & All VC Locations Closed	September 2
Fall I Final Examinations~	October 15-16
Fall II On-site Advising, Course Scheduling & Final Registration at Century City Center^	October 15
Fall II On-site Advising, Course Scheduling & Final Registration at Vernon campus^	October 16
Vernon College Sports Day - No Classes	October 17
Fall II Classes Begin	October 21
Fall II Schedule Changes^	October 21-22
Thanksgiving Holidays - No Classes & All VC Locations Closed	November 27-30
Fall 16-week & Fall II Final Examinations~	December 7 & 9-12
December Mini On-site Advising, Course Scheduling & Final Registration^	December 13
December Mini Classes Begin	December 13
December Mini Schedule Changes	December 14
Commencement - No Ceremony	December 15
Christmas Break & All VC Locations Closed	Dec. 21 - Jan. 5
December Mini Final Examinations~	January 2, 2014

### SPRING SEMESTER, 2014

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center*^	December 11, 2013
College Wide Faculty and Staff Development	January 13
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	January 15
On-site Advising, Course Scheduling & Final Registration at Century City Center^	January 16
Martin Luther King Jr. Birthday Observed - No Classes & All VC Locations Closed	January 20
Spring 16-week and Spring I Classes Begin	January 21
Spring 16-week and Spring I Schedule Changes	January 21-22
Spring I Final Examinations~	March 12-13
Spring II On-site Advising, Course Scheduling & Final Registration at Century City Center^	March 12
Spring II On Site Advising, Course Scheduling & Final Registration at Vernon campus^	March 13
Spring Break - No Classes & All VC Locations Closed	March 17-22
Spring II Classes Begin	March 24
Spring II Schedule Changes	March 24-25
Easter Holiday - No Classes & All VC Locations Closed	April 18-19
Spring 16-week & Spring II Final Examinations~	May 10 & 12-15
Commencement - Ceremony at 10:30 a.m.	May 17

\*Active Duty Military Personnel, Sheppard Civilian Employees, National Guard & Reserve, Military Dependents & Retirees with appropriate ID card.

^See registration schedule for designated times & dates

~See final exam schedule

# COLLEGE CALENDAR 2013-2014

## SUMMER SEMESTERS

### SUMMER SEMESTER, 2014

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center^	May 7
Memorial Day Holiday - All VC Locations Closed	May 26
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	May 28
On-site Advising, Course Scheduling & Final Registration at Century City Center^	May 29
Summer 11-week and Summer I Classes Begin	June 2
Summer 11-week and Summer I Schedule Changes^	June 2-3
Summer I Final Examinations~	July 2-3
Summer II On-site Advising, Course Scheduling & Final Registration at Vernon campus^	July 2
Summer II On-site Advising, Course Scheduling & Final Registration at Century City Center^	July 3
Independence Day Holiday - No Classes & All VC Locations Closed	July 4
Summer II Classes Begin	July 7
Summer II Schedule Changes	July 7-8
Summer 11-week & Summer II Final Examinations~	August 6-7
Commencement - No Ceremony	August 9

\*Active Duty Military Personnel, Sheppard Civilian Employees, National Guard & Reserve, Military Dependents & Retirees with appropriate ID card.

^See registration schedule for designated times & dates

~See final exam schedule



*Vernon College students enjoy a nice day at the baseball field. The Vernon College-Vernon Campus is the home of the Chaparral and Lady Chaparral baseball, volleyball, rodeo and softball teams.*

## HISTORICAL DATA

1970 marked the beginning of Vernon College. Throughout this decade the College continued to grow and more students enrolled in both on- and off-campus courses. On January 20, 1970, a majority of the citizens of Wilbarger County voted to create the Wilbarger County Junior College District. Following that decision, Vernon Regional Junior College was established and on April 9, 1970, the newly elected Board of Trustees appointed Dr. David L. Norton as the College's first president. Campus construction began in May 1971, and included an Academic Science Center, Administration-Fine Arts Center, Applied Arts Center, Library, and Student Center. The following year, on September 5, 1972, classes met for the first time on the Vernon campus with a total of 608 students. On August 1, 1974, Dr. Jim M. Williams became the College's second president. In the fall semester of that year, combined on- and off-campus enrollment exceeded 800 students. During the 1975-76 academic year, the College expanded its services to include a learning center on Sheppard Air Force Base. During this year, enrollment in credit courses, both on- and off-campus, rose to a level of 1,199. The scope of the Vocational Nursing Program was enlarged during the 1976-77 academic year with the assumption of the Bethania School of Vocational Nursing in Wichita Falls. In August 1976 the Physical Education Center was dedicated in honor of Dr. and Mrs. Thomas A. King longtime benefactors of Vernon College.

Growth and changes continued during the 1980s. In August 1980 a Student Residence Center, designed to house 128 students, opened for occupancy. Further expansion of program offerings in the Wichita Falls area was accomplished through absorption of an existing proprietary school that was renamed the Vernon College Technical Center and the integration of the nursing program from the Wichita Falls Independent School District. On March 22, 1982, Dr. Joe Mills took over the leadership of the College as the third president. That fall, the College fielded its first intercollegiate rodeo team. During 1983-84, the Department of Cosmetology and the Career Development Center (previously known as the North Texas Skills Center) were established in Wichita Falls. On the Vernon campus, the Chaparral Center was completed, and the Pease River farm purchased through a state land trade. The following academic year, 1984-85, Vernon College reached a record credit enrollment of 1,863 and a record continuing education enrollment of 7,056 registrations. A Vocational Nursing Program opened in Seymour, and the Board of Trustees established a college foundation and approved an agreement to allow construction of the Red River Valley Museum on the Vernon campus. In February 1987 the College played its first intercollegiate baseball game on the Vernon campus. During May of that year, the new Natatorium was opened in the King Physical Education Center. A newly constructed Athletic Dormitory opened to house 28 athletes in August 1988. In October, Trustees voted to add women's volleyball as a varsity sport, effective with the fall 1989 semester. In May 1989 Vernon College moved all Wichita Falls programs to one centralized location—Century City Center.

Three campus buildings were renamed during 1989-90. The Wright Library was renamed in memory of Leroy and Una Lee Wright, founders of Wright Brand Foods. Lloyd and Madelyn Osborne were recognized when the Administration Building was renamed in their honor. The Arts and Sciences Center was renamed the Electra Waggoner Biggs Arts and Sciences Center in honor of Electra Waggoner Biggs. On September 5, 1990, the Board of Trustees appointed Dr. Wade Kirk as the fourth president of Vernon College. In February 1996 the first intercollegiate women's fast pitch softball team was fielded. In spring 1996, the College completed the installation of the infrastructure necessary for computer networking and Internet access. Providing training for area industries, the Skills Training Center opened in Wichita Falls in January 1997. Fall 1998 saw the College expand the use of technology throughout its operations; offering a full range of distance learning courses via interactive video, Internet, and video tape. Internet access for students be-

came available in libraries and resource rooms at every major instructional location. A mid-range computer system and an integrated software package were installed at Vernon College to serve administrative computing functions. During 1999 two campus buildings were renamed. The Student Center was renamed to the Colley Student Center in honor of members of the Colley Family. The Applied Arts Center was renamed Sumner Applied Arts Center in memory of Joe C. and Mary Anderson Sumner.

Entering the 21st Century, the softball facility on the Vernon campus was named Wade Kirk Softball Field on June 5, 2000, in honor of retiring President, Dr. Wade Kirk. That same day, Dr. Steve Thomas was named by the Board of Trustees as the College's fifth president. The following year, Vernon Regional Junior College was renamed Vernon College on May 23, 2001. The College purchased the Century City Center complex as a permanent Wichita Falls location on July 13, 2004, to provide space for expansion of the College's academic and career and technical education programs in the Wichita Falls area. Vernon College achieved a record credit enrollment of 2,803 during the fall 2005 semester. Work also began on the renovation of the Osborne Administration Building, which enabled the consolidation of administrative offices under one roof. In late 2005 the newly renovated King Physical Education Center was reopened. In September 2006 the new wing of the Osborne Administration Building opened. Throughout the year, Vernon College continued to add new programs and classes to meet the needs of students and area business and industry. During 2007-2008 Vernon College celebrated 35 years of teaching, learning, and leading. Five new classrooms, several offices and a new student lounge opened in recently renovated space at Century City Center. The Sumner and Biggs buildings on the Vernon campus also underwent renovations that same year. In addition donors established five new endowed scholarships and the Vernon College Foundation reached the \$1 million investment milestone in April 2007. Work also began on establishing the Vernon College Ex-Students Association. The 2008-2009 academic year was one of changes. Dr. Thomas resigned as president and after an extensive search, the Board of Trustees and the college community welcomed Dr. Dusty R. Johnston as the sixth Vernon College president. Another enrollment milestone was achieved during the spring semester when 3,636 students enrolled for credit courses on the Vernon campus and the Vernon College Learning Centers.

The past few years have been marked by development and implementation of extensive planning processes, thorough assessment programs, conservative budgeting, data driven decision making, and tremendous emphasis on ensuring student success as defined by retention, completion, and transfer. In addition, the facilities have been enhanced with the Bob and Anna Wright Baseball Complex renovations and the \$7.4 million expansion and renovation of the Century City Center campus in Wichita Falls.

Since the College opened its doors 40 years ago, many individuals, corporations, foundations, and organizations have made an investment in our students through the creation of endowed and annual scholarships. As of this year, more than 100 scholarship funds are available to help students pursue their educational dreams.

Vernon College is an affirmative action/equal opportunity educational institution and employer. Its students are selected and/or assigned without regard to their race, age, color, gender, religion, national origin, or disability consistent with Titles IV, VI and VII of the Civil Rights Act of 1964, Titles IV and IX of the Higher Education Act as amended in 1972 and 1976, with Executive Order 11246 as amended by Executive Order 11375, Section 504, Rehabilitation Act of 1973 (PL-93-112), and Americans with Disabilities Act of 1990.

For information about individual rights and grievance procedures, contact Haven David, Director of Human Resources, Vernon College, 4400 College Drive, Vernon, Texas 76384-4092; telephone number (940) 552-6291. The Vernon College *Student Handbook* also provides information on grievance procedures.

## **MISSION STATEMENT**

*The mission of Vernon College is teaching, learning, and leading.*

Vernon College is a comprehensive community college that integrates education with opportunity through our instructional programs and student services.

Therefore, the college will provide:

- Technical programs up to two years in length leading to associate degrees or certificates;
- Vocational programs leading directly to employment in semi-skilled and skilled occupations
- Freshman and sophomore courses in arts and sciences, including the new core and field of study curricula leading to associate and baccalaureate degrees;
- Continuing adult education programs for occupational upgrading or personal enrichment;
- Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- Workforce development programs designed to meet local and statewide needs;
- Adult literacy and other basic skills programs for adults; and
- Such other programs as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of postsecondary education in Texas.

*Officially approved and adopted by the Board of Trustees on the 19<sup>th</sup> day of October, 2011.*

## **VISION STATEMENT**

Vernon College will promote a culture of success for our students and communities through learner-centered quality instructional programs and exemplary services.

## **QUALITY ENHANCEMENT PLAN**

The Vernon College Quality Enhancement Plan goal is to increase student learning through improved engagement by fostering an environment of collaboration and connectivity between students, faculty, and student support personnel. The College will achieve this goal through a three-part plan: transform curriculum and instruction, provide innovative professional development opportunities, and create a technology rich environment for instructional and student support services. The Plan, also known as VConnected, was implemented in August 2009 as a part of the Southern Association of Colleges and Schools accreditation process.

# INSTRUCTIONAL LOCATIONS

## VERNON CAMPUS

4400 College Drive, Vernon, Texas 76384, Telephone: 940-552-6291

## CENTURY CITY CENTER

4105 Maplewood Avenue, Wichita Falls, Texas 76308, Telephone 940-696-8752

## SHEPPARD LEARNING CENTER

Sheppard Air Force Base, Wichita Falls, Texas 76311, Telephone: 940-855-2203

## SKILLS TRAINING CENTER

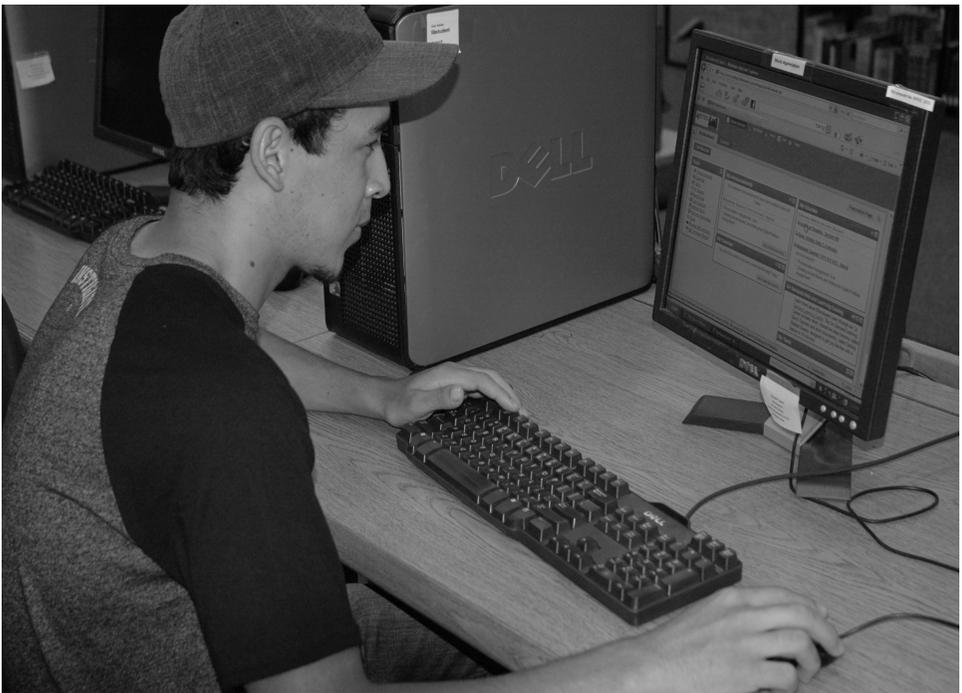
2813 Central Expressway East, Wichita Falls, Texas 76302, Telephone 940-766-3369

## DISTANCE LEARNING (Internet, Interactive Video Courses)

<http://www.vernoncollege.edu/dstlrn>

## OTHER LEARNING CENTERS

Selected academic, workforce and continuing education courses are offered at area public schools and other facilities in the Vernon College service area. Among the locations are those at City View, Haskell, Iowa Park, Paducah, Quanah, Throckmorton, and Seymour. A Vocational Nursing Program is located in Seymour.



*Ruben Mayorga checks his online assignment on a computer in the Wright Library. Vernon College offers access to computers for students in our libraries and computer labs.*

# GENERAL ADMISSION POLICY

Vernon College has an open admission policy which ensures that all persons who can benefit from higher education have an opportunity to do so. The admission policy does not discriminate on the basis of race, color, gender, national origin, marital status, religion, disability, or age. VC admission policy, procedures, and decisions are managed by both the administration and faculty. All matters pertaining to admission to VC should be addressed to the Office of Admissions and Records.

## Enrollment Procedures All Semester Credit Hour Programs

1. An Application for Admission should be completed, and the \$10 application fee paid, at least three weeks prior to enrollment and returned to the Office of Admissions and Records. Upon receipt of the student's application for Admission, the applicant will be issued a student PIN and I.D. number unique to Vernon College.
2. Official transcripts from the high school of graduation (including graduation date), colleges, or universities attended must be sent to the Office of Admissions and Records in Vernon, Texas. Transcripts should be ordered to arrive at least thirty (30) calendar days prior to registration and should be sent by the transmitting institution.
3. General Educational Development Test (GED) scores for students applying for admission by GED certificate should be provided to the Office of Admissions and Records thirty (30) calendar days prior to registration.
4. Upon receipt of the appropriate documents listed above, the applicant will be notified of his/her acceptance to Vernon College. If notice is not received within ten (10) calendar days after completion of the steps listed, the student should contact the Office of Admissions and Records.
5. Before registration, student skills may be assessed in reading, writing and mathematics. Results of this assessment are not used for admission; however, the test results will be used to determine eligibility to take specific courses.
6. In order to make as smooth a transition to VC as possible, each new applicant is required to attend New Student Orientation. Students should contact any counseling office for dates and times. Student advising for course selection (trial schedules) is provided by Vernon College Student Services' Counseling Staff and/or Course Schedule Advisors (CSAs).
7. Students should obtain a printed registration guide for the dates and times designated for registration. Individuals registering after the final registration period will be charged a late registration fee.
8. All applicants and returning students who have questions concerning financial aid should contact the Office of Financial Aid as early as possible. Additional information is found under the Financial Aid section of this catalog.

## Immunizations

Due to the danger of the spread of contagious diseases in the educational environment, especially in student housing, it is highly recommended that all students take precautionary measures by keeping their inoculations current.

**BACTERIAL MENINGITIS** - Beginning in January 2012, all first-time college students and returning students who did not attend Vernon College (VC) in the fall 2011 must be immunized against bacterial meningitis, according to the Jamie Schanbaum and Nicolis Williams Act.

All incoming freshmen, transfer students and returning students who did not attend in the fall 2011 semester will be required to show proof of immunization against bacterial meningitis.

Documentation showing that the student has received the immunization within the last five years must be provided at least 10 days prior to the first day of the semester in order to register for classes. Students must submit one of the following in order to be cleared for registration:

- the signature or stamp of a physician (or his/her designee) or public health personnel on a form that shows the month, day and year the vaccination dose or booster was administered
- an official immunization record generated from a state or local health authority
- an official high school or college transcript that includes documentation of immunization provided by school officials (including records from other states)

After submitting proof of immunization, there will be a waiting period to allow for the processing of immunization information before a student will be cleared for registration.

The law does not apply to students:

- age 30 and over.
- enrolled only in **Online Classes** which does not include a face-to-face component.
- enrolled in **Continuing Education** courses or programs less than 360 contact hours or Continuing Education corporate training.
- enrolled in **Dual Credit** courses taught at a public or private K-12 facility.
- who submit an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required **would be injurious** to the health and well-being of the student.
- who submit an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for **reasons of conscience**, including religious belief. A conscientious exemption form ("Affidavit Request for Exemption from Immunizations for Reasons of Conscience") from the Texas Department of State Health Services must be used by students **living in on-campus housing**. The DSHS form may be ordered electronically. Allow several weeks to submit and have form approved by the Texas Department of State Health Services. Students **NOT living in on-campus housing** may use the official Texas Higher Education Coordinating Board's Affidavit Form. Students must print the form, have it notarized, and file it with the Office of Admissions and Records.

**VC students who are required to have the vaccination will not be allowed to register until they provide proof of immunization to the Office of Admissions and Records.**

**All Vernon College Residence Hall occupants are required to have the Bacterial Meningitis vaccination.**

More information about Bacterial Meningitis is available on the Vernon College Website.

**MEASLES, MUMPS, RUBELLA** - According to the Texas Department of Health, those individuals born in 1957 or later may not have been properly immunized. The single dose immunization which many received was inadequate. The classroom setting increases the chance of exposure. A student born after January 1, 1957, should see a doctor or visit a public health clinic for proper immunization against measles (two doses of measles vaccine administered on or after the first birthday and at least 30 days apart), rubella (one dose of rubella vaccine on or after the first birthday), and mumps (one dose of mumps vaccine on or after the first birthday).

**TETANUS** - The tetanus vaccine is effective for about 10 years and should be boosted at 10-year intervals in combination with the diphtheria vaccine.

## **Academic Fresh Start**

Effective August 30, 1993, the Texas Legislature enacted into law Senate Bill 1321. This bill entitles residents of Texas to seek admission to public institutions of higher education without consideration of academic course credits or grades earned ten (10) or more years prior to enrollment. This bill has been called the “right to an academic fresh start”, and it gives students the option of electing to have course work taken ten (10) or more years prior to enrollment ignored for admission purposes. Applicants who make this election and who are admitted as students may not receive any course credit for any courses undertaken ten (10) or more years prior to enrollment. Official transcripts may be required even if the courses are included in the Academic Fresh Start Program. Students should contact the Office of Admissions and Records for a copy of the law or more information.

## **Admission Categories\***

Vernon College offers an opportunity for all responsible adults to take advantage of the courses and programs available at the College. In general, any high school graduate or otherwise qualified individual may be admitted to a semester hour credit program of study from which he/she may substantially benefit. A student may be admitted through one of the following categories:

1. graduation from high school;
2. high school equivalent;
3. transfer;
4. concurrent enrollment;
5. foreign student;
6. individual approval; or
7. continuing education (non-credit) courses.

**\*Admission to the College does not mean admission to programs which have additional requirements, such as cosmetology, nursing, and others. For specific requirements, see specific program outlines in this catalog.**

## HIGH SCHOOL GRADUATION

A high school graduate is eligible for admission without regard to units or courses taken in high school. A valid signed official high school, or home school, transcript showing graduation; graduation date and individual courses completed must be presented for admission. A high school certificate of completion is not considered a graduate for admission purposes.

## ADMISSION BY HIGH SCHOOL EQUIVALENT

A non-high school graduate who is at least sixteen (16) years of age and who has successfully completed the General Education Development Test (GED), or another standardized test which demonstrates college readiness (ACT, SAT, TAKS, THEA), is eligible for admission. A copy of the student's test scores must be presented for admission.

## ADMISSION BY TRANSFER

Certificate and degree seeking students must submit official transcripts from all colleges or universities previously attended. Transcripts from other institutions submitted to VC become property of the College and are not reproduced and/or mailed to other institutions, agencies, or individuals. Students applying for financial aid must also submit official transcripts from each college or technical school previously attended.

Students who are **not** enrolling to complete a certificate or degree need only submit an official transcript from the last school they attended.

An applicant for admission by transfer must be in good standing and eligible to register in the last college attended. If a transcript is received which shows academic suspension from the last school attended after the student has completed enrollment at Vernon College, the student will be subject to administrative withdrawal with forfeiture of tuition and fees.

**In the event that a student is in a status of suspension from the last college attended, the Admissions Committee will review the matter upon receipt of a written petition from the applicant and make a decision on his/her admission. Applicants approved by the Admissions Committee will be admitted on probation.**

**Acceptance of Transfer Course Work.** Normally, all college-level course work satisfactorily completed at a regionally accredited college or university will be accepted in transfer to Vernon College. The transferability of courses completed at a non-regionally accredited institution will be determined by the Dean of Admissions and Financial Aid/Registrar with assistance from qualified faculty members.

A course-by-course evaluation of transfer work for students seeking a certificate or degree will be completed by the staff of the Admissions and Records Office and/or other appropriate college personnel. Notification of amount of credit transferred will be posted on the students' Vernon College transcript as soon as his/her admission file is completed and evaluated, preferably prior to enrollment, but at the latest, prior to the end of his/her first semester of enrollment.

Note: Acceptance of transfer courses does not imply applicability to degree requirements. Degree applicability will be determined by a division chairperson, instructional administrators, and/or Dean of Admissions and Financial Aid/Registrar.

Failure to disclose the name of every college or university previously matriculated (enrolled in) without regard to whether credit was earned or not will be considered as an intentional omission and may result in disciplinary action including, but not limited to, administrative withdrawal with forfeiture of tuition and fees.

## **CONCURRENT ENROLLMENT**

High school juniors and seniors may be admitted to concurrent enrollment (taking college courses for credit before graduation from high school) by receiving permission from their high school principal and the Dean of Admissions and Financial Aid/Registrar. High school students below grade eleven may be admitted to concurrent enrollment in designated classes through permission of the high school principal and the Dean of Instructional Services. High school students are eligible to enroll in two college courses per semester. Exceptions for students with demonstrated outstanding academic performance and capability may be approved by the college Dean of Instructional Services.

To be eligible for high school concurrent enrollment in a concurrent credit course resulting in academic transfer credit or credit toward an associate degree, the student must provide Vernon College with passing scores on the applicable sections on a state approved placement test, such as Accuplacer. Students meeting any exemption listed in the Texas Success Initiative section of this catalog may also use that exemption for the purposes of concurrent enrollment.

To be eligible for high school concurrent enrollment in a Texas Success Initiative waived certificate program, students must have passed applicable sections of their most current competency test and otherwise be meeting graduation requirements as defined by their high school.

## **FOREIGN STUDENT ADMISSIONS POLICY**

It is the goal of Vernon College to make educational opportunities available to all students who can benefit from its programs. With such a goal, however, is the commensurate responsibility to make every effort to assure that students can function within the institution with a reasonable chance for success. The purpose of the admissions policy for foreign students, therefore, is to recognize the difficulties students educated in a non-English speaking culture might have and to establish guidelines designed to afford foreign students a reasonable assurance that they can function in an institution of higher learning in the United States. Vernon College is approved by the Immigration and Naturalization Service (INS) to accept students seeking Associate Degrees at the Vernon Campus and Century City Center.

### **Admission Requirements for Foreign Student**

1. Complete the application for admission and include the \$10 application fee.
2. Mail to the Admissions and Records Office an official secondary school record and an official transcript of all college work. If the records are not recorded in English, an English translation of the records acceptable to VC must also be included. All academic records and translations must be certified as true copies by a notary public, officials of the institutions attended, a representative of a U.S. consular office, or a U.S. consular official.
3. Furnish the Admissions and Records Office a signed and certified statement of financial resources available in the U.S. in an amount not less than \$11,000.00 per year of anticipated enrollment. Financial aid programs are not available to foreign students. The U.S. Immigration Service rarely approves a work permit for a foreign student.
4. Applicants from non-English speaking cultures should request that the Educational Testing Service forward the results of the applicant's Test of English as a Foreign Language (TOEFL) to VC. The institution requires a minimum TOEFL written score of 525, computerized score of 197, or internet score of 71, for unconditional admission.

5. Applicants who have successfully completed at least 12 semester hours of college-level work at an accredited college or university in the United States may be admitted without the results of the TOEFL. Transfer applicants meeting this qualification should have official college transcripts forwarded to VC in addition to the documents specified in items 1 and 3.
6. The application for admission must be received at least 90 days prior to the beginning of the semester of intended enrollment. All admissions documents must be received by the Admissions and Records Office at least 30 days prior to the beginning of the semester so that a decision can be made concerning the applicant's admission and an I-20 may be issued for use in applying for a student visa.
7. Foreign students must provide proof of good health, proof of immunizations, and documentation of a health insurance policy, including repatriation within forty-five (45) days of registration.

### **INDIVIDUAL APPROVAL**

A person who is 18 years of age or over and has no transferable credit from another college or university, has no GED Certificate, and did not graduate from high school may be admitted on individual approval to a Career and Technical Education program under the following conditions: the Dean of Admissions or Assistant Registrar is convinced that the applicant would be competent to benefit from the program, and the applicant's competency is demonstrated by the completion of a state required or local program assessment test. Students admitted under this category shall be subject to the same policies and regulations as all other students. Federal legislation requires that a student admitted under provisions such as individual approval pass a designated exam to be eligible for financial aid.

### **CONTINUING EDUCATION (NON-CREDIT) COURSES**

Courses taught through the Continuing Education (Non-Credit) division do not follow the academic/credit admissions requirements or procedures. Various programs have specific requirements for enrollment. Students should review the specific program flier for requirements.

### **PROVISIONAL ADMISSION**

Provisional (temporary) admission may be granted to applicants who have not provided all documents required by the on-site registration dates. Students so admitted must supply the required documents within their first semester of enrollment. Once all required documents are received, students will be eligible for enrollment in future semesters. Provisional admission is not allowed during periods of early online registration.

All admission requirements must be met, however, before a student can receive financial aid, grades, or a transcript. Failure to complete admission requirements within a reasonable time period may result in disciplinary action including, but not limited to, administrative withdrawal with forfeiture of tuition and fees.

# REGISTRATION INFORMATION

At the beginning of each enrollment period, registration for classes will be held. Each registration will consist of an early (online) registration period, a final regular registration period and a time for schedule changes. Online registrations will normally be conducted through Campus Connect, Vernon College's on-line registration process, at the discretion of The College's administrators. Students should apply for admissions early to facilitate course selection and availability.

The time, place, and method of each registration will be designated by Vernon College officials and published in an appropriate manner together with information about courses offered during the upcoming enrollment period.

A registration guide is published, as well as available online, for the campus and learning centers so that students may, with the assistance of their advisor or counselor, select courses which will meet the requirements of their chosen certificate or degree program. Lists of Internet and interactive video classes are available online.

## Student Advisement

The individual student is ultimately responsible for course and program selections. Each student new to Vernon College must attend a mandatory New Student Orientation program. Programs are offered at all College locations at a variety of times. Students will learn valuable information to help them throughout their Vernon College tenure including, but not limited to, how to read a class schedule and catalog, how to register, and Texas Success Initiative information. All new students to Vernon College must also meet with a Course Schedule Advisor (CSA) for assistance in planning their course of study prior to being cleared for registration. Those students who are "college readiness clear" must meet with a CSA in the CSA Center or in individual faculty offices during posted hours. CSA centers are available at Vernon and Century City campuses. Dates and times the CSA centers are open are posted in the class schedule. The Course Schedule Advisor (CSA) will help a student choose courses and answer any advising questions not answered by the New Student Orientation session. Students who are "not college readiness clear" must have their schedules approved by a CSA in the Vernon College Counseling office prior to each registration. Students can call the counseling office at their location to set an appointment. While meeting with a Counselor/CSA, an individual developmental plan outlining a student's developmental responsibilities will be created. Returning students who are "college readiness clear" are encouraged to meet with a CSA during posted faculty office hours or in the CSA Center. All students are encouraged to pay close attention to course prerequisites when developing their schedules. Students who register for a class and fail to meet a required prerequisite can be administratively withdrawn from that class without full refund of tuition or fees.

## Texas Success Initiative

The Texas Success Initiative (TSI) is a state law that all Texas public colleges and universities are required to follow. At the time of publication of this catalog the law is being revised. Vernon College will follow the final law as it is approved. Policies of Vernon College may vary slightly from what is published in this catalog so that we can follow the letter of the law.

The TSI program intends to assess a student's COLLEGE READINESS for college-level academic coursework. The program requires assessment of the student's basic academic skills in math, reading, and writing. Students must take a state-approved placement test unless otherwise exempt. State approved placement tests include: THEA, Quick THEA, ACCUPLACER, MAPS, COMPASS, and ASSET. Vernon College offers the Accuplacer exam by appointment at Vernon College testing centers. After August 26, 2013, the only state approved placement test will be the Texas Success Initiative Assessment. The TSI Assessment will be offered at all the Vernon College Testing Centers. Please contact the Vernon College Counseling Office for information regarding passing standards on approved tests.

Vernon College will note on the students' records, if a student is COLLEGE READINESS CLEAR (meaning the student has passed all three sections of an approved placement test or is exempt) or COLLEGE READINESS NOT CLEAR (meaning the student has not passed all three areas of a state approved placement test and is not exempt in any way.)

Students may be COLLEGE READINESS CLEAR if they qualify for one of the following exemptions:

1. Students with ACT scores with a composite of 23 or higher and individual Math and English scores of no less than 19 are TSI exempt. ACT scores can be no more than five (5) years old from the date of test administration.
2. Students with SAT scores with a total score in math and reading of 1070 or higher and individual math and reading scores of 500 or higher are TSI exempt. SAT scores can be no more than five (5) years old from the date of test administration.
3. Students can be exempt with appropriate TAKS scores. The TAKS test replaced the TAAS test in Texas public high schools. Currently, TAKS scores are reviewed annually by the THECB and then exemption standards are set. Students should contact a Vernon College counselor for information on using TAKS scores as a TSI exemption. The state of Texas is replacing TAKS with End of Course exams. There will be an exemption based on End of Course exams scores but those standards have not been set at the publication date of this catalog. Please check with any Vernon College Counseling Office for more information.
4. Students who have earned an Associate's or Bachelor's degree from an accredited institution of higher education are TSI exempt. Students must submit an official transcript to the Vernon College Office of Admissions/Registrar for official evaluation before an exemption can be granted.
5. Students enrolling in a Vernon College certificate program are TSI exempt. Please note: In rare instances, students may enter a certificate program that requires a course that has a TSI prerequisite. The student is still responsible for that specific TSI prerequisite for that specific course. Vernon College does offer level 2 certificate programs – Surgical Technology and Health Information Technology Medical Coding. A level 2 certificate program is not exempt from TSI standards. Students in these programs must pass all three sections of a TSI placement test (reading, writing, and math) or be noted College Readiness Clear by meeting another listed TSI exemption before enrolling in the program.
6. Students may be exempt with proof of military service. If a student believes he/she qualifies for one of the military exemptions listed below, it is the student's responsibility to contact a Vernon College Counseling Office directly and provide the appropriate official documentation to verify the exemption.

- A. Students who are serving as active duty members of the U.S. Armed Forces are TSI exempt.
  - B. Students who are active duty in the Texas National Guard are TSI exempt.
  - C. Students who are currently members of a reserve component of the U.S. Armed Forces or Texas National Guard and have served for at least three (3) years preceding enrollment are TSI exempt.
  - D. Students who on or after August 1, 1990, were honorably discharged, retired, or released from active duty as members of the U.S. Armed Forces, Texas National Guard, or reserve components of the U.S. Armed Forces are TSI exempt.
7. Students who have college level transfer credit from an accredited private or out-of-state college or university are exempt. Students must submit an official transcript to the Vernon College Office of Admissions/Registrar for official evaluation before an exemption can be granted.

Students who are COLLEGE READINESS NOT CLEAR are mandated to be enrolled in developmental course work until they have completed their Individual Developmental Plans.

Students will receive their written Individual Developmental Plans from the Counseling Office. Students who are COLLEGE READINESS NOT CLEAR must have their schedules approved by a Counselor prior to each registration to verify that they are following their Individual Developmental Plans and making progress toward completion of the plans.

The Texas Success Initiative is interpreted and administrated through the Dean of Student Services Office under the guidance of the Associate Dean of Student Services. The Texas Success Initiative Law specifically encourages individual developmental plans for each student. Any questions regarding the law or requirements related to an Individual Developmental Plan should be directed to a Vernon College Counselor. The Individual Developmental Plan may include non course based remediation at the discretion of the Dean of Instructional Services. Vernon College makes every effort to interpret the law to benefit the student. Vernon College will make every effort to update policies as provisions in the law may be changed. The annual printing of this publication may prohibit the most recent changes from being printed in this catalog.

## **Residency Classifications**

Vernon College (VC) is a public institution which draws a part of funding from the State of Texas. The Vernon College Board of Trustees recognizes the authority of the Texas Higher Education Coordinating Board (THECB) to set policy as authorized by the Texas Legislature. As a community college VC also draws funding from a local tax base (Wilbarger County), the legal residents of which pay a lower “In-District” tuition rate.

It is the responsibility of each student attending Vernon College to register under the proper residency classification and pay the correct tuition and fees. The THECB rule 21.731 requires that students sign a Certification of Residency at the time of application.

For tuition and fee purposes, students who enroll at VC will be classified as follows:

1. In-District-Students who have been legal residents of Wilbarger County (for purposes of establishing permanent residency other than attending VC) for at least 3 months and legal residents of Texas for at least 12 months. Documents acceptable for this purpose may include, but are not limited to, Wilbarger County voter registration, permanent driver license (at least 3 months old) with Wilbarger County address, proof of full-time employment for 3 months prior to registration in Wilbarger County, and/or other documents requested by Vernon College officials;

2. Out-of-District-Students who are legal residents of Texas counties other than Wilbarger County for at least 12 months. See Documentation of Basis for Texas Residence Status on the following page;
3. Out-of-State - Students whose legal residences are outside the State of Texas; and
4. Foreign - Students whose legal residences are outside of the U.S.A.

Note: Oklahoma residents are classified as out-of-state but are eligible to receive a waiver of nonresident tuition-based on a current written reciprocity agreement. This program allows qualifying Oklahoma residents to be charged out-of-district rates.

Any questions concerning the student's residency classification should be clarified prior to enrollment at VC. Changes of address affecting residency should be reported promptly to the Office of Admissions and Records.

**Military and their Families:** Nonresident (out-of-state) members of the U.S. Armed Forces, members of Texas units of the Army or Air National Guard, Army, Air Force, Navy, Marine Corps or Coast Guard Reserves and Commissioned Officers of the Public Health Service who are assigned to duty in Texas, and their spouses, or dependent children, shall pay resident (out-of-district) tuition. To qualify, the person shall submit during his or her first semester of enrollment in which he or she will be using the waiver program, a statement from an appropriately authorized officer in the service, certifying that he or she (or a parent) will be assigned to duty in Texas on the census date of the term he or she plans to enroll and that he or she, if a member of the National Guard or Reserves, is not in Texas only to attend training with Texas units. Such persons shall pay resident tuition so long as they reside continuously in Texas or remain continuously enrolled in the same degree or certificate program. For purposes of this subsection, a person is not required to enroll in a summer semester to remain continuously enrolled.

**Waiver for Ad Valorem Tax Payers:** The Board of Trustees of Vernon College has elected to waive the out-of-district tuition rates for students who own property which is subject to ad valorem taxation by the VC taxing district (Wilbarger County). Thus, Texas residents (or their dependents) who move into the VC taxing district and who own property subject to ad valorem taxation by Wilbarger County shall be eligible to enroll at VC at the tuition rate for in-district students.

## **DOCUMENTATION OF BASIS FOR TEXAS RESIDENCE STATUS**

Residency rules state that the family (who claims Texas as their legal home) of a person 18 years of age or under and who is a dependent must have been residents of the state of Texas for twelve (12) months immediately prior to registration in order to qualify as Texas residents for tuition purposes.

The rules go on to state that students 18 years of age or older who are independent, who claim Texas as their legal home, and who have been residents of the state of Texas for purposes other than attending an educational institution for twelve (12) months immediately prior to registration may be classified as Texas residents for tuition purposes.

The Texas Higher Education Coordinating Board has mandated the following guidelines as to the minimum documentation which the College must have on file for each student whose answers to the residency core questions raise concerns as to the appropriateness of classification.

VC is required to file and maintain a copy of one or more appropriately dated documents which will certify that the student classified as a resident has legal right to such classification as of the official census date of the semester for which he/she is enrolling.

**PART A**  
**DOCUMENTS THAT MAY SUPPORT THE ESTABLISHMENT OF A**  
**DOMICILE IN TEXAS AND MAINTENANCE OF DOMICILE IN TEXAS**

**1. SIGNIFICANT GAINFUL EMPLOYMENT**

- a. An employer's statement of dates of employment in Texas (beginning and current or ending dates) that encompass at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls.
- b. Other documents that show the person or the dependent's parent, for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls:
  - 1)has been engaged in employment intended to provide an income to the person or allow the person to avoid the expense of paying another to perform tasks (as in child care) that is sufficient to provide at least one-half of the individual's tuition and living expenses or represents an average of at least 20 hours per week; or
  - 2)is self-employed in Texas or is living off his/her earnings; or
  - 3)is primarily supported by public assistance in Texas.
- c. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attest to the provision of services to the homeless person for the 12 consecutive months immediately preceding the census date of the term in which the person enrolls.

**2. SOLE OR JOINT MARITAL OWNERSHIP OF RESIDENTIAL REAL PROPERTY**

Title to residential real property in Texas with documentation to verify 12 consecutive months of ownership immediately preceding the census date of the term in which the person enrolls, such as a Warranty Deed, with the person or the dependent's parent having established and maintained domicile at that residence.

**3. MARRIAGE TO A PERSON WHO HAS ESTABLISHED AND MAINTAINED DOMICILE IN TEXAS**

Marriage Certificate or Declaration of Registration of Informal Marriage with documentation to support that spouse has established and maintained domicile in Texas for the 12 consecutive months preceding the census date of the term in which the person enrolls.

**4. OWNERSHIP OF A BUSINESS ENTITY**

Documents that evidence the organization of the business in Texas that reflect the ownership interest of the person or dependent's parent, and the customary management of the business by the person or dependent's parent without the intention of liquidation for the foreseeable future.

**PART B**  
**DOCUMENTS THAT MAY PROVIDE SUPPORT TO A CLAIM OF**  
**RESIDENCE IN TEXAS FOR THE 12 CONSECUTIVE MONTHS**  
**IMMEDIATELY PRECEDING THE CENSUS DATE OF THE TERM IN**  
**WHICH THE PERSON ENROLLS**

1. Utility bills for the 12 consecutive months preceding the census date;
2. A Texas high school transcript for full senior year immediately preceding the census date;
3. A transcript from a Texas institution showing presence in the state for the 12 consecutive months preceding the census date;
4. A Texas driver's license or Texas ID card that has not expired and, if it reflects an origination date, shows an origination date at least 12 months prior to the census date;
5. Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date;
6. A current credit report that documents the length and place of residence of the person or the dependent's parent to be in Texas and the length of residence to be at least 12 consecutive months preceding the census date.
7. Texas voter registration card that was issued at least 12 months prior to the census date.
8. Pay stubs for the 12 consecutive months immediately preceding the census date, reflecting significant gainful employment in Texas;
9. Bank statements reflecting a Texas address for the 12 consecutive months immediately preceding the census date;
10. Written statements from the office of one or more social service agencies, attesting to the provision of services for at least the 12 consecutive months immediately preceding the census date.
11. Lease or rental of residential real property in the name of the person or the dependent's parent for the 12 consecutive months immediately preceding the census date.

**PART C**  
**OTHER DOCUMENTS THAT MAY BE USED TO LEND SUPPORT TO OR**  
**CLARIFY AN INDIVIDUAL'S CLAIM OF DOMICILE OR RESIDENCE, AS**  
**APPROPRIATE, IN TEXAS**

1. Tax return of the student or parent(s).
2. Visa, passport or other pertinent immigration documents.
3. Leave and Earnings Statements (LES).
4. Documents or statements to clarify answers to Core Residency Questions.
5. A Texas high school transcript to verify thirty-six months' presence in the state and graduation from a Texas high school.
6. State or local licenses to conduct a business or practice a profession in this state.

VC, as a state supported institution, must comply with this mandate. For additional information on residency requirements, students should contact the Office of Admissions and Records.

## TUITION REBATE PROGRAM

Students who enter an institution of higher education in the fall 1997 semester or later may be eligible for up to a \$1,000 tuition rebate as authorized by Section 54.0065 of the Texas Education Code. Eligible students must be pursuing their first baccalaureate degree from a Texas public university, must have been a resident of Texas, must have attempted all course work at a Texas public institution of higher education, and must and attempted no more than three (3) hours in excess of the minimum number of semester credit hours required to complete the degree.



*Vernon College celebrated its 40th Anniversary this past year with a cookout for students, employees, and community members.*

**SCHEDULE OF CHARGES**  
**FISCAL YEAR 2013 - 2014**  
**VERNON CAMPUS**  
**SEMESTER HOUR COURSES**

**1. Tuition and Institutional Services Fee**

Tuition and fees are assessed to support student counseling, advising, registration, parking, transcripts, facilities use, other student activities, and institutional services.

Semester Hours	Wilbarger County Texas Resident			Non-Wilbarger County Texas Resident			Non-Texas or Foreign Resident		
	Tuition	Fees	Total	Tuition	Fees	Total	Tuition	Fees	Total
1	\$ 48.00	\$ 40.00	\$ 88.00	\$ 90.00	\$ 40.00	\$ 130.00	\$ 200.00	\$ 40.00	\$ 240.00
2	96.00	80.00	176.00	180.00	80.00	260.00	320.00	80.00	400.00
3	144.00	120.00	264.00	270.00	120.00	390.00	480.00	120.00	600.00
4	192.00	160.00	352.00	360.00	160.00	520.00	640.00	160.00	800.00
5	240.00	200.00	440.00	450.00	200.00	650.00	800.00	200.00	1,000.00
6	288.00	240.00	528.00	540.00	240.00	780.00	960.00	240.00	1,200.00
7	336.00	280.00	616.00	630.00	280.00	910.00	1,120.00	280.00	1,400.00
8	384.00	320.00	704.00	720.00	320.00	1,040.00	1,280.00	320.00	1,600.00
9	432.00	360.00	792.00	810.00	360.00	1,170.00	1,440.00	360.00	1,800.00
10	480.00	400.00	880.00	900.00	400.00	1,300.00	1,600.00	400.00	2,000.00
11	528.00	440.00	968.00	990.00	440.00	1,430.00	1,760.00	440.00	2,200.00
12	576.00	480.00	1,056.00	1,080.00	480.00	1,560.00	1,920.00	480.00	2,400.00
13	624.00	520.00	1,144.00	1,170.00	520.00	1,690.00	2,080.00	520.00	2,600.00
14	672.00	560.00	1,232.00	1,260.00	560.00	1,820.00	2,240.00	560.00	2,800.00
15	720.00	600.00	1,320.00	1,350.00	600.00	1,950.00	2,400.00	600.00	3,000.00
16	768.00	640.00	1,408.00	1,440.00	640.00	2,080.00	2,560.00	640.00	3,200.00
17	816.00	680.00	1,496.00	1,530.00	680.00	2,210.00	2,720.00	680.00	3,400.00
18	864.00	720.00	1,584.00	1,620.00	720.00	2,340.00	2,880.00	720.00	3,600.00
19	912.00	760.00	1,672.00	1,710.00	760.00	2,470.00	3,040.00	760.00	3,800.00
20	960.00	800.00	1,760.00	1,800.00	800.00	2,600.00	3,200.00	800.00	4,000.00

**2. Other General Student Fees**

- A. Late Registration Fee .....\$50.00
- B. Return Check Fee (all collections are made by the Wilbarger County Attorney's Office).....\$30.00
- C. Lab & Special Fees (fees to support the cost of lab materials and supplies, lab support and special class requirements). For specific fees for a class see the Course Descriptions in the back of this catalog.
- D. Graduation Fees:
  - (1) Associate degrees or certificates of 24 or more semester credit hours.. \$25.00
  - (2) Skill certificates of less than 24 semester credit hours..... \$15.00
  - (3) Simultaneously earned second degree or certificate..... \$10.00
  - (4) Marketable Skill Award Fee (fee assessed for each award) ..... \$15.00
- E. Application Processing Fee.....\$10.00
- F. Excess Developmental Course Work Fee (exceeding 27 hours)
  - per semester credit hour.....\$75.00
- G. Repeated Course Fee (three or more times) per semester credit hour.....\$75.00

Vernon College reserves the right to change, without notice, tuition, other charges, and related requirements as necessitated by Vernon College or Legislative action.

# SCHEDULE OF CHARGES

## FISCAL YEAR 2013 - 2014

### CENTURY CITY CENTER, SKILLS TRAINING CENTER & INTERNET COURSES

#### SEMESTER HOUR COURSES

#### 1. Tuition and Institutional Services Fee

Tuition and fees are assessed to support student counseling, advising, registration, parking, transcripts, facilities use, and institutional services.

Semester Hours	Wilbarger County			Non-Wilbarger County			Non-Texas or		
	Texas Resident			Texas Resident			Foreign Resident		
	Tuition	Fees	Total	Tuition	Fees	Total	Tuition	Fees	Total
1	\$ 48.00	\$ 70.00	\$ 118.00	\$ 90.00	\$ 70.00	\$ 160.00	\$ 200.00	\$ 70.00	\$ 270.00
2	96.00	140.00	236.00	180.00	140.00	320.00	320.00	140.00	460.00
3	144.00	210.00	354.00	270.00	210.00	480.00	480.00	210.00	690.00
4	192.00	280.00	472.00	360.00	280.00	640.00	640.00	280.00	920.00
5	240.00	350.00	590.00	450.00	350.00	800.00	800.00	350.00	1,150.00
6	288.00	420.00	708.00	540.00	420.00	960.00	960.00	420.00	1,380.00
7	336.00	490.00	826.00	630.00	490.00	1,120.00	1,120.00	490.00	1,610.00
8	384.00	560.00	944.00	720.00	560.00	1,280.00	1,280.00	560.00	1,840.00
9	432.00	630.00	1,062.00	810.00	630.00	1,440.00	1,440.00	630.00	2,070.00
10	480.00	700.00	1,180.00	900.00	700.00	1,600.00	1,600.00	700.00	2,300.00
11	528.00	770.00	1,298.00	990.00	770.00	1,760.00	1,760.00	770.00	2,530.00
12	576.00	840.00	1,416.00	1,080.00	840.00	1,920.00	1,920.00	840.00	2,760.00
13	624.00	910.00	1,534.00	1,170.00	910.00	2,080.00	2,080.00	910.00	2,990.00
14	672.00	980.00	1,652.00	1,260.00	980.00	2,240.00	2,240.00	980.00	3,220.00
15	720.00	1,050.00	1,770.00	1,350.00	1,050.00	2,400.00	2,400.00	1,050.00	3,450.00
16	768.00	1,120.00	1,888.00	1,440.00	1,120.00	2,560.00	2,560.00	1,120.00	3,680.00
17	816.00	1,190.00	2,006.00	1,530.00	1,190.00	2,720.00	2,720.00	1,190.00	3,910.00
18	864.00	1,260.00	2,124.00	1,620.00	1,260.00	2,880.00	2,880.00	1,260.00	4,140.00
19	912.00	1,330.00	2,242.00	1,710.00	1,330.00	3,040.00	3,040.00	1,330.00	4,370.00
20	960.00	1,400.00	2,360.00	1,800.00	1,400.00	3,200.00	3,200.00	1,400.00	4,600.00

#### 2. Other General Student Fees

- A. Late Registration Fee.....\$50.00
- B. Return Check Fee (all collections are made by the Wilbarger County Attorney's Office).....\$30.00
- C. Lab & Special Fees (fees to support the cost of lab materials and supplies, lab support and special class requirements). For specific fees for a class see the Course Descriptions in the back of this catalog.
- D. Graduation Fees:
  - (1) Associate degrees or certificates of 24 or more semester credit hours... \$25.00
  - (2) Skill certificates of less than 24 semester credit hours..... \$15.00
  - (3) Simultaneously earned second degree or certificate ..... \$10.00
  - (4) Marketable Skill Award Fee (fee assessed for each award) ..... \$15.00
- E. Application Processing Fee.....\$10.00
- F. Excess Developmental Course Work Fee (exceeding 27 hours) per semester credit hour.....\$75.00
- G. Repeated Course Fee (three or more times) per semester credit hour.....\$75.00

Vernon College reserves the right to change, without notice, tuition, other charges, and related requirements as necessitated by Vernon College or Legislative action.

# SCHEDULE OF CHARGES

FISCAL YEAR 2013 - 2014

**SHEPPARD LEARNING CENTER, SEYMOUR NURSING PROGRAM,  
HIGH SCHOOLS, AND PUBLICLY OWNED FACILITIES**

## SEMESTER HOUR COURSES

### 1. Tuition and Institutional Services Fee

Tuition and fees are assessed to support student counseling, advising, registration, parking, transcripts, facilities use, and institutional services.

Semester Hours	Wilbarger County			Non-Wilbarger County			Non-Texas or		
	Texas Resident			Texas Resident			Foreign Resident		
	Tuition	Fees	Total	Tuition	Fees	Total	Tuition	Fees	Total
1	\$ 48.00	\$ 60.00	\$ 108.00	\$ 90.00	\$ 60.00	\$ 150.00	\$ 200.00	\$ 60.00	\$ 260.00
2	96.00	120.00	216.00	180.00	120.00	300.00	320.00	120.00	440.00
3	144.00	180.00	324.00	270.00	180.00	450.00	480.00	180.00	660.00
4	192.00	240.00	432.00	360.00	240.00	600.00	640.00	240.00	880.00
5	240.00	300.00	540.00	450.00	300.00	750.00	800.00	300.00	1,100.00
6	288.00	360.00	648.00	540.00	360.00	900.00	960.00	360.00	1,320.00
7	336.00	420.00	756.00	630.00	420.00	1,050.00	1,120.00	420.00	1,540.00
8	384.00	480.00	864.00	720.00	480.00	1,200.00	1,280.00	480.00	1,760.00
9	432.00	540.00	972.00	810.00	540.00	1,350.00	1,440.00	540.00	1,980.00
10	480.00	600.00	1,080.00	900.00	600.00	1,500.00	1,600.00	600.00	2,200.00
11	528.00	660.00	1,188.00	990.00	660.00	1,650.00	1,760.00	660.00	2,420.00
12	576.00	720.00	1,296.00	1,080.00	720.00	1,800.00	1,920.00	720.00	2,640.00
13	624.00	780.00	1,404.00	1,170.00	780.00	1,950.00	2,080.00	780.00	2,860.00
14	672.00	840.00	1,512.00	1,260.00	840.00	2,100.00	2,240.00	840.00	3,080.00
15	720.00	900.00	1,620.00	1,350.00	900.00	2,250.00	2,400.00	900.00	3,300.00
16	768.00	960.00	1,728.00	1,440.00	960.00	2,400.00	2,560.00	960.00	3,520.00
17	816.00	1,020.00	1,836.00	1,530.00	1,020.00	2,550.00	2,720.00	1,020.00	3,740.00
18	864.00	1,080.00	1,944.00	1,620.00	1,080.00	2,700.00	2,880.00	1,080.00	3,960.00
19	912.00	1,140.00	2,052.00	1,710.00	1,140.00	2,850.00	3,040.00	1,140.00	4,180.00
20	960.00	1,200.00	2,160.00	1,800.00	1,200.00	3,000.00	3,200.00	1,200.00	4,400.00

### 2. Other General Student Fees

- A. Late Registration Fee.....\$50.00
- B. Return Check Fee (all collections are made by the Wilbarger County Attorney's Office).....\$30.00
- C. Lab & Special Fees (fees to support the cost of lab materials and supplies, lab support and special class requirements). For specific fees for a class see the Course Descriptions in the back of this catalog.
- D. Graduation Fees:
  - (1) Associate degrees or certificates of 24 or more semester credit hours... \$25.00
  - (2) Skill certificates of less than 24 semester credit hours..... \$15.00
  - (3) Simultaneously earned second degree or certificate ..... \$10.00
  - (4) Marketable Skill Award Fee (fee assessed for each award) ..... \$15.00
- E. Application Processing Fee.....\$10.00
- F. Excess Developmental Course Work Fee (exceeding 27 hours) per semester credit hour.....\$75.00
- G. Repeated Course Fee (three or more times) per semester credit hour.....\$75.00

Vernon College reserves the right to change, without notice, tuition, other charges, and related requirements as necessitated by Vernon College or Legislative action.

## **TUITION CHARGES FOR EXCESS CREDIT HOURS**

An institution of higher education may charge a higher tuition rate to an undergraduate student who has previously attempted 45 or more semester credit hours, or its quarter hour equivalent, beyond the minimum number of hours required for completion of the degree program in which the student is enrolled. The purpose of Texas Education Code, Sections 54.068 and 61.0595, is to provide incentives for institutions and students to complete their degree programs expeditiously.

## **INSTALLMENT PAYMENT PLAN**

Vernon College offers installment tuition plans online through the assistance of Nelnet Business Solutions. The payment plan requires a nonrefundable fee of \$30.00 and can be drafted from a checking or savings account or charged to any major credit card. Payment plan options can include as many as 5 payments depending on the date of registration. Nelnet Business Solutions brochures outlining the individual payment options are available online or at the Vernon College Business Offices.

## **Refund Policy**

If a course does not materialize and is canceled by the College, one hundred (100%) percent of all applicable tuition and fees charged will be refunded. No refunds are made without the honorable dismissal or official withdrawal of the student from the College. No cash refunds or reversal of charges to credit cards will be made. All credits will be applied to any outstanding balance owed to the college before a refund will be issued. Refunds are issued by check mailed to student's address of record, direct deposit to the student's Chaparral ID Card, or other designated direct deposit account.

Tuition and fees paid directly to the institution by a sponsor, donor, grant, or scholarship shall be refunded to the source rather than directly to the student.

## **REFUND SCHEDULE**

VC shall refund mandatory fees and tuition assessed for courses from which the students drop or withdraw, according to the following schedule. Class days refer to the number of calendar days the institution normally meets for classes, not the days a particular course meets. The indicated percentages are to be applied to the tuition and mandatory fees assessed for each course from which the student is withdrawing. Students that drop and add a course or courses on the same *Schedule Change Form* may receive a refund or be assessed additional tuition and fees based on the class location or method of instruction.

Students who officially withdraw from VC or drop a course prior to the end of the schedule change period will be refunded one hundred (100%) percent of their mandatory tuition and fees assessed for applicable courses.

VC must follow the applicable refund policy for courses associated with any program which is approved for Title IV federal funding.

Refund Schedule		
Length of Class Semester in Weeks	Last Day for 70 Percent Refund	Last Day for 25 Percent Refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

## Bookstore

VC owns and operates two bookstores for the convenience of the student body. One bookstore is located on the Vernon campus, and the other is located in the Century City Center facility. Required textbooks and other instructional materials are available, as well as appropriate college-type variety items and gifts.

## Housing Fees\*

1. Room Deposit.....\$100.00
2. Room and Board
  - Fall Semester .....\$1,862.00
  - Spring Semester .....\$1,916.00
  - Summer Room Costs
    - There is no mandatory board plan for summer; however, the Snack Bar in the Student Center is available for meals. Room rates are as follows:
    - Summer I Semester .....\$200.00
    - Summer II Semester.....\$200.00

\* Student Residence Center fees are subject to change. For current information, contact the Director of Housing.

## Room Deposit Refund

1. Room deposits are refundable to students with assigned rooms if written notice of cancellation of reservation is received according to the following schedule:

### Fall Semester

On or before August 1 .....\$100.00

On or after August 2.....none

### Spring Semester

On or before December 1 .....\$100.00

On or after December 2.....none

### Summer I

On or before May 1 .....\$100.00

On or after May 2.....none

### Summer II

On or before June 15.....\$100.00

On or after June 16 .....none

2. The above dates apply regardless of the date the room deposit is received by the Housing Office.
3. Room deposits are refundable to individuals on the housing waiting list at any time upon written request, **provided that no room assignment has been made**. Once a room assignment has been made, deposit refunds will be made according to the above refund schedule.
4. It is the responsibility of the student to request his/her room deposit refund. Requests are made by one of the following methods:
  - A. when moving out of assigned space, properly checking out will automatically initiate the refund procedure; or
  - B. a written request for deposit refund.Failure to request refund via one of these methods will result in forfeiture of the deposit.
5. Students vacating housing space prior to the conclusion of a semester will forfeit their room deposits.
6. Any room deposit not requested by December 1 following the student's last date of room occupancy will become the property of the College.
7. Room deposits not forfeited or refunded may be applied toward a future enrollment period upon request. After such request is made and the deposit is applied toward a future enrollment period, the refund schedule in #1 above will apply.

## Room and Board Refund

1. Except in cases where medical reasons preclude being enrolled in college, room rent is not refunded.
2. Students withdrawing from classes and leaving before the end of the semester will be refunded the unused portion of their meal plan. For purposes of refund, "unused portion" will be defined as the remainder of weeks in the semester immediately after the date the checkout card is signed. No refund is made for missed meals.
3. If a student makes partial payment and moves out prior to making full-payment, that student is liable for the entire portion of the semester's room fee.
4. For the purpose of establishing charges and refunds, occupancy is defined as being assigned a room and in possession of the room key.

## FINANCIAL AID

A student's financial resources should not limit his or her educational opportunities. Although the primary responsibility for financing rests with the student and his or her immediate family, it is recognized that many students will require additional assistance in order to finance their educational goals. The objective of the financial aid program at VC is to provide financial assistance, based on documented financial need, to students unable to attend college without such aid.

**Application and Award Process.** Each student interested in applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Students and parent(s) should begin the financial aid application process by requesting pin numbers from the Department of Education at [www.pin.ed.gov](http://www.pin.ed.gov). Once the student and parent(s) if applicable, have received their pin numbers, they should complete the FAFSA. Pin numbers are not required, but will speed processing of the student's FAFSA. Failure to sign the application, electronically or manually, will delay processing of the student's FAFSA. Vernon College's school code is 010060. Eligible students who complete the FAFSA form are applying for all types of federal and state grants, work-study and loans. The application process can take several weeks; therefore, students are urged to file the FAFSA and submit required documents well before the deadline dates provided below. It is extremely important that the student carefully read and follow the instructions provided on these forms. Inaccurate or incomplete information will cause delays in processing. For determination of aid eligibility, the FAFSA must be completed for each award year. The VC award year is defined as fall thru summer. Student's selected for verification must provide additional documentation which may include the following: verification worksheet, IRS tax transcripts for the student, spouse and/or parents, W2 forms, verification of child support received and/or receipt of food stamps, verification of identity and statement of educational purpose, and verification of high school completion status. The Financial Aid Office has the right to verify any information pertinent to the student's financial aid application. Additional documentation may be requested to resolve conflicting information. If necessary, the Financial Aid Office will request from and/or provide the student with any additional required form(s). A student's financial aid cannot be awarded until all required forms have been verified by the Financial Aid Office for completeness and accuracy and until the student has been accepted for admission to Vernon College. After the application information is confirmed and eligibility determined, the student will receive an award notification via their Vernon College student e-mail account, which details the award(s) the student may be eligible to receive. The level of federal and/or state financial aid provided to students is based upon demonstrated financial need. This is the difference between the reasonable cost of attendance for one year and the expected family contribution (EFC), as calculated by the Department of Education. Average cost of attendance at Vernon College is available at [www.vernoncollege.edu/financialaid](http://www.vernoncollege.edu/financialaid).

### FINANCIAL AID PRIORITY DEADLINES

SEMESTER	CLASSES BEGIN	PRIORITY DEADLINE
Fall and Fall I	August 26, 2013	June 26, 2013
Fall II	October 21, 2013	August 21, 2013
Spring and Spring I	January 21, 2014	November 1, 2013
Spring II	March 24, 2014	January 24, 2014
Summer	June 2, 2014	April 2, 2014

Submitting all required documents prior to these dates ensures that we will have your financial aid file completed, and awarded, prior to the payment deadline. Failure to provide the required documents including the FAFSA, tax documents (if required), and other documents requested by the Financial Aid Office by the above deadline could result in your aid not being ready to pay towards your bill on the payment deadline. Students must also have received an Admission Permit from the Vernon College Admissions and Records Office prior to these deadlines. Failure to meet these requirements will mean you must make other financial arrangements such as cash, credit card, etc. with the business office or use the installment payment plan available on My VC. Simply completing the FAFSA by the deadline is NOT considered a complete file because more information is required beyond the FAFSA application. Students turning in documents after the deadline dates must be prepared to pay their tuition and fees, books and other educationally related expenses using personal funds. Once files are complete, eligible students will receive payment in accordance with the VC disbursement of awards policy. Since funds are limited in each program and awards are assigned as applications are completed, early application for aid is essential.

Students should apply for scholarship aid by completing the Vernon College Scholarship Application and by accessing web search engines for outside scholarships. Be aware of companies that charge a fee for this service.

Undocumented students, thru HB 1528, may be eligible to receive state financial aid, excluding work-study, if the Admissions Office determines that the student qualifies for Texas residency. Undocumented students should contact the Financial Aid Office and complete the FAFSA or the Texas Application for State Financial Aid (TASFA).

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of all student educational and financial aid records. A student's rights under FERPA transfer from the student's parent to the student when the student attends a postsecondary institution. This includes distance learning, dual credit or concurrent enrollment. In addition, FERPA does not recognize spouses; therefore, spouses have no rights to a student's educational or financial aid records. A student must provide written consent each year before an educational agency or school may disclose personally identifiable non-directory information from the student's educational and financial aid records. The Vernon College FERPA waiver is available at <http://www.vernoncollege.edu/finaid.forms.aspx>

The Department of Education publishes financial aid application deadlines for each award year. Students who fail to meet the deadline are not eligible for financial aid.

## **ELIGIBILITY REQUIREMENTS**

Financial aid programs are funded by federal and state governmental agencies and are administered according to the laws and guidelines of each program. Essentially, eligibility requirements are the same for all financial aid programs at VC. In order to receive financial assistance, a student must:

1. be a U.S. citizen or an eligible non-citizen and have a valid social security number;
2. be registered with Selective Service if a male who is at least 18 years old and born after December 31, 1959, unless not required to register; (The Federal Government will verify compliance with the registration requirement.)
3. have a high school diploma or GED certificate;
4. be enrolled or plan to enroll at least part-time as a regular student in an eligible program

(The Pell Grant Program will permit eligible students to enroll less-than-half-time and still qualify for assistance.);

5. be working toward a degree or certificate;
6. maintain satisfactory academic progress in a course of study;
7. not be in default on any loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended, at any institution; and
8. not have a federal or state conviction for the possession or sale of illegal drugs while receiving federal student aid.

A regular student is someone who is enrolled or accepted for enrollment for the purpose of obtaining a degree or certificate offered by VC.

Students who are in default on a federal student loan from any institution will not be able to receive Title IV assistance. Students in default should present written evidence that they have entered into a satisfactory repayment plan prior to being allowed to enroll or request transcripts. All official transcripts, grades, diplomas or certificates will be held until the default is cleared. Summer transient students are not eligible to receive financial aid.

The U.S. Department of Education frequently changes regulations pertaining to financial aid. Since Vernon College attempts to comply with all legislative mandates and federal regulations, the Financial Aid Office reserves the right to make policy and procedure changes during the award year. If changes occur, they will be posted in the Financial Aid Office.

## **FEDERAL AND STATE ASSISTANCE**

Grants are considered gift aid and do not require repayment unless the student reduces his/her course load, never attends class, quits attending class, or withdraws from school prior to the completion of the semester. Any repayment due would be calculated in accordance with appropriate regulations governing the particular grant program.

**Federal Pell Grants.** The Federal Pell Grant is designed to provide eligible students with a foundation of aid to help defray the cost of education. It is always the first program considered for each applicant. Although the Financial Aid Office determines the amount of each student's Pell Grant, eligibility is determined on the basis of a formula developed by the U.S. Department of Education. A student may be ineligible for a Federal Pell Grant; however, he or she may qualify for other financial assistance. The Federal Pell Grant is to be used solely for educational purposes, which includes tuition, fees, room, board, books, supplies, transportation, and miscellaneous expenses. In order to receive a Pell Grant, the Department of Education must have processed a valid student aid report (which is the result of filing the FAFSA form) with an official expected family contribution while an eligible student is enrolled for the award year. Verification documents (if applicable) must be received and be accurate no later than 120 days after the last day of enrollment or the Department of Education's published deadline, whichever is earlier. A student's duration of Pell eligibility is limited to the equivalent of 12 full-time semesters.

**Federal Supplemental Educational Opportunity Grant (FSEOG).** The FSEOG is awarded to first time undergraduate students with the lowest expected family contributions who are also receiving Federal Pell Grants and have financial need. Awards are based on the student's enrollment and are made in accordance with program regulations and on a first come, first served basis.

**Texas Public Educational Grant Program (TPEG).** The TPEG program is funded from tuition paid by credit students attending VC. The applicant must be enrolled at least half-time during the term or terms for which the grant is awarded and have financial need. This grant is awarded on a first come, first served basis, and the amount is based on the student's enrollment.

**Toward EXcellence, Access and Success Grant (TEXAS Grant).** The TEXAS grant is awarded on a first come, first served basis to Texas residents who are enrolled at least three-quarter time and meet the following eligibility requirements: have financial need and an expected family contribution of \$4,620 or less; graduate from a Texas public high school completing the recommended or higher level curriculum and have enrolled as an entering undergraduate student (prior to completing 30 semester credit hours) no later than the 16<sup>th</sup> month after the month of high school graduation; not have been granted a baccalaureate degree; and do not have a felony conviction involving a controlled substance. Students receiving their initial award must meet VC's satisfactory academic progress. Continuing eligibility requires the student to complete at least seventy-five (75%) percent of the semester credit hours attempted in the most recent academic year, have a cumulative GPA of 2.5 or higher and complete at least 24 semester credit hours per year. The maximum TEXAS grant award, as determined by the Texas Higher Education Coordinating Board, is the average statewide amount of in-district tuition and required fees. In order for 2012-13 TEXAS Grant recipients to receive a renewal award for the 2013-14 school year, they must complete their financial aid file by July 1, 2013. Students who fail to meet this deadline cannot be guaranteed a renewal award.

**Texas Educational Opportunity Grant (TEOG).** The TEOG Grant is awarded first come, first served to Texas residents who are enrolled at least half-time and meet the following eligibility requirements: have financial need and have an expected family contribution of \$2,000 or less; not been convicted of a felony involving a controlled substance; not have an associate degree or baccalaureate degree; must be an entering student enrolled in the first 30 hours of his/her degree or certificate; and not be eligible for a TEXAS grant. The maximum TEOG Grant, as determined by the Texas Higher Education Coordinating Board, is the average statewide amount of in-district tuition and required fees. Initial recipients must meet VC's satisfactory academic progress. Continuing eligibility requires that the student complete at least seventy-five (75%) percent of the hours attempted in the most recent academic year and have a cumulative GPA of 2.5 or higher.

**College Work-Study Employment Programs.** Both the federal and state College Work-Study programs provide jobs on campus for undergraduate students with demonstrated financial need who must or prefer to work while in school in order to meet their educational expenses. Work hours are flexible and generally fit the student's class schedule. Students are paid the prevailing minimum wage twice monthly. Each work-study student is awarded an amount that cannot be exceeded. Once the student's award is earned, employment is terminated. Employment through the College Work-Study program does not make the student eligible for unemployment compensation when the job is terminated and/or the school term ends. To qualify for work-study employment, students must be enrolled at least half-time. Eligible students should apply for the work-study program by completing an application for work-study employment in the Financial Aid Office. Job notices are posted in the Financial Aid Office and on the Vernon College Financial Aid home page. The student is responsible for scheduling interviews with supervisors of jobs in which they are interested.

## **WILLIAM D. FORD FEDERAL DIRECT STUDENT LOAN PROGRAM (Direct)**

The William D. Ford Federal Direct Subsidized and Unsubsidized Loan is a fixed interest rate loan made to a student who is enrolled at least half-time in an eligible program. The lender is the U.S. Department of Education. Repayment begins six months after a student leaves school or drops below half-time enrollment. Subsidized loans are need based and the government pays the interest while the student is enrolled. The subsidized loan is the best, first choice for students looking to borrow money for their education. Unsubsidized loans are not need based; therefore, students are not required to demonstrate financial need. Interest accrues on an unsubsidized loan from the time it's first paid out.

The Financial Aid Office will determine the student's loan eligibility in accordance with the Department of Education regulations. A dependent student can borrow combined subsidized and unsubsidized loans not to exceed the annual loan limits. The loan limits are \$3,500 per year for freshmen and \$4,500 per year for sophomores. Independent students may borrow additional unsubsidized loans not to exceed \$6,000. Dependent students may borrow additional unsubsidized loans not to exceed \$2,000. The actual amount the student is eligible to borrow is determined by the financial aid office and may be less than the maximum amount. There are also aggregate limits on the total amount a student can borrow. For loan purposes, a student's classification will be determined by the number of hours completed towards his or her selected degree or certificate at the time of initial certification. A student's classification will not be reevaluated until the beginning of the next academic year (fall through summer). A student who transfers in the middle of an academic year and has received his or her annual loan limit while at the transfer institution will not be eligible for a loan at Vernon College until the beginning of the next academic year. In accordance with federal regulations, Vernon College has the right to refuse to certify a loan or to certify for a reduced amount.

Interested students must accept or decrease their awarded student loan amount via the on-line acceptance feature that is available through My VC. Once accepted, students must complete entrance loan counseling and complete the Master Promissory Note (MPN) Process that is available at [www.studentloans.gov](http://www.studentloans.gov). Borrowers must complete entrance loan counseling and testing before receiving a loan each academic year. Exit loan counseling and testing is required before the student ceases at least half-time enrollment. Once the student completes entrance counseling, exit counseling and/or the MPN process, confirmation is sent to the Vernon College Financial Aid Office.

Borrowers have a right to cancel all or a portion of the loan or loan disbursement and have their proceeds returned to the federal government. VC will send a notice to the borrower no earlier than 30 days before and no later than 30 days after the school credits the student's account. The notice will include the method and date by which the borrower must notify the school that he or she wishes to cancel all or a portion of the loan or loan disbursement.

Vernon College **does not** participate in the Perkins Loan, Hinson-Hazlewood Loan Program, HEAL Loan Program, HELP Loan Program and the CAL Loan Program.

## **FEDERAL DIRECT PARENT LOAN for UNDERGRADUATE STUDENTS (PLUS)**

The Direct PLUS is a fixed interest rate loan created by the federal government to help creditworthy parents pay for their dependent student's education beyond high school. Federal Direct PLUS loans are not restricted to a student's financial need and can help pay for educational expenses up to the

cost of attendance minus all other financial assistance. Interest is charged during all periods. The U.S. Department of Education will perform a standard credit check. If approved, the parent is responsible for paying the principal amount of the loan and all interest that accrues from the date of disbursement until the loan is paid in full. Repayment begins within 60 days after the loan is fully disbursed. However, the parent, upon his or her request, can defer payments on a Direct PLUS loan if the student is enrolled at least half-time. The loan amount may not exceed the dependent student's cost of attendance minus other financial aid awarded for the loan period. If the student's parents are determined to have adverse credit history, the student may still receive a Direct PLUS Loan if they obtain an endorser who does not have an adverse history. An endorser is someone who agrees to repay the Direct PLUS Loan if the student/parent does not repay the loan. If a student's parents cannot obtain a PLUS loan the student is allowed to borrow additional unsubsidized Stafford loan funds. The student must be enrolled at least half time to receive a Direct PLUS Loan. To determine a student's eligibility for a Direct PLUS loan, the student must complete a Free Application for Federal Student Aid. In addition a complete financial aid file is required before a Direct PLUS loan will be certified. Interested students must print a Direct PLUS certification/authorization form and a Direct PLUS Request form from [www.vernoncollege.edu/FINAID/Forms.asp](http://www.vernoncollege.edu/FINAID/Forms.asp)

### **ALTERNATIVE LOANS**

Numerous lenders offer other types of variable rate educational loans for creditworthy students. Alternative loans are provided without consideration of financial need. These loans are not part of the federal government loan programs - they are credit-based and may require a cosigner. Alternative loans are generally more expensive than federal student loans and should only be used when all other options have been exhausted. A complete financial aid file is required before Vernon College will certify an alternative loan application. Due to less favorable repayment options, Vernon College will not certify an alternative loan for any student that has Direct loan eligibility. Alternative loans will follow the same disbursement policies as Direct subsidized and unsubsidized loans.

### **ENROLLMENT STATUS**

The amount of financial aid a student receives is based on his or her enrollment status on the day after the census date, and awards will be adjusted accordingly. Enrollment status will be determined according to the following: full-time, 12-semester hours or more; three-quarter time, 9 to 11-semester hours; half-time, 6 to 8-semester hours; and less-than-half-time, 1 to 5-semester hours. Courses the student enrolls in for the second compressed semester (Fall II, Spring II, or Summer II) will be excluded from the student's enrollment status until balance checks for the Fall, Spring, and/or Summer semester have been disbursed. There is a 30-semester hour limit for remedial course work for any individual student. Remedial hours attempted beyond the 30 hour limit will not be included in course load for determining enrollment status. Repeated courses will be included in determining course load as long as the repeated course is not the result of more than one repetition of a previously passed course. Courses that do not count toward a student's degree plan or certificate, with the exception of remedial courses, cannot be included to determine his or her enrollment status. If the student enrolls in a compressed semester (Fall I or Fall II, Spring I or Spring II, or Summer I or Summer II) or in a minimester that is included as part of the previous semester (December or May mini) the student's final enrollment status for determining grant eligibility that semester, is the day after the census date for the semester of the last course taken. If a student drops, withdraws from or adds a class

on or before the census date, the student's enrollment status will be adjusted and the student's grant aid recalculated. Recalculations will include both increases and decreases in enrollment up to the day after the census date of the student's last class.

### **DISBURSEMENT OF AWARDS**

All grants, loans and scholarships are electronically credited to a student's account and can be applied toward the student's tuition and fees, book and dorm charges. Students do have the option to decline to electronically credit their account with their book charges. The student may also provide written authorization to charge minor prior year institutional charges of \$200 or less or any other educationally related cost to their financial aid account. Grant, scholarship, and loan balances will be disbursed by the Business Office within 30 days after the beginning of the semester. Grant, scholarship, and loan balances for students enrolled in the second compressed semester (Fall II, Spring II and Summer II) will be disbursed within 30 days after the beginning of that semester. As per federal regulations, Direct Loans are issued to students in multiple disbursements. Generally this means students will receive equal portions of their loan each semester, except if their loan is only one semester in length. If one semester, then generally the loan will be split into two disbursements in that semester. Also, as per federal regulations, the first disbursement of a student loan to a first-year, first-time borrower, must be held for at least 30 days. Exact disbursement dates will be posted on the VC Financial Aid webpage. For students who complete their file after the semester is completed, their award will be based upon their final enrollment status and will include only courses completed (includes earned F's, in progress and incompletes), and dropped classes or withdraws will not be included in determining enrollment status. The Business Office disburses balances at least twice monthly. Financial aid balances will be placed on the student's Chaparral Card unless the student has designated a different direct deposit account. Students who do not have a Chaparral Card or who do not designate a direct deposit account will be mailed a check. Any financial aid awards will first be applied to the balance due Vernon College before being issued to the student. Students must meet all enrollment and eligibility requirements in order to receive financial aid. Students who fail to establish eligibility (do not begin attendance in each class or do not attend classes through count day) will have their financial assistance reduced or cancelled.

Students employed through the work-study program are paid twice monthly. Time sheets must be submitted on the appropriate dates each month in order to receive a paycheck. Students, who fail to submit their time sheets by the designated date, will not receive payment until the following pay period.

### **REFUNDING OF AWARDS**

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of the financial aid funds that the student was originally scheduled to receive. For students who received any Title IV aid (Pell Grant, SEOG, and Stafford Loan), other than FWS, funds will be returned to the program(s) from which the student was funded. Up through the 60% point in the period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. However, a Return to Title IV calculation must be completed even if the student has completed more than 60% to determine if the institution owes the student a post-withdrawal disbursement. The withdrawal date is the date the student began the withdrawal process, the student's last date of attendance at a documented academically-

related activity, or midpoint of the period for a student who leaves without notifying the institution. The calculation of the return of these funds may result in the student owing a balance to VC and/or the Federal Government. Return of Title IV funds are allocated in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct PLUS Loan, Pell Grant, and SEOG. Further details and examples can be obtained in the Financial Aid Office.

### **SATISFACTORY ACADEMIC PROGRESS**

Students who receive federal and/or state funds administered by the VC Office of Financial Aid must demonstrate satisfactory academic progress. The student's academic record at VC is used to measure satisfactory progress and all periods of enrollment at VC must be counted, including any semesters in which the student did not receive financial aid. There are three standards for satisfactory progress: cumulative grade point average (GPA), successful completion of courses, and time frame.

**Grade Point Average.** Students must maintain a cumulative GPA of at least 2.0. Grades of A, B, C, D, F and WF contribute toward the cumulative GPA. Grades of W, P, I, AU, U and E do not. Students who do not have a VC academic history (first time college enrollment or incoming transfer students) will be assumed to be making satisfactory progress at the time of first enrollment. Remedial course work is not included in the cumulative GPA. The last grade earned for a repeated course is included in the student's GPA. Students may be funded for a repeated course. Transfer grades are not included in the VC GPA calculations.

**Successful Completion of Courses.** Students must successfully complete each semester at least seventy-five (75%) percent of all hours attempted as of their enrollment at official count day at VC. This includes both developmental and college-level course work. Successful completion is measured by grades of A, B, C, D, and P. Grades of F, W, WF, U, I, E, and AU are counted towards the total hours attempted, but not successfully completed each semester. The 75% successful completion requirement of all courses also serves as the qualitative measure for remedial courses.

**Time Frame.** Federal regulations specify that the maximum time frame for program completion may not exceed one hundred fifty (150%) percent of the published length of the program. Time frame is measured by the number of credit hours attempted. If the student switches degree or certificate programs, VC will not count toward the one hundred fifty (150%) percent maximum time frame the credits attempted in the old major. However, any courses that apply to the new program must be counted. For transfer students, VC will count those transfer credits that apply toward the new or current program. Students who exceed the one hundred fifty (150%) percent maximum time frame limit will no longer be eligible for financial aid. Developmental classes do not count toward the one hundred fifty (150%) percent maximum time frame. Credits that have been repeated will be counted toward the one hundred fifty (150%) percent maximum time frame. Once it is determined that it is mathematically impossible for the student to complete his/her program within the maximum time frame, the student becomes ineligible for aid.

### **FAILURE TO MAINTAIN SATISFACTORY PROGRESS**

**Financial Aid Warning.** Students who fail to meet the cumulative grade point average and/or the successful completion of course standards will be placed on financial aid warning status for their next semester of enrollment. A student on financial aid warning will be eligible to receive financial aid. If the two standards are met at the end of the warning semester, the warning status will be removed. If, at the end of the warning status semester, a student's cumulative GPA is not 2.0 or higher and/or the successful completion of courses is not seventy-five (75%) percent or higher, the student will be placed on financial aid suspension.

**Financial Aid Suspension.** Financial aid suspension occurs when the cumulative grade point average is less than 2.0 for two consecutive semesters and/or less than seventy-five (75%) percent of attempted course work is successfully completed for two consecutive semesters. Financial aid suspension also occurs if the student receives all F's or a combination of all F's and W's for attempted classes in a semester. The Director of Financial Aid also reserves the right, through professional judgment, to place a student on financial aid suspension. Students will not receive financial aid, including student loans, while on financial aid suspension. In order to regain eligibility, students must enroll at VC and successfully complete at least twelve (12) semester hours. In addition, the student must also successfully complete at least seventy-five (75%) percent of the classes in which he/she attempted since being placed on financial aid suspension and their VC cumulative GPA must be 2.0 or higher. When this is accomplished, the student will be removed from Financial Aid Suspension and, therefore, eligible for financial aid. Financial Aid Suspension is permanent and the student cannot regain eligibility once he/she has been placed on financial aid suspension for the third time. **Students are responsible for notifying the Office of Financial Aid when they believe they have regained eligibility for financial assistance.**

**Monitoring.** Student progress will be reviewed at the end of each long semester (December for students enrolled in the Fall, Fall I and/or Fall II semester[s]; May for students enrolled in the Spring, Spring I and/or Spring II semester[s], and August for students enrolled in the Summer, Summer I and/or Summer II semester[s]). Notification of a student's warning or suspension status will be posted on his or her Campus Connect account. Students should access Campus Connect to verify their status.

**Appeal Procedure.** Students placed on financial aid suspension due to lack of satisfactory progress may appeal the denial of financial aid due to an unusual or extraordinary situation that affected the student's progression toward the successful completion of his or her program of study. Examples of unusual circumstances include injury or illness of the student or family member, death of a relative of the student, maximum time limit exceeded, or other special circumstances. The appeal must be submitted in writing to the financial aid office and must include supporting documentation to support the appeal. Appeals submitted without supporting documentation will be denied. The appeal must address why the student failed to make satisfactory academic progress, this includes, if applicable, the semester the student was placed on warning, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. An appeal may be approved only if the financial aid office has determined that the student will be able to meet SAP standards after the subsequent semester. The financial aid office also has the option to develop an academic plan with the student that, if followed, will ensure that the student is able to meet SAP standards by a specific point in time. Students who are appealing the maximum time frame limit must provide a copy of their degree plan that has been signed by their academic advisor. The financial aid office will notify students in writing of the results within 30 business days after submitting all requested documentation. Students whose appeal is denied may submit a second appeal in writing to the Scholarship Committee. The second appeal should also be submitted to the financial aid office who will, in turn, submit it to the Scholarship Committee. The Scholarship Committee's decision will be final and will be reported to student in writing within 30 business days after receipt of the second appeal. Students who successfully appeal their financial aid suspension status will be placed on financial aid probation. Vernon College can require that a student on probation fulfill specific terms and conditions, such as taking

a reduced course load or enrolling in specific courses. A student on financial aid probation may receive financial aid for one semester only. At the end of that semester, the student must meet Vernon College's satisfactory academic progress standards or the requirements of the established individual academic plan to maintain financial aid eligibility. Failure to do so will result in the student being placed on financial aid suspension.

## **Other State Assistance**

The following tuition exemption programs are administered through the Texas Higher Education Coordinating Board: children of certain disabled public employees, deaf and blind students, children of prisoners of war or persons missing in action, students in foster or other residential care, and highest ranking high school graduates.

## **Veterans Education Assistance**

### **Veterans Benefits**

Vernon College is an approved training institution for VA education benefits.

The Veterans Services Office at Vernon College assists eligible servicepersons, veterans and their dependants in obtaining assistance and information on educational benefits while attending our institution. The programs under the Department of Veterans Affairs include:

- Chapter 30 - Montgomery GI Bill Active Duty Educational Assistance Program
- Chapter 31 - Vocational Rehabilitation Program
- Chapter 32 - Post Vietnam Era Veterans Educational Assistance Program (VEAP)
- Chapter 33 - Post 9/11 GI Bill
- Chapter 34/30 - For veterans who were eligible to receive Chapter 34 benefits on December 31, 1989 and who had remaining entitlement on that date
- Chapter 35 - Survivors' and Dependents' Educational Assistance Program
- Chapter 1606 - Montgomery GI Bill for Selected Reserve
- Chapter 1607 - Reserve Educational Assistance Program (REAP)

Information regarding requirements for all educational programs can be found at [www.gibill.va.gov](http://www.gibill.va.gov). Applications for the benefits are available at this VA web site or from the Vernon College VS Office. Applications should be submitted directly to the Department of Veterans Affairs.

Additional Information regarding the use of VA benefits at Vernon College is available in the Vernon College Handbook for Veterans. This document may be obtained in the Vernon College VS Office or online at <http://www.vernoncollege.edu/vcpubs/va.pdf>.

### **Hazlewood Benefits**

The exemptions under the Hazlewood programs are available to students who are attending public colleges and universities in the State of Texas. Information is available at [www.collegeforall.texas.com](http://www.collegeforall.texas.com). Once on this web site, select Make A Plan, For Military and Veterans, then Exemptions for Texas Veterans.

The Hazlewood Exemption provides education benefits to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of certain deceased/disabled Texas veterans.

The Hazlewood Legacy Act allows eligible veterans to assign their unused Hazlewood benefits to their child (only one child at a time may use these benefits).

An additional provision of the Hazlewood Act authorizes the exemption of tuition only for a child or stepchild of a member of the Armed Forces who is deployed to active duty in a combat zone outside the United States. This provision is valid during the deployment dates only.

In order to receive any benefits under any of the Hazlewood programs, the student must complete the appropriate form each semester. These are available on the web site mentioned above. The student must also create a Hazlewood login at the referenced web site and submit a current printout of their record of usage from that web site each semester. Additional documents may be required, including DD214's, residency documentation, etc. Each application includes the specific requirements. The required Hazlewood paperwork must be submitted as a complete packet. Incomplete packets will not be accepted. The complete packet must be submitted prior to the census date of the semester the student uses the benefit for the first time in order to be granted the exemption. Initial application packets submitted after the census date will not be processed. Information on Hazlewood benefits and a checklist of required documentation is available at the Vernon College Veterans Services Office and online on the VC Financial Aid webpage.



*Sjobonton Fanner, Director of Student Activities, encourages Vernon College Students to vote for their favorite Student Government Association candidates. The Vernon College SGA is made up of 15 members voted on by their peers.*

# SCHOLARSHIPS AND AWARDS

**Deadline for Application.** The deadline for applying for scholarships is **March 1**. Scholarship applications are available on the Vernon College Web site, [www.vernoncollege.edu](http://www.vernoncollege.edu) during the application period.

The Vernon College Scholarship Committee awards scholarships to qualified students in the following categories:

## INSTITUTIONAL SCHOLARSHIPS

**Leadership.** Awarded to students who have demonstrated outstanding leadership ability in student government at Vernon College.

**Fine Arts.** Awarded to students who have shown outstanding ability in the areas of the performing arts (drama/music). Drama recipients must enroll in DRAM 1120, DRAM 1121 or DRAM 2120, or DRAM 2121 Theater Practicum. Music recipients must enroll in MUEN 1151 or MUEN 1152, Chamber Vocal Ensemble.

**Athletic/Team.** Awarded on a competitive basis to students who participate in the following sports: men's baseball, rodeo, women's volleyball, women's fast pitch-softball, horse judging team, or athletic training program. Each applicant will be evaluated on ability, academic achievement, and character.

**VC Sheppard Learning Center Scholarship for Dependents.** Awarded for academic achievement, character, and financial need.

**VC Continuing Education Scholarships.** Contact CE Department for availability and criteria.

## SCHOLASTIC SCHOLARSHIPS

Awarded to students who have exhibited outstanding scholastic ability in high school or equivalent and/or prior college study. First year applicants must have achieved a 3.0 grade point average (GPA) or its equivalent in high school or equivalent and/or prior college study. For second year consideration, applicants must have earned a 3.0 GPA in college.

## ANNUAL SCHOLARSHIPS

Athletic Scholarship	James N. McCoy Foundation
Cindy Asher Memorial	Vernon College Cosmetology Department
Bonnie Barnard Memorial	Vernon College Law Enforcement/EMT
Colley Family	W. W. Grainger, Inc. Career and Technical Education
Daughters of the American Revolution, Western Trail Chapter	E. Paul and Helen Buck Waggoner Foundation
Elray and Margaret Hardy	Wichita County Educational Foundation
Roy and Gretta Hogan Foundation	Wilbarger County Farm Bureau
	Wilbarger Soil and Water Conservation District

## VERNON COLLEGE ENDOWED SCHOLARSHIPS

AEP Texas	M. K. Berry
Altrusa Pat Nice Memorial	Electra Waggoner Biggs
American Association of University Women	Bradley James Bolton
Ann Beam Memorial	Orlin Brewer
AT & T Scholarship	Central Christian Church/Elizabeth Justin Memorial

L. L. "Monk" Chiles Rodeo  
 The Troy Clement Family  
 Susan and Kelly Couch  
 Nancy and Carl Craighead  
 Pauline Mitchell Dunn and Husband, H. A. Dunn  
 Ann Thurston Embry  
 Jack and Elizabeth Eure  
 Carl and Edith Claire Flores  
 Mr. and Mrs. J. N. Fulcher  
 D. O. and Alma Fulton Memorial  
 Al Garcia Memorial EMS  
 Dr. A. C. Gettys Memorial  
 Blake and Ruth Gooch Memorial  
 Kathleen and Frank Grima  
 Dr. and Mrs. John B. Hardin  
 W. S. "Bill" Heatly Memorial  
 Cheryl and Bill Henry and Robert and Hazel Henry  
 Herring Bank  
 Clarence V. Holder  
 Geron H. Holder  
 Mark Holdge Memorial  
 Irl and Cleta Holt  
 Jeffrey Family  
 A. Q. and Joyce Johnson  
 Garland F. Johnston  
 Monroe B. and Hermenie Karcher  
 Richard H. Kempf Memorial  
 L. E. Key Memorial  
 Dr. Thomas A. and Ethel S. King Memorial  
 Dr. Wade Kirk  
 Kiwanis Club of Vernon  
 Dr. Donald W. Lamb Memorial  
 Anna B. and Ed Lehman, Sr.  
 John F. and Peggy J. Liles  
 Aubrey and Jewell Lockett Family  
 Lockett High School  
 Mr. and Mrs. Clarence McCaleb Memorial  
 Pinky McCully  
 Clinton "Bud" and June McLain  
 Tiffany Dawn Mason Memorial  
 Emmet and Janet Maxon  
 Meads Family  
 John H. Mikkelsen  
 John Mikkelsen First National Bank of Wichita Falls  
 Robert Mitchell Rodeo  
 C. V. Morgan Memorial  
 Mr. and Mrs. Clois B. Morris; Mr. and Mrs. G. C. Morris  
 Hamilton D. W. and Billie Ruth Phillips Naylor  
 Oklaunion Ex-Students Association  
 Nelda O'Neal Memorial  
 Madelyn and Lloyd O. Osborne  
 Frances Marie Owens  
 Jimmie Hannon Owens  
 Vicki Pennington Music  
 Stanley and Betty Ray - HVAC  
 Jeanne Ross Endowed Music  
 Rotary Club of Vernon  
 Lola Agness Russell  
 Santa Rosa Roundup  
 W. P. and Jimmie L. Seale Family  
 Snell Charitable Foundation  
 James and Pat Spears  
 Grady Douglas Stowe Memorial  
 Charles Sullivan  
 James and Lou Sullivan  
 Joe Chat Sumner Athletic  
 Mary Anderson Sumner Nursing  
 Gene and Jo Ann Tyra  
 Fredericka "Rikki" Boyd Van Pelt  
 Vernon Business and Professional Women's Club  
 Vernon College Employees  
 Vernon College Endowed  
 Vernon College Faculty Senate  
 Vernon College Foundation General  
 Vernon College Memorial  
 Vernon Lions Club Memorial  
 Vernon College 25<sup>th</sup> Anniversary/Vernon Lions Club  
 Vernon Retired Teachers Association  
 Vernon Street Machine & Classics Association  
 VFW Ladies Auxiliary Post 4747 (2 Endowed  
 Funds)  
 Waggoner National Bank  
 Jackie and Barbara White Memorial  
 Erle and Emma White Foundation Nursing  
 Bill and Betty Wright  
 Bob and Ann Wright Area High Schools  
 Cecelia and Kelly Wright  
 Janet Gail Wright  
 Wright Brand Foods, Inc.

# STUDENT SERVICES

The division of Student Services at Vernon College is dedicated to the concept that every student is unique, with individual needs that must be recognized and fulfilled to the greatest extent possible. The Student Services program supports the philosophy and objectives of the institution.

## Counseling and Guidance

The services of qualified counselors are available to each enrolled or potential student of VC. Through the counseling and guidance program, each student may obtain career information and direction that will permit the greatest possible utilization of and benefits from the various courses offered by the College. In addition to educational and vocational counseling, students will find that counselors are available for consultation on social or personal matters.

**Academic Advising.** The individual student is ultimately responsible for course and program selections. Each new Vernon College student must attend a mandatory New Student Orientation program. Programs are offered at all VC locations at a variety of times. Students will learn valuable information to help them throughout their Vernon College tenure including but not limited to, how to read a class schedule and the catalog, how to register and important Texas Success Initiative information. Students who are deemed “college readiness clear” can then contact the appropriate technical or faculty advisor for assistance in planning their courses of study. Students who are “not college readiness clear” must have their schedules approved by the counseling office prior to each registration.

**Testing.** VC testing personnel administer the General Educational Development (GED) Test, the College-Level Examination Program (CLEP), Accuplacer, Test of Essential Academic Skills (TEAS), HESI II Assessment Exam, and PN-ADN Mobility Exam tests. Aptitude testing, interest inventories, and other assessment instruments are also available in the Counseling Office. Testing Centers provide computerized testing by appointment. For the most current information on the availability of testing and tests given please refer to the Vernon College website.

**Career Counseling.** Career counseling helps students learn more about themselves through interest and personality inventories, enables them to clarify and evaluate their career and educational goals, provides them with direction and career information on the job market, helps them develop a strategy to reach their career goals, and assists them in the career decision making process. Students interested in utilizing this service should contact the Counseling Office at the appropriate instructional location.

**Group and Individual Counseling.** Confidential and professional counseling assistance is available for all VC students. Counselors provide individual and group counseling for social and academic concerns. Specific areas may include stress management, study skills, time management, personality assessment, and test anxiety. In situations where more intensive or long-term counseling is required, the counselors in the Student Services Office will assist the student with appropriate referral.

## Employment Opportunity Center

Students are encouraged to take advantage of the Employment Opportunity Centers, which exist for the purpose of aiding all VC students in the search for employment. Beginning at the start of a student’s college experience and continuing through the completion of a certificate or degree program, services are available which provide insight into the world of work. Assistance

is available for writing resumes and cover letters, completing employment applications, preparing for interviews, and conducting job searches.

Many off-campus, full time and part-time job openings are listed on the job board that is accessible on the Vernon College website. Resources are available to aid students in locating potential employers. The Employment Opportunity Centers, a division of student services, provide equal opportunity referral services for all students at VC.

## Student Conduct

It is the policy of the College to grant the student as much freedom as is compatible with the ordinary rules of society governing the proper conduct of adults. Definite disciplinary regulations are therefore kept to a minimum. Disciplinary regulations are listed in the *Student Handbook*. The *Student Handbook* is available at registration or from the Office of Student Services or on the VC web site at [www.vernoncollege.edu](http://www.vernoncollege.edu).

Standards and procedures which comprise the Code of Student Conduct are considered as college policy. All students need to become familiar with the information contained in this publication in order that they may be sufficiently informed of the standards of conduct established by the College. These regulations apply to individuals, as well as to individuals acting in concert with others (groups, student organizations, etc.). Enrollment in VC is considered by the college as implicit declaration of acceptance of college regulations on the part of the student. It is stressed that all local, state, and federal laws are supported by the College. Being a student does not exempt a person from being a law-abiding citizen.

Vernon College is an academic community in which all persons share responsibility for its growth and continued well-being. As members of the college community, students can reasonably expect the following:

1. In all instances of general discipline, the student has the right to due process. Due process, as applied to student-college relationship and the disciplinary process, is equated with fundamental and procedural fairness.
2. Students have the right to freedom from discrimination on the basis of race, gender, age, religion, color, national origin, or disability.
3. VC considers freedom of inquiry and discussion essential to a student's intellectual development. Thus, the College recognizes the rights of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of Federal and State laws.
4. The College affirms the right of students as citizens to exercise their freedoms without fear of college interference for such activity.
5. Students have the opportunity to participate in the formulation of policy directly affecting students through membership on appropriate committees as determined by the President of the College, the student government, and other recognized groups within the college community.
6. Students shall have ready access to established college policies and procedures.
7. Students, as members of the college community, have the responsibility to participate in any of the disciplinary proceedings and to testify as a witness when reasonably notified. Self-incrimination is not intended or construed.

8. Students are free to engage in peaceful and orderly protest, demonstration, and picketing at times and in areas designated by the College which do not disrupt functions of the College.
9. Students are protected from unreasonable searches and seizures.

## Student Complaints

Vernon College believes that students have the right to be heard in matters where they feel they have a grievance against college policy or personnel. Vernon College has accepted the terminology “grievance” to mean written student complaint. Vernon College has reasonable, just, and timely policies and procedures in place for the resolution of these written student complaints. All students are encouraged to resolve problems when they first arise with the parties involved. Only when problems can’t be solved informally are they moved to the formal written grievance procedure. The grievance procedure is published in the Student Handbook which is available in print and online. The Dean of Student Services or the Associate Dean of Student Services is available to discuss Vernon College Grievance Procedures and provide guidance in navigating the process.

## Housing

Housing is available on the Vernon campus. The Student Residence Center provides co-ed housing for 128 students. The 28-bed Athletic Hall provides housing for baseball players. Room preference for fall will be given to students whose reservations are received by June 1. Reservations will be held through the first class day, as published in the College Calendar. Further information on student housing may be obtained from the Housing Office.

For the convenience of the residents and other VC students, a lighted outdoor recreation area is provided in the area between the halls. Included in this area are a sand volleyball court, a basketball court, a flag football field, picnic tables with outdoor grills, and an open area for horseshoes, etc.

**Housing Regulations.** The purpose of regulations in the Student Residence Center and Athletic Hall is to protect the safety and rights of all students. If an individual infringes upon the safety and rights of others by violating these regulations, that individual may be subject to disciplinary action.

**Housing Contract.** The Housing Contract is a nine-month, academic year contract for students entering housing space in the fall except for those completing their course of study in the fall, or those not returning to the campus for the spring semester and have so notified the Housing Office in writing by December 1. Students entering student housing in the spring or summer will sign a contract that covers the spring or summer only. This contract governs the housing refund regulations.

Students residing in campus housing are urged to carefully read the Housing Contract and the *Student Resident Handbook*.

For purposes of establishing charges and refunds, occupancy is defined as being in possession of a room key.

**Room Deposit.** To reserve a space, a \$100.00 room deposit must be submitted to the Housing Office. This amount must be maintained on deposit as long as a student resides in College housing. Refund information is found in the cost section of this catalog.

## **College Health Service**

The Health Care Clinic is available to all students attending the Vernon campus. Campus students support the clinic through a health service fee paid at registration. The Health Care Clinic offers a limited health service and is open for student traffic at scheduled hours. The clinic is staffed by a registered nurse at all times it is open for business. A physician is also at the clinic on a scheduled basis.

At all locations students may be transported via emergency vehicles to the hospital at their own expense when, in the opinion of college officials, medical attention is necessary. Students having special health problems should notify the clinic nurse, or doctor, or the Dean of Student Services.

## **Drug and Alcohol Prevention**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Vernon College prohibits the possession, use or distribution of illegal drugs and alcohol on Vernon College premises or as part of any college sponsored event. The college has developed this policy, not only in response to the federal drug-free legislation, but also in an attempt to provide a healthy environment by preventing the use of illegal drugs or the abuse of alcohol within the Vernon College community.

## **Insurance**

Health insurance policies for students are available. These policies are issued by private agencies authorized by the College. Policy brochures may be obtained by contacting the Student Services Office at the appropriate campus location or picked up during registration.

## **New Student Orientation**

Each new Vernon College student must attend a mandatory New Student Orientation program prior to enrollment. Programs are offered at all VC locations at a variety of times. Students are unable to register for courses until they attend a New Student Orientation session. Students will learn valuable information to help them throughout their Vernon College tenure. Students are provided a current catalog, class schedule and New Student Orientation Handbook at these sessions. Students should contact the Student Services Office at the appropriate campus location for dates and times.

## **Student Handbook**

The Vernon College *Student Handbook* is a source of valuable information regarding the student's responsibilities, obligations and privileges while attending the College. The handbook is distributed at registration. Additional copies are available in the Student Services Office at the appropriate instructional location or on the Vernon College web site. Enrollment in Vernon College is considered by the college as implicit declaration of acceptance of college regulations, outlined in the *Student Handbook*, on the part of the student.

## **Student Government**

The Student Government Association establishes and promotes a unified and beneficial relationship between the faculty, staff, and the students through the planning of campus social activities, participation in college committees, and acting as a communication liaison for the student body.

Through this organization, students are encouraged to participate in the decision making process, to promote advanced citizenship within the college and community, and to become engaged in opportunities to develop individual initiative and leadership.

## **Student Forum**

A Student Forum representing the student bodies of Century City Center, Sheppard Learning Center, and Skills Training Center has been established to facilitate communication within the college community, to coordinate student activities in exploring ways and means to serve the interests and welfare of the student body, and to act as a forum for student government in the development of future goals and policies. For further information, students should contact the Counseling Office at the appropriate Wichita Falls campus location.

## **Organizations**

The student body of VC has founded numerous clubs and organizations to satisfy individual and group interests. Organizations currently recognized include Phi Theta Kappa, Aggie Club, Chaparral Singers, Chaparral Christian Fellowship, Nursing Students Association, Student Government Association, Student Forum, and Surgical Technology Student Association. The College encourages the founding of any organization that is in keeping with the philosophy and purpose of the College and the interests of the students.

## **Colley Student Center**

The Colley Student Center is located on the Vernon campus and is available to all students. It is multi fold in purpose as it houses the bookstore, food services, billiard room, and Student Activities office. Students and organizations will find the Colley Student Center an excellent location for social activities.

## **Dr. Thomas A. and Ethel King Physical Education Center**

The Dr. Thomas A. and Ethel King Physical Education Center on the Vernon campus is designed to serve the needs of both VC students and the community. To accomplish this purpose, the Center is open Monday through Friday to provide access to the main gymnasium, natatorium, training room, weight room, and dressing rooms.

## **Athletics**

VC participates in intercollegiate baseball, rodeo, volleyball, and softball. In men's baseball, women's volleyball, and women's softball, VC is a member of the Northern Junior College Athletic Conference and Region V of the National Junior College Athletic Association. The VC rodeo (men and women) team competes in the Southwest Region of the National Intercollegiate Rodeo Association. Each program is widely recognized for its excellence and competitiveness with many individual team members receiving national recognition. In addition all programs have first class practice and game facilities on the Vernon campus. The official colors for VC are royal blue and gray, and the college mascot is the chaparral (roadrunner). Vernon College student athletes are required to adhere to the policies outlined in the Vernon College Athletic Policy and Procedure Manual.

## **Intramural**

The intramural program on the Vernon campus promotes school spirit and physical fitness through the encouragement of an active lifestyle. The program is open to all students and offers a variety of activities ranging from flag football to soccer to billiards. Divisions for men, women, and/or co-educational competition are offered.

## **Barrier Free Campus**

The College recognizes that individuals with disabilities should be encouraged to further their education and has made available facilities that will be of assistance.

## **Campus Police**

The VC police seek to insure the well-being of all institutional property, buildings, and enrolled students. The campus police are licensed peace officers sworn to uphold the college ordinances and the laws of the State of Texas. In addition to campus police, Vernon College employs additional security officers to provide safety for faculty, staff and students. All Vernon College campuses may be subject to electronic surveillance as well as regular physical security measures.

## **Parking**

Parking is provided for students, staff, and faculty. Individuals parking on VC property should do so at their own risk. VC accepts no responsibility for damages occurring to individual's vehicles while parked on college properties. Students on the Vernon campus are required to display a parking permit on their vehicles. A temporary (two-week) parking permit for individuals with health-related problems may be obtained from the VC Police Department, which allows for parking in reserved spaces.

## **Student Travel**

Vernon College recognizes the importance of student travel to supplement instruction, to provide opportunities for leadership growth, for cultural and social development, and for representation of the College in contests and competitions. The purpose of the student travel procedures is to maximize the probability of safe travel for Vernon College students on college-sanctioned trips. College-sanctioned travel occurs when travel meets one or more of the following conditions: a college department or student organization plans the travel and/or recognized it for professional or educational purposes; a faculty or staff member serving in his/her official capacity supervises the travel; and/or departmental and/or organizational resources are used.

The following travel is NOT considered "college-sanctioned travel" for the purpose of these regulations: when a class or organization is meeting at an off-campus site and the meeting is not a requirement of the class or organization, but is voluntary and students in the class or organization are responsible for their own transportation to the site.

The appropriate faculty member, club or organization sponsor, or other college employee is responsible for completing all travel forms and securing all approvals for student travel. However, students/sponsors driving personal vehicles will not be required to complete the travel authorization process for a college-sanctioned trip within the city limits of the campus they attend if they are traveling in their personal vehicle from their work or residence to the location, and they are not chauffeuring other students/sponsors in their personal vehicle to the location.

## CONTINUING EDUCATION

At Vernon College, Continuing Education is an important component of the total educational program. The College is able to serve students of all ages and to make college resources available to citizens of the community through continuing education courses (non credit).

This department of the College provides services and classes to a twelve-county service area. Classes range from career and technical education classes that are designed to provide quality education and preparation for entry-level positions to community classes that are designed to appeal to the needs of the general public.

Examples of continuing education courses include health occupations, culinary arts/hospitality, computers, real estate, nursing re-entry, and dental assisting. These courses typically vary in length from one month to one year. They provide certifications for numerous occupations that are available in our area.

Continuing Education courses offer learning experiences in areas such as aerobic exercise, arts and crafts, defensive driving, and many more. Activities for senior adults in Vernon including the Chaparral Senior Activity Center Meal Program, trips, and exercise classes are provided. In addition to seniors programs, the college has a wonderful children's program in the summer called Kids College. Classes are offered in a variety of educational and fun areas for children from Four to thirteen. Kids College and personal enrichment classes are offered at both the Vernon Campus and Century City Campus.

Vernon College offers contract and customized training for business and industry in the twelve-county service area. Continuing Education courses are offered for a variety of professions to be able to maintain their licensure.

In most Continuing Education classes grades of complete (CP) or incomplete (NC) are given. Persons who register for and successfully complete Continuing Education classes are awarded Continuing Education Units (CEUs). One (1) CEU is awarded for each 10 hours of instruction, and transcripts are maintained for Continuing Education courses.

Registering for Continuing Education classes and activities is easy and convenient. Persons may contact the Continuing Education Office on the Vernon campus, the Century City Center, or the Skills Training Center in Wichita Falls for information. Perspective students can register online at [www.vernoncollege.edu](http://www.vernoncollege.edu) under Continuing Education. Information on class schedules and times can be found in print at any location and on the Vernon College web site.

Individuals who are interested in the following programs should contact the offices of Continuing Education in Vernon and Wichita Falls.

**VC Basic Law Enforcement Academy.** VC offers a Basic Law Enforcement Academy through the Continuing Education Department. The Academy prepares students to take the Texas Commission on Law Enforcement Officer Standards and Education state certification examination. After passing the exam and upon employment with a Law Enforcement Agency, persons are eligible to become licensed peace officers in Texas. Students applying for admission to the Academy must meet the requirements set forth in the application packet.

**Culinary Arts/Hospitality.** This is an 8 month program that is held at the Culinary Academy in Burkburnett, Texas. Courses included in the program are Introduction to Hospitality, Sanitation and Safety, Basic and Intermediate Food Preparation, Nutrition and Menu Planning, Hospitality Facilities Management, and Hospitality Human Resources Management. Upon completion of the Academy, students will find they are qualified for several positions such as Prep Cook, Chef/Kitchen Manager,

Restaurant Manager, Assistant Catering Manager, and Assistant Food and Beverage Director, among others. Students must be able to work well in a group setting; communicate effectively; give instruction and take instruction effectively; endure long periods of time standing; endure extremely hot temperatures; and lift moderate to heavy items.

**Health Occupations Training.** Continuing Education offers many educational options to persons interested in training for a career in health occupations. Health careers are a fast-growing segment of the workforce population. With the general population of the United States growing older, labor analysts project that many more health care jobs will be available in the future. Most health careers require proof of updated shot records upon registration. A list of the shots required can be obtained at the Continuing Education Office or online at [www.vernoncollege.edu/ce](http://www.vernoncollege.edu/ce).

**CNA (Certified Nurse Aide).** This 2 ½ month program is offered monthly on the Century City Campus. Program consists of classroom and clinical time. At the completion of the program, students will be eligible to take the state exam to become a CNA. Prerequisites: Full shot records (MMR, TD, Varicella, Hepatitis B, and TB), valid picture ID and social security card.

**Dental Assisting.** This is a 7 month program that is offered at the Century City Center. This hands-on program will get students ready for a career in dental assisting. At the completion of the program, students will be eligible to take the state dental assisting registration exam. Enrollment applications are available in July. Classes begin in the fall and enrollment is limited. Prerequisites: Valid CPR card, full shot records (MMR, TD, Varicella, Hepatitis B, and TB), dental x-rays and cleaning, physical examination, and essay.

**Basic Firefighter Certification.** This is 752 clock hours in length and covers the Texas Commission on Fire Protection Personnel Standards and Education Curriculum. The course also includes civil service requirements. Upon successfully completing the program, students are eligible to take the state certification examination to become certified firefighters in Texas. This training is cosponsored with the Wichita Falls and Vernon Fire Departments. Students must apply for admissions into the Academy.

**Phlebotomy Certification.** This is a 3 month program offered on both the Vernon Campus (Fall only) and Century City Campus (Fall and Spring). This hands-on program will prepare students for a career in phlebotomy. At the completion of this program, students will be eligible to take the national phlebotomy certification exam. Applications available in June and/or November, and enrollment is limited. Prerequisites: Full shot records (MMR, TD, Varicella, Hepatitis B, and TB), and essay.

**PNA (Psychiatric Nursing Assistant).** This one month class is designed to prepare students to work in the mental health/mental retardation field as an entry level Technician. Minimum age 18 and high school diploma or GED preferred.

**Real Estate.** Courses in Real Estate that prepare persons for the Texas Real Estate Salesperson License examination are offered through Continuing Education online courses. Before taking the examination, six (6) 30 hour courses totaling 180 hours of training must be completed. The Texas Real Estate Commission requires courses: Principles of Real Estate I and II, Real Estate Law of Agency, and Real Estate Law of Contracts, Promulgated Contracts (not available online) and Real Estate Finance. (Related course credit may no longer be used to meet education requirements for a salespersons license). <http://www.trec.state.tx.us/licenses/salesapp.asp>

**Online Courses.** Vernon College Continuing Education offers courses such as Defensive Driving, Wedding Planning, and Education 2 Go online. These courses offer training that can be taken from any computer that has internet access. Classes start monthly with over 150 options for everyone. Enrollment can be done online with a Visa or MasterCard.

**Business and Industry Training.** Continuing Education offers specific training to businesses in our community. Training can be for areas in human resource, computers, welding, customer service, or any area in which companies are in need of training. Classes are flexible and great for meeting the needs of the company. To set up training contact the Coordinator of Business and Industry Services.

**Marketable Skills Achievement (MSA) Award.** Participants completing the following course or series of courses can apply at the Office of Admissions and Records to receive a MSA Award: Dental Assisting with 299 hours; Nursing Re-Entry with 208 hours; Phlebotomy with 193 hours, and Child Development Associate with 168 hours. A description of the MSA award can found using the index.

## Emeritus Institute, Vernon Campus

The Emeritus Institute is designed for persons sixty (60) years of age and older. The Chaparral Senior Activity Center Meal Program which is a part of the Emeritus Institute offers many opportunities for older adults. A noon meal is served each day at the Center, and meals are also delivered to persons at home if they qualify. Participants enjoy games, fellowship, and monthly evening socials. Other services that are available through the Emeritus Institute include bus trips, health screenings, and nutritional programs. Meals on Wheels and transportation services are also provided through the Center. There are also continuing education courses that are designed for senior adults. These courses are offered at times that are convenient for the participants.



*A.D.N. Instructor, Bobbie Graf, works with her students to use new Ipad2 Technology in their clinical setting. This technology allows faculty to download valuable teaching resources including text books where they can be projected during post-clinical teaching times.*

# GENERAL REGULATIONS AND INFORMATION

## Official Communications

Any request by an administrator or faculty member, by telephone, letter, or Vernon College email for an individual student to report to them for an official conference must be honored by the student so contacted.

### VC's Online Student Information System (Campus Connect Services)

Detailed instructions for the use of all Campus Connect features are available on the Campus Connect webpage. Campus Connect Services are accessed through the "My VC" portal on the Vernon College homepage.

**REGISTRATION (ADD/DROP COURSES)** Students may register for credit courses from any computer with internet access or at selected VC computer labs. The Campus Connect process of registration is available to students who meet the eligibility requirements. Students must meet all admissions requirements, have a personal identification number (PIN), a trial schedule (if required), counseling or faculty advisor approval, and no holds prior to registration by Campus Connect.

**CLASS SCHEDULE** Select Class Schedule and choose the semester you wish to view. Press the Submit button to view or print your schedule. If you have registered for classes and they do not appear on your schedule, please contact the Admissions and Records Office immediately at (940) 552-6291 ext. 2207 in Vernon or (940) 696-8752 ext. 3208 in Wichita Falls.

**GRADE REPORT** Select Grade Report to view or print your grades for the current semester. Vernon College no longer mails grade reports. To view your grades for any previous semester, select Unofficial Transcript. If you need your semester grades for employment or other verification, please request an official transcript at the Admissions and Records Office.

**DEGREE AUDIT** Select this option to review your degree plan or degree shop. If you have a degree plan already saved to the VC system, click on this to check your "unofficial Degree Audit Transcript". If you would like to degree shop, click on this button and select the degree type and process your selection. This will not change your saved degree plan.

**COURSE AVAILABILITY** Select Course Availability and choose the semester and department you wish to view. Press the Submit button. Closed or cancelled classes will be indicated with red lettering in the background of the course title. You may then choose a new course or department.

**ACCOUNT STATUS** Provides you with a view of all your transactions and your current balance for the current semester. You may view this on the screen or print a copy. If you have a question on your account, please contact the Business Office at (940) 552-6291 ext. 2303.

**FINANCIAL AID** Select this option to view your financial aid award information. Questions regarding this information should be directed to the Financial Aid Office at (940) 552-6291 ext. 2206 in Vernon or (940) 696-8752 ext. 3203 in Wichita Falls.

**ACCEPT/DECLINE FINANCIAL AID** Select this option to accept, reduce, or decline your student loan(s) offered in your award notification.

**DEMOGRAPHIC INFO** View your personal information, address, TSI test scores, etc. Contact the Admissions and Records Office if there are any errors noted at (940) 552-6291 ext. 2207 in Vernon or (940) 696-8752 ext. 3208 in Wichita Falls.

**UNOFFICIAL TRANSCRIPT** View and print your unofficial transcript during your Vernon College enrollment.

**REVIEW 1098T** Provides you with a link to access your 1098T tax documents.

**TERM BALANCE** Provides you with a view of all your transactions grouped by transaction code.

**DESIGNATE DIRECT DEPOSIT** Allows you to designate an outside bank account for direct deposit of all funds disbursed from Vernon College.

## **Transcript of College Record**

An official VC transcript is a chronological listing of all courses attempted at VC with the grade earned in each course. No course is removed or purged from the transcript for any reason. When a course is repeated, each attempt is shown along with the earned grade.

Prior to the fall of 1987, all transcripts were kept manually and updated at the end of each enrollment period. Beginning with the fall of 1987, transcripts are computer generated and list all courses attempted since September 1, 1987. Transfer work accepted by VC is listed using VC course numbers and titles and is shown ahead of the VC resident work on the transcript.

An official transcript, bearing the college seal and signature of the Dean of Admissions and Financial Aid/Registrar, will be furnished to a student, an employer or an educational institution upon the student's written request. Grades and transcripts will not be released if the student has a "hold" on his/her records.

## **Hold on Student Records**

Grades and official transcripts will not be released if the student has a transcript "hold" on his/her records. Holds may be placed on a student's records for failure to meet admission requirements, for financial reasons (returned checks, overdue loans, defaulted loans, defaulted payment plans, overdue residence hall payments, etc.), for academic or financial aid suspension, for materials overdue at the library, or for other reasons deemed necessary by the College. These holds can be released only after the cause of the hold has been satisfactorily cleared.

## **Student Name Change**

Students who enroll at VC are required to provide their legal names for identifying their student records. Any student may have his/her legal name changed on VC student records only if currently enrolled and if that name change was made by a court order and copies of official documents are provided to the Office of Admissions and Records. Name changes as a result of marriage are exempted from the document requirement except in the nursing programs.

## **Student Address Change**

Students furnish their current address at the time of admission on the Application for Admission. Student addresses may be updated at registration or at the student's request. Thus, it is imperative that students understand their responsibilities for keeping their addresses current.

## **Schedule Changes**

Students may change their schedules during the registration and schedule change periods. Students should check the registration guide for the last day on which changes can be made. These changes are made through the Admissions and Records Office or the Learning Center Office. The change(s) will not be processed if the procedures, as outlined by the Admissions and Records Office, are not completed.

## Student Initiated Drops and Withdrawals

Students may drop a part of their course loads or withdraw from all classes anytime after they have registered and paid and until the last day to withdraw as printed in the registration guide. **Students are strongly encouraged to visit with their instructor(s) before seriously considering dropping a course or withdrawing from school.** To accomplish the drop or withdrawal, specific procedures must be followed. Students should contact the Admissions and Records Office on the Vernon campus, the VC Learning Center Office at Sheppard Air Force Base or the Admissions and Records Office at the Century City Center to begin the drop or withdrawal procedure. Students receiving Title IV financial aid funds must contact the Financial Aid Office concerning the calculation of return of funds before the drop or withdrawal will be completed.

Students voluntarily dropping or withdrawing within the first seventy-five (75%) percent of the semester will receive an automatic grade of W unless an administrative withdrawal has previously been processed by the College. The printed registration guide should be used for specific withdrawal dates. The grade of F will be awarded for drops or withdrawals processed after the published dates unless an administrative withdrawal has previously been processed. The printed registration guide should be used for specific withdraw dates.

If a student is enrolled in a developmental class/program as a result of the Texas Success Initiative, the student may not drop the developmental class/program unless an approved alternative form of remediation is available and approved by the Dean of Instructional Services. Without an approved alternative form of remediation, dropping or being administratively withdrawn from all required developmental classes will be regarded as termination of enrollment at Vernon College.

### Course Drop Limit

Section 51.907 of the Texas Education Code limits the number of course drops for undergraduate students. This legislation enacted by the State of Texas, spring 2007, applies to students who enroll in a public institution of higher education as a first time freshman in fall 2007 semester or later.

The College may not permit a student to drop more than six (6) college level courses, including those taken at another Texas public institution of higher education. All courses dropped after the Official Day of Record (census day) are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is authorized by an appropriate College official as an approved Drop Exception.

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

1. The student, a member of the student's family, or a person of equally important relationship to the student experiences a serious illness or other debilitating condition.
2. The student becomes responsible for the care of a sick, injured, or needy person.
3. There is a death in the student's family or of a non-family member of equally important relationship.

4. The student or a member of the student's family, or a person of equally important relationship to the student, is called to active duty service as a member of the Texas National Guard or the armed forces of the United States.
5. There is a change of the student's work schedule that is beyond the student's control.
6. The College determines that there is other good cause for the student to drop the course.

Enrollment and drop activities of students affected by this legislation will be monitored. Those who drop six or more courses without an approved Drop Exception may incur registration and drop restrictions during all subsequent semesters, and may incur other enrollment limitations or requirements.

Vernon College students liable under this legislation, who plan to attend another Texas public college or university, should determine that institution's policies and penalties for dropping courses and for approving Drop Exceptions.

## **Administrative Withdrawal**

The College reserves the right to withdraw a student from one or more classes if, in the judgment of college officials, such action is deemed to be in the best interest of the student and/or the College. Examples of some reasons for administrative withdrawal are failure to pay registration tuition and fees, failure to provide admission credentials or meet course prerequisites, failure to follow Vernon College TSI policy, failure to remove "holds" in a timely manner, failure to comply with Title IV financial aid requirements, excessive absenteeism, and academic dishonesty.



*Members of the Chaparral Singers along with Community Chorus members perform at their Fall Concert. Vernon College offers Fine Arts classes in music and drama each semester.*

## Attendance Policy

Students are expected to regularly attend all classes in which they are enrolled. Students are responsible for the subsequent completion of all work missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence. The manner in which make-up work is administered is left to the professional discretion of the individual faculty member. Except for absences due to College sanctioned activities, it is at the instructor's discretion to excuse or not excuse an absence.

An instructor may request the withdrawal of a student from a class when the total number of unexcused absences exceeds the equivalent of two weeks of class and lab meetings in a course; specifically, this equates to the following allowable unexcused absences:

<b>Sixteen-Week Semester</b>	<b>Eleven-Week Semester</b>
Ten from a class that meets five times a week	Seven from a class that meets five times a week
Eight from a class that meets four times a week	Six from a class that meets four times a week
Six from a class that meets three times a week	Four from a class that meets three times a week
Four from a class that meets two times per week	Three from a class that meets two times a week
Two from a class that meets one time per week	One from a class that meets one time a week
Labs are counted as a class meeting	

<b>Eight-Week Semester</b>	<b>Five and one-half-Week Semester</b>
Five from a class that meets 5 times a week	Four from a class that meets 5 times a week
Four from a class that meets 4 times a week	Three from a class that meets 4 times a week
Three from a class that meets 3 times a week	Two from a class that meets 3 times a week
Two from a class that meets 2 times per week	One from a class that meets 2 times a week
One from a class that meets 1 time per week	One from a class that meets 1 time a week

Attendance counting begins on the first day the student is enrolled. When an instructor requests the withdrawal (drop) of a student from a course, a grade of W will be considered if the student has at the time of the request a course grade equivalent to the numeric average of sixty (60) or higher; otherwise, a grade of WF will be given.

Attendance policies and the calculation of unexcused absences apply to students enrolled in Internet courses who fail to make scheduled contact with the instructor and/or complete assignments as listed in the course outline. Students enrolled in Nursing, Surgical Technology, Basic Peace Officer Academy, Firefighter Academy, Emergency Medical Services, Health Information Technology and Cosmetology Programs must meet more stringent attendance regulations, as described in the program handbooks.

Students who are required to enroll in developmental courses must participate continuously in a developmental program until all failed areas are satisfied. Students enrolled under these restrictions will be withdrawn from the College if they exceed the allowed number of absences

in a developmental course(s) and this was the only developmental work the student was participating in due to failure on the placement test.

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15<sup>th</sup> day of the semester, the students notify the instructor(s) that they will be absent for a religious holiday (Sec. 51.911 Texas Education Code).

## **Cancellation of Classes**

The minimum class size for credit classes usually ranges from twelve to fifteen students, depending on the locations and the times the classes are scheduled. Generally, VC will cancel classes enrolling fewer than twelve students. However, the appropriate instructional administrator may permit under-enrolled classes to be taught under certain circumstances.

## **Children in Classrooms**

Children are not to accompany adults in classrooms or laboratories when classes are in session.

## **Family Educational Rights and Privacy Act**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), VC does hereby publish its policy regarding the implementation of this act. The publication of this policy in the VC *General Catalog* and in the *Student Handbook* is annual notification to students and parents concerning this act.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are listed below.

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school

official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by VC to comply with the requirements of FERPA. The name and address of the Office that Administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

Areas in which student records are maintained include the following: admission and academic records, Admissions and Records Office; financial aid records, Financial Aid Office; financial records, Business Office; advising, disciplinary, and placement records, Student Services Counseling Office; and progress records, Faculty Offices.

**Directory Information** Directory information is information which may be released to the general public without the written consent of the student. A student may request that all or any part of the directory information be withheld from the public by making a written request to the Admissions and Records Office during the first 12 class days of a fall or spring 16-week semester. The following is to be included as directory information: name, date and place of birth, current and permanent address (including e-mail address), telephone listing, major and minor fields of study, enrollment status (full-time, part-time), classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, all previous educational agencies or institutions attended, and photographs.

### **FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information(PII) contained in such records - including your Social Security Number, grades, or other private information - may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, and the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive our PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## **Crime Awareness Statistics/Annual Security Report**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and the Campus Sex Crimes Prevention Act of 2002, Vernon College provides a full disclosure of the Campus Security Report via its web site. Security policies and procedures as well as statistics for reported criminal activities for the previous three school years may be accessed at [www.vernoncollege.edu/governmentmandatedinfo/](http://www.vernoncollege.edu/governmentmandatedinfo/) or by contacting Student Services at 940.552.6291 ext. 2203 or by writing Government Mandated Information, Office of Student Services, 4400 College Drive, Vernon, Texas 76384.

## **Campus Sex Crimes Prevention**

In compliance with the Campus Sex Crimes Prevention Act (Section 1601 of “Public Law 106-386”) and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, all persons required to register as part of the State of Texas’ Sex Offender Registration Program are required to provide notice of their presence on campus to the Vernon College Police Department. Information on registered sex offenders can be obtained through the Texas Department of Public Safety Crimes Record Service at [http://records.txdps.state.tx.us/DPS\\_WEB/Portal/Index.aspx](http://records.txdps.state.tx.us/DPS_WEB/Portal/Index.aspx)

## **Fire Safety Report**

The Office of Student Relations publishes an Annual Security Report. This report will include all fire statistics, emergency response and evacuation procedures and all policies regarding fire drills and alarms. If interested in this material now, please see the Office of Student Relations for assistance. The Fire Safety report can be accessed at <http://www.vernoncollege.edu/governmentmandatedinfo/>.

## **Student Right to Know**

The Student Right to Know (SRTK) Report includes information concerning completion/ graduation rates, transfer out rates for the general student body, and consumer information relating to student athletes. The SRTK report may be accessed at <http://www.vernoncollege.edu/governmentmandatedinfo/>, or by contacting Student Services at (940) 552-6291, ext. 2203, or by writing the following: Government Mandated Information, Office of Student Services, 4400 College Drive, Vernon, Texas 76384.

## **Equity in Athletics**

The Equity in Athletics Disclosure Act Report includes information concerning Vernon College athletic participation and financial support. The EADA Report may be accessed through <http://www.vernoncollege.edu/governmentmandatedinfo/>; by calling the Student Services office at (940) 552-6291, ext. 2203; or by writing Government Mandated Information, Office of Student Services, 4400 College Drive, Vernon, TX 76384.

## **Service Members Opportunity College**

Vernon College has been designated as an institutional member of Service Members Opportunity College (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, Vernon College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and

crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense, and a consortium of thirteen leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

## Student Intellectual Property Rights

Set forth below are rights and responsibilities regarding intellectual property created as a student at Vernon College. Any intellectual property (such as research papers, essays, inventions, discoveries, creations, and new technologies) conceived or first reduced to practice by a student at Vernon College as a work product (including homework assignments, laboratory experiments, special independent study projects) of a course will be owned by the student. Vernon College does not claim ownership of such intellectual property.



*The Vernon College Culinary Program offers a wide variety of opportunity to students looking to enhance their skills. Students enrolled in the Academy will gain not only cooking skills but essential hospitality management skills in a state-of-the art facility.*

# ACADEMIC REGULATIONS

## Academic Integrity Policy

**Preamble.** Vernon College is a comprehensive community college that promotes a culture of success for all who are a part of the institution. It is in this learning environment that the ethical growth and development of students can best be facilitated. The success of their experiences at Vernon College is contingent on the existence of an environment that requires adherence to a set of values that includes but is not limited to honesty, fairness, excellence, freedom, responsibility, achievement, civility, and community. Therefore, behaviors that contradict these ideals are unacceptable and will promote values that are in opposition to our mission and vision for the future. Academic integrity is the foundation of the respect and worth of our instructional efforts including the degrees and certificates we award.

**Rights and Responsibilities of Faculty.** All members of the college community have a responsibility to ensure academic integrity, and members of the instructional faculty are especially instrumental as academic integrity is based in the classroom whether real or virtual.

Members of the faculty have primary responsibility for:

1. communicating standards of academic honesty and scholastic expectations;
2. managing activities, assignments, and assessment so as to minimize opportunities for dishonesty;
3. approaching students who are suspected of misconduct and meeting with them privately in a civil and respectful manner;
4. establishing and following prescribed procedures for academic dishonesty;
5. protecting the identity of a student who reports an incident of academic misconduct.

**Student Responsibilities.** Students have a responsibility to behave in accordance with ethical standards that will build and sustain the trust of the faculty, the administration, and their peers and to follow the *Honor Code of Conduct* of Vernon College:

*By virtue of being a student of Vernon College, I pledge to behave ethically by*

1. *following the standards of academic honesty and scholastic expectations;*
2. *refraining from giving or receiving any unauthorized aid or engaging in collusion;*
3. *refusing to take the work of others and submit it as my own;*
4. *notifying the appropriate instructor and/or those in immediate authority of any incidents of suspected academic misconduct.*

**Specific Violations of Academic Integrity.** Violations of academic integrity include but are not limited to the following:

Plagiarism and other forms of scholastic dishonesty are serious academic violations that will not be tolerated. Scholastic dishonesty encompasses, but is not limited to, cheating, plagiarism, collusion, and other acts designed to give an unfair academic advantage to the student.

“Cheating” includes, but is not limited to:

1. copying from another student’s work, e.g., test paper or assignment, or allowing another student to copy from one’s own without authority;
2. possessing any materials during a test that are not authorized by the instructor, such as class notes, specifically designed “crib notes,” calculators, electronic devices, etc.;
3. using, buying, stealing, transporting, or soliciting in whole or in part the contents of a unadministered test, test key, homework solution, or computer programs;
4. collaborating with or seeking aid from another student during a test or other assignment without authority;

5. discussing the contents of an examination with another student who will take the examination;
6. divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or kept by the student.
7. substituting for another person or permitting another person to substitute for oneself to take the course, to take a test, or to complete any course-related assignment;
8. registering for and taking a class for which the student does not have the formally required prerequisite classes or a written waiver from a Division Chair or Instructional Dean;
9. falsifying academic records, including, but not limited to, altering or assisting in the altering of any official record of the College.

“Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means someone else’s work and then submitting that work for credit as if it were one’s own. It also includes the failure to properly document sources used in research.

“Collusion” includes, but it is not limited to, unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.

**Sanctions Related to Violations of Academic Integrity.** The sanctions for academic dishonesty include but are not limited to:

1. a grade of zero on an exam or assignment;
2. an “F” in a course;
3. administrative withdrawal from a class with a possible recommendation of disciplinary sanctions.

**Student Rights.** See *Vernon College Student Handbook*.

## Student Classification

The freshman class of VC is composed of both beginning freshman (students who have never enrolled in college before) and freshman (students who have earned less than thirty semester hours of college credit). A sophomore is a student who has completed at least thirty but less than seventy-two semester hours and has not earned an associate degree. The unclassified category is for the student with seventy-three or more hours who has not earned an associate degree. The remaining two classifications are associate degree and baccalaureate or above, which are both self-explanatory.

A full-time student is one enrolled for twelve (12) or more credit hours in a standard academic semester.

## Credit Hour

In accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester hour, or the equivalent amount of work over a different amount of time, or

2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.

## **Course Credit**

Course credit is based on the semester hour unit. Generally, a lecture course without a laboratory meets three hours each week during a sixteen (16) week semester, and a student is granted three semester hours of credit for successfully completing such a course. In most instances, a laboratory course meets three hours for lecture and three hours for laboratory each week during a sixteen (16) week semester. To ensure that classes meet the required hours, weekly course time will increase for classes meeting in semesters of less than sixteen (16) weeks.

## **Course Numbers**

An alphabetic prefix containing four characters is used to designate the subject area of the course. Following the prefix is a four-character numeric code. The first digit denotes the academic level or year in which the courses are usually taken. The number “1” indicates freshman or first year courses; the number “2” indicates sophomore or second year courses. When the first number is “0”, the course is developmental level. The second digit represents the semester credit hour value of the course. The third and fourth digits are for subject sequencing with higher numbers used for more advanced courses and lower numbers used for less advanced courses.

In the course description section, the two figures in parentheses after each course title indicate the number of lecture hours each week and the number of laboratory hours each week during a sixteen (16) week semester.

## **Prerequisites**

Each student is responsible for determining prerequisites for a course prior to enrollment. Credit may not be granted and/or a student may be administratively withdrawn from a course taken out of order or without other stated prerequisites unless permission is obtained before enrollment from the instructor and the appropriate instructional administrator. Prerequisites are listed in course descriptions.

## **Course Load**

The normal course load during a sixteen (16) week semester or two (2) 8-week semesters within the 16-week semester is five courses of fifteen to seventeen hours. Physical education, activity, lab, and other one-semester-hour courses are not included. If during the preceding semester a student has earned an average grade of B on a minimum of fifteen semester hours of work (exclusive of one-semester-hour courses), he/she may enroll for an additional course.

The maximum load for a student is restricted to two regular courses during each five and one-half week summer semester unless permission is granted by the appropriate instructional administrator for an additional enrollment. Not more than fourteen total hours may be earned in a summer semester of eleven (11) weeks or two (2) summer semesters of five and one-half weeks each.

## **Developmental Education**

Students come to Vernon College from a variety of backgrounds and locations, but all are required to do college-level work in the college-level courses in which they enroll. However,

they may have different educational needs. Vernon College offers a number of courses designed to help students with differing abilities gain needed skills. If a student is found to need strengthening in one or more areas, he or she will be expected to take one or more of the following developmental courses: MATH 0100 and MATH 0200, Pre-Algebra; MATH 0101 and MATH 0201, Elementary Algebra; MATH 0102 and MATH 0202, Intermediate Algebra; ENGL 0300, Basic Writing Skills I; ENGL 0301, Basic Writing Skills II; ENGL 0302, Basic Writing Skills III; READ 0300, Reading I; READ 0301, Reading II; READ 0302, and Advanced Reading. Vernon College does not receive state funding for developmental coursework taken by a student in excess of 27 semester credit hours, therefore, a fee of \$75.00 per semester credit hour will be added to the cost of the developmental course work in excess of 27 semester credit hours.

Although the above courses are not designed to transfer to another college or university and do not count toward meeting graduation or residency requirements, they will be posted to the student's Vernon College transcript with letter grades.

## Library Services

<http://vernoncollege.edu/library>

The Library supports the institutional purpose of VC by providing a comprehensive and quality collection of print and electronic resources serving the informational needs of all students, faculty, and staff.

Print and E-book Collections: The Vernon College Library System maintains book collections at all campus and major center locations with over 28,000 volumes housed at the Wright Library in Vernon. Collections include reference selections and general circulating titles supporting all academic areas. Distance learners and remote students attending other VC locations may request and obtain books from any instructional location via the Interlibrary Loan Request Form accessible from the Library home page at <http://vernoncollege.edu/library>. Students may also submit an interlibrary loan request to obtain books and other materials unavailable within the VC Library System. E-books are conveniently accessible off campus from the library's online catalog.

On-Campus and Remote Access to Online Databases: Remote research options are essential in meeting the informational needs of all VC students, including on-site and distance learners. The Library provides on-campus as well as remote access to a quality selection of databases offering full text access to journals, newspaper articles, reference materials, career resources, and other information sources. Researchers may log-in with a Vernon College Student ID Number and "PIN" from any internet connection to search databases remotely. Computer workstations at all locations facilitate electronic research, word processing, and other software applications.

Reference Services: The Library offers numerous reference services to assist students in accessing and using informational resources. Services include library orientations, online tutorials, and a live (chat) reference service conveniently accessible via the "Ask the Librarian" link on the home page.

TexShare Card Program: A TexShare Card entitles the holder to full borrowing privileges and services offered by participating academic and public libraries throughout Texas including the Moffett Library at Midwestern State University. Students may request a card at any VC library location.

## Testing Centers

Vernon College Testing Centers are located on the Vernon campus and Century City Center in Wichita Falls. Testing Centers offer TSI approved computerized placement testing. VC Testing Centers also offer computerized CLEP, NET, GAP, and TEAS. The Testing Centers have flexible hours and offer all testing by appointment. Call for more information about hours of operation and fee information - Wichita Falls ext. 3278 and Vernon ext. 2317.

## Instructional Testing Centers

Instructional Testing Centers are located at the Vernon campus and Century City Center. Students enrolled in Internet and Hybrid courses may use the Instructional Testing Centers for required proctored tests. Hours of operations are located on the Vernon College web site and in the Campus Announcement section of the Blackboard Learning Management System.

## PASS Centers

The Proactive Assistance for Student Success (PASS) Centers at the Wright Library on the Vernon campus and at Century City Center in Wichita Falls provide Vernon College students with tutoring services for most programs/disciplines offered by the College. In addition to tutoring, the PASS Centers also offer assistance with study skills, time management skills, test-taking strategies, and various life and coping skills. A wide range of audio visual materials, including computer-assisted instruction, is offered in the PASS Centers to remediate or enhance basic and workforce skills. For more information, call the Vernon PASS Center at (940) 552-6291, ext. 2309, or the Century City PASS Center at (940) 696-8752, ext. 3257. In addition, tutoring services may be arranged at the Skills Training Center (STC) with advance notice. For STC service call (940)766-3369, ext. 7100.

## ADA Accommodations

Vernon College provides reasonable accommodations to qualified students in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities (ADA) act of 1990. Accommodations are made on a case-by-case basis. Students with special needs are encouraged to contact the Director of Special Services as early as possible. Early notice is required to prepare for and provide special accommodations by the first week of class. All requests for special accommodations due to a disability **must** be accompanied by appropriate and acceptable documentation. It is the responsibility of the student to contact the Special Services Department and to provide documentation that qualifies the student as an individual with a disability, as defined by law, and supports the requested accommodation. The student is also responsible for providing current and accurate contact information and for meeting with Special Services personnel to sign paperwork and receive instructor letters. Special arrangements may be made for distance students who never travel to one of the Vernon College campuses. Students must complete the request process before any accommodations are made. More information may be obtained from the Vernon College website at [www.vernoncollege.edu/ADA](http://www.vernoncollege.edu/ADA) or by emailing [jshoemaker@vernoncollege.edu](mailto:jshoemaker@vernoncollege.edu) or [dlehman@vernoncollege.edu](mailto:dlehman@vernoncollege.edu) or by calling (940) 552-6291, ext. 2307.

## **ADA GRIEVANCE PROCEDURE**

If students feel they have not been served with reasonable accommodations as mandated by the Americans with Disabilities Act, they may file an ADA grievance by following the process outlined in the current Student Handbook and on the Vernon College ADA website at the following address: <http://www.vernoncollege.edu/ADA/GrievanceProcedure.aspx>. ADA grievances must be initiated within three (3) weeks of the alleged occurrence, omission, or denial. The ADA Grievance Procedure is separate from all other college grievances.

## **INTERPRETER SERVICES POLICY**

Students who are deaf may request interpreter services through the Department of Special Services. For information concerning this request, please see the Interpreter Services Policy in its entirety on the college website at [www.vernoncollege.edu](http://www.vernoncollege.edu) or request a written copy from the Director of Special Services Office located in the Wright Library, Room 217.

## **STUDENTS WITH DISABILITIES AND ATTENDANCE ISSUES POLICY**

Faculty determines class attendance policy at Vernon College. While the Special Services Department has no authority to excuse absences from any class, it can verify to faculty the presence of a disease or disability which has the potential to affect attendance. This policy can be found on the college website at [www.vernoncollege.edu](http://www.vernoncollege.edu) or in the Director of Special Services Office located in the Wright Library, Room 217.

## **SERVICE ANIMAL POLICY**

The amended ADA law concerning service animals defines “service animal” as “a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability.” The rule states that other animals, whether wild or domestic, do not qualify as service animals. Dogs that are not trained to perform tasks that mitigate the effects of a disability, including dogs that are used purely for emotional support, are not service animals, and are not allowed in the classrooms, academic buildings, student lounges, or testing rooms.

## **PROCEDURE FOR REASONABLE SUBSTITUTION AND WAIVER REQUESTS**

Any Vernon College student with a disability who wishes to request a reasonable substitution or a waiver for a course should follow the procedure found on the Vernon College website at [www.vernoncollege.edu](http://www.vernoncollege.edu). Students may also request a written copy of this procedure from the Director of Special Services Office, located in the Wright Library, Room 217.

## **Non-Traditional Education**

Credit earned through the methods below will be held in escrow until the currently enrolled student has completed (with a grade of “C” or better) six (6) semester hours of college-level courses in residency at Vernon College. Credit earned through the following methods are not applied to the twenty-five (25%) percent college level course work required in residence for graduation with certificates or degrees from Vernon College.

### **CREDIT BY EXAMINATION**

Students who believe they already possess the knowledge and/or skills taught in any college-level course offered by VC may challenge that course by examination. Credit earned by examination may be applied toward meeting the requirements of a certificate or an associate degree at

VC. Credit by examination awarded to students to meet VC graduation requirements is no guarantee that such credit will transfer to other institutions. Credit earned by examination; other than Vernon College Departmental Challenge Exams, may not be used to meet the residence requirement. Successful performance on an examination is recorded on a student's transcript as credit by that particular examination. No annotation of unsuccessful performance on a credit by examination testing instrument is made on the student's permanent record. For more detailed information, students should contact a counselor and/or review the information in the *Non-Traditional Education* brochure. Listed below are the means by which a student may earn course credit by examination.

**Departmental Challenge Examinations.** For all VC college-level courses which cannot be challenged through standardized examinations, departmental challenge examinations will be constructed by the appropriate faculty specialists as students apply to challenge such courses. These examinations are given during the fall and spring semesters. A \$35.00 per semester hour testing fee is charged for each departmental challenge exam given. Students may repeat a departmental challenge exam only after a six month waiting period.

**Advanced Placement Program (AP).** The Advanced Placement (AP) Program is a cooperative education endeavor of secondary schools, colleges, and the College Board of the Educational Testing Service. The examinations are given each year at selected high schools throughout the nation. VC will accept AP credit toward selected courses.

**College-Level Examination Program (CLEP).** The College-Level Examination Program (CLEP) is a national testing program administered by the Educational Testing Service. VC is a test center for CLEP examinations, and the examinations are given to anyone who wishes to take them. However, not all CLEP examinations are accepted for credit at VC. CLEP is a computerized test and administered by appointment only. Examinees are responsible for contacting each college or university they plan to attend to ensure that CLEP credit is accepted. Additional score reports are available through the Educational Testing Service.

**International Baccalaureate Organization (IBO):** The International Baccalaureate Organization is a college preparatory program recognized for its challenging curriculum. Vernon College values the organization's efforts. In accordance with S.B. 111, students who have earned an IB diploma can expect to receive at least 24 hours of college credit. Non-traditional course credit is recorded to transcripts after the completion of six (6) hours of Vernon College coursework. Where applicable, IB Higher and Standard exam scores will earn selected Vernon College course credits. Within their first academic year, IB students are responsible for notifying the College Admissions and Records Office of their IB status and scores. Prior to enrollment, all IB students must meet TSI (Texas Success Initiative) guidelines for placement.

**Excelsior College Examination Program (ECEP).** Excelsior College sponsors the ECEP (formerly Regents College). The Educational Service Center on Sheppard Air Force Base provides these tests for military personnel. VC is not a testing center for ECEP.

**Defense Activity for Non-Traditional Support (DANTES).** DANTES subject standardized tests are available to members of the military and accepted for credit toward courses at VC. The passing score is the American Council on Education (ACE) recommended score as shown on the transcript of the test results. The Educational Service Center on Sheppard Air Force Base provides these tests for military personnel. VC is not a testing center for DANTES.

## ARTICULATED CREDIT

Courses taken in grades 11 and 12 in a secondary school will be awarded credit according to the articulation agreement developed by Vernon College and the secondary school.

### CREDIT FROM NON-DEGREE PROGRAMS/COURSES AND PROFESSIONAL CERTIFICATIONS

Hours earned in a Vernon College non-degree program/course or through professional certification may be converted to semester hour credit provided the following conditions are met: the credit awarded must apply to the student's declared major; the amount of credit awarded is clearly stated and is in accordance with commonly accepted good practice; the course outcomes and competencies must be equivalent; the course must have been taught by a qualified faculty member; and decisions regarding the awarding of credits and the determination of such credits will be made by qualified faculty members and the Dean of Instructional Services.

Students concurrently enrolled in courses taught for both credit and continuing education may convert fifty (50%) percent of their technical course work from continuing education to credit. Conversion must be requested within five years after the last course is completed. No more than four (4) semester hours for a credit certificate of 29 or less hours and no more than eight (8) semester hours for a credit certificate over 30 hours or a degree may be converted to semester hour credit through professional certification except in the case of Emergency Medical Technology Paramedic Certificate Program in which case a maximum of twenty (20) semester hours may be awarded. Prior training hours must be equal to Vernon Colleges EMS classroom/clinical hours. All prior training will be evaluated by the EMS Coordinator prior to approval. A \$25.00 fee is charged for each course recorded to an academic transcript.

### EVALUATION OF MILITARY EXPERIENCES

*A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education, has been adopted by VC as a basis for evaluating training in the armed forces. Information concerning the evaluation of military training may be obtained in the Office of Admissions and Records.

Transcripts for students who serve or have served in the armed forces should be submitted to Vernon College for evaluation of applicable credit. Students can request these transcripts from the following websites:

Army: <http://aarts.army.mil>

Navy/Marine Corps: <https://smart.navy.mil/smart/welcome.do>

Air Force: <http://www.au.af.mil.au/ccaf/transcripts.asp>

Coast Guard: [http://www.uscg.mil/hr/cqi/ro/official\\_transcripts.asp](http://www.uscg.mil/hr/cqi/ro/official_transcripts.asp)

*NOTE: Students receiving veteran's education benefits are required to submit military transcripts in order to be certified.*

### CREDIT FOR EXPERIENTIAL LEARNING

Credit for experiential learning may be awarded for required external work experience courses (cooperative education, internship, clinical, and practicum) in the curriculum provided the learning is documented and achievement of all outcomes for the courses is demonstrated. Documentation will include how such learning was evaluated and the basis on which such credit was awarded. This credit (not to include the capstone course) must not duplicate credit already

awarded. Credit can only be given in one course for the same experiential learning. Capstone external work experience credit may be awarded during the last semester before graduation. A \$25 fee is charged for each course recorded to an academic transcript.

## **Distance Education**

To meet the changing educational needs of its service area, Vernon College provides distance education opportunities to students with special scheduling needs, at remote locations, and at high schools and other regional centers. Distance education courses are available through the internet (online), hybrid, or by two-way interactive video (ITV) classrooms at area high schools and other selected sites.

Anyone eligible to enroll in a course at Vernon College may enroll in a distance education class. Internet courses allow students to take courses from home by accessing lessons at VC via a personal computer. While class information may be obtained online, proctored testing may be required for both hybrid and/or online courses. Interactive video (ITV) courses provide real-time instruction from Vernon College to the remote site. All distance education students are authenticated by the use of a unique username and password to obtain access. Students receive their unique username and password upon completion of the registration process. The student is responsible for maintaining the confidentiality of the password and account. The privacy of distance education students is maintained in accordance to the Family Educational Rights and Privacy Act (FERPA). Additional communication precautions are taken to protect distance education students. Instructional and course communications between instructors and students is limited to contact using Vernon College issued electronic mail accounts, which require authorized credentials and password securities. For more information, students may access the College's distance education manual at <http://www.vernoncollege.edu/DistanceEducation/>

Distance education courses not in the College catalog/schedule may be available to Vernon College students through the Virtual College of Texas(VCT), a collaborative effort among Texas community colleges. Through VCT, students may register at Vernon College to take distance education courses from other community colleges throughout Texas. To learn more about this service, students should access the VCT web site at <https://www.vct.org/new.php#>

## Grades and Grade Points

VC uses the standard alphabetical system to record grades and uses the four-point system for grade point evaluation. To illustrate, a student achieving an excellent rating in a three credit hour course will be awarded an A and four grade points per credit hour, a total of twelve grade points. The grading system is as shown below:

<b>Grade</b>	<b>Grade Point Value</b>
A - Excellent	4 Points per Credit Hour
B - Above Average	3 Points per Credit Hour
C - Average	2 Points per Credit Hour
D - Passed	1 Points per Credit Hour
E - Effort or in Progress	(Not Computed in GPA)
F - Failed	(Computed in GPA)
I - Incomplete	(Not Computed in GPA)
W - Withdrew Passing	(Not Computed in GPA)
WF - Withdrew Failing	(Computed in GPA)
AU - Audit	(Not Computed in GPA)
P - Pass-Pass/Fail Grading	(Not Computed in GPA)
U - Fail-Pass/Fail Grading	(Not Computed in GPA)
CP - Complete	(Not Computed in GPA) Non-Credit Course
NC - Non-Complete	(Not Computed in GPA) Non- Credit Course

At the end of each regular enrollment period, permanent grades are reported, posted to each student's permanent record, and accessed on the College web site through Campus Connect with use of the student PIN. Grades and transcripts are not released if the student has a hold on his/her records.

The grade of E, available only in Developmental Math course MATH 0310, indicates effort or in progress and denotes that a student has received satisfactory grades, but has not completed enough course work to progress to the next level. This grade (E) may be given only one time for MATH 0310.

The grade of I, which denotes an incomplete, may be given when an instructor believes that a student has a justifiable reason for not completing a course, for example, an illness resulting in the failure to complete the required course work. If an I is given by an instructor, the student must contact the instructor and make arrangements to complete the required work within 60 days from the date the I was earned. Upon completion of the work, the grade of I is changed to a permanent grade. If the required work is not completed prior to the end of the 60-day time period, the I is changed to an F.

AUDIT means to attend a course without working for or expecting to receive formal credit. Audit status declaration is accepted at the time of late registration through the official census day for that semester. Admission requirements and tuition and fees are the same for auditing as for enrolling in credit classes and receiving a regular letter grade.

Courses approved for pass/fail grading may be used to satisfy requirements for a certificate or degree. Courses taken through the pass/fail system will not be used in computing the VC grade point average regardless of the grade received. Individual student requests for the pass/fail option must be made to the Office of Admissions and Records during registration and no

later than the last day of registration and/or change of schedule, whichever is later. Individual student requests for the pass/fail grading option may not be canceled after the end of late registration or the last day to change schedules.

## **Academic Grievance**

An academic grievance involving a final grade must be filed within three (3) months after the assignment of the disputed grade. All other academic grievances must be initiated within three (3) weeks of the date of the alleged occurrence. The Academic Grievance procedure is outlined in detail in the *Student Handbook*.

## **Grade Point Average (GPA)**

The practice followed at Vernon College is that all grades of A, B, C, D, F, and WF are computed in the grade point average (GPA). Grades of E, I, W, AU, P, and U are not computed in the GPA. The GPA is calculated by dividing the number of grade points earned (using the 4.00 system) by number of hours attempted. The average is the resulting quotient carried to two (2) decimal places without any rounding.

## **Scholastic Standards**

Vernon College degree and certificate plans require that students have a GPA of 2.0 or higher for graduation. A student is considered to be in good standing as long as he/she maintains a cumulative GPA of 2.0 or higher on all college-level work.

Scholastic Probation – A student who fails to maintain a cumulative GPA of 2.0 or higher will be placed on scholastic probation. A student on scholastic probation will be allowed to re-enroll if a 2.0 GPA or higher is earned in each subsequent semester. A student will remain on probation until his or her cumulative GPA reaches 2.0 or higher.

Scholastic Suspension – A student on scholastic probation who fails to maintain a 2.0 GPA or higher in any subsequent semester will be placed on scholastic suspension. A student on first scholastic suspension will not be allowed to attend VC the next long semester. A student on scholastic suspension for a second time will not be allowed to attend VC for a full academic year. Scholastic suspension may be appealed by written petition to the Admissions Committee if a student feels extenuating circumstances, beyond his/her control, were responsible for the suspension.

Scholastic Dismissal – A student placed on scholastic suspension for a third time will be scholastically dismissed. Students who are scholastically dismissed cannot enroll in Vernon College for a period of three years. Scholastic dismissal may also be appealed by written petition to the Admissions Committee if a student feels extenuating circumstances, beyond his/her control, were responsible for the dismissal.

Due to the structure of some specific programs, scholastic standards vary from the above guidelines. Students should review departmental handbooks for specific requirements.

## **Repeating a Course**

A course may be repeated if a student desires to improve a grade received in the course. However, it should be noted that the last punitive grade received, which is included in the GPA, will be recognized as the permanent grade. When a course is repeated, the prior course enrollment(s) will not be included in calculating the grade point average at Vernon College, but will remain posted to the student's permanent record.

## Examinations

Periodic examinations in a course will be given at the discretion of the instructor. Make-up examinations for students absent on a regular examination day may be scheduled at the instructor's convenience and discretion. Final examination make-ups or final examinations given prior to the regularly scheduled final examination time will be given only after approval by the appropriate instructional administrator. The student will be responsible for obtaining permission for postponement of a final examination or for an early final examination. If a final examination is scheduled, failure to take the final examination may result in a permanent grade of F in the course.

## Honor Students

Full-time college-level students are eligible for the following honors: the President's List, which recognizes full-time students who complete their enrollment period with a grade point average of 4.0; and the Dean's List, which recognizes full-time students who complete their enrollment period with a grade point average of 3.5 or above.

Half-time students (enrolled in six or more semester credit hours) are eligible for the following: the Honor List, which recognizes students who complete their enrollment period with a grade point average of 3.5 or above.

Honor lists are prepared for fall and spring semesters.

## Transfer of Credit

Academic courses (specified in the *Community College General Academic Course Guide Manual* and the VC core curriculum) successfully completed at VC should be fully transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent courses are available for fulfilling associate and the lower division portion of baccalaureate degree requirements. **It is the responsibility of the student, however, to determine prior to registration the transferability of any course.** Since transfer of specific courses normally depends upon the applicability of the completed work toward a degree plan specified by the receiving institution, any program of study at VC should be planned to parallel the requirements of the program at the institution to which the student plans to transfer.

In order to facilitate transfer, a library of senior college and university catalogs is available in the counseling area. Likewise, counselors also maintain course articulation or conversion charts for many Texas institutions of higher education. These cross-reference charts enable students to determine the course equivalents at senior institutions. Counseling assistance is available to students who want more information about transferring to another institution.

Texas public senior colleges and universities usually accept sixty-six (66) hours of credit from a junior college. Developmental courses are not transferable.

## TRANSFER DISPUTES

Occasionally, a problem may arise when a lower-division VC course is not accepted for credit by a Texas public institution of higher education. If this occurs, the following procedures should be followed for the resolution of credit transfer disputes involving lower division courses.

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied. At this point the student may dispute the denial of credit by contacting the VC Dean of Instructional Services.

2. The two institutions and the student shall attempt to resolve the transfer of course credit in accordance with the Texas Higher Education Coordinating Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied shall notify the Commissioner of Higher Education of the denial.

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

### **GUARANTEE FOR TRANSFER CREDIT**

Vernon College guarantees to its Associate in Science and Associate in Arts students who have met all the requirements for the degree, beginning May 1993 and thereafter, that course credits taken at VC will transfer to other public supported Texas colleges or universities provided conditions listed below are met.

1. Transferability means acceptance of credit toward a specific major and degree at a specific institution. These components must be identified by the student during the application for admission process prior to the first semester of enrollment at Vernon College.
2. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Transferability refers to courses in a written transfer/degree plan filed in a student's file in the Office of Admissions and Records at Vernon College. This plan must include the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such decision was made.
4. Only college-level courses with the *Lower-Division Academic Course Guide Manual* approved numbers are included in this guarantee.
5. Credit by examination (such as CLEP, etc.) must satisfy requirements of the receiving institution.

If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer for similar course or courses as listed in the *Lower-Division General Academic Course Guide Manual*, the student must notify the Dean of Instructional Services at Vernon College within 15 days of first notice of transfer credit denial so that the transfer dispute resolution process can be initiated.

If course denial is not resolved, Vernon College will allow the student to take tuition-free alternate courses, semester hour for semester hour, which are acceptable to the receiving institution within a one year period from granting of a degree at Vernon College. The graduate is responsible for payment of any fees, books, or other course-related expenses associated with the alternate course or courses.

### **Guarantee for Job Competency**

If a recipient of a Certificate of Completion or an Associate of Applied Science (A.A.S.) degree is judged by his/her employer to be lacking in workforce job skills identified as exit competencies for his/her specific certificate or degree program, the graduate will be provided up to nine (9) tuition-free credit hours of additional skill training by Vernon College under the conditions of the guarantee policy. Special conditions which apply to the guarantee are listed below.

1. The graduate must have earned the Certificate of Completion or the A.A.S. degree in a Career and Technical Education program identified in the Vernon College catalog.
2. The graduate must have completed requirements for the Certificate of Completion or the A.A.S. degree at Vernon College, with a minimum of seventy-five (75%) percent of credits earned at Vernon College.
3. The graduate must be employed full-time in the area directly related to the area of the program concentration as certified by the Dean of Instructional Services.
4. Employment must commence within 6 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Vernon College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment with the employer.
6. The employer, graduate, Dean of Instructional Services, job-placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to nine (9) semester credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer are responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. Only course work taken within 5 years prior to graduation will be covered.
12. The guarantee does not include proficiency in computer software upgrades and technology improvements made after a student has successfully completed a course.

A student's sole remedy against Vernon College and its employees for skill deficiencies shall be limited to nine (9) semester credit hours of tuition-free education under the conditions described above.

Activation of this guarantee may be initiated by the graduate by contacting the Dean of Instructional Services within 90 days of the graduate's initial employment.

# DEGREES, CERTIFICATES, AWARDS

## Explanation of Degrees, Certificates, Awards

Vernon College awards the Associate in Arts degree, the Associate of Arts in Teaching degree, the Associate in Science degree, the Associate in Applied Science degree, the Certificate of Completion, and the Marketable Skills Achievement Award. All students applying for a degree, certificate, or award should complete an application for graduation and pay the appropriate fee. If a student does not meet graduation requirements by their anticipated graduation date, the application will be moved forward one time to the next graduation date without reapplying.

**Associate in Arts, Associate of Arts in Teaching, and Associate in Science Degrees.** The Associate in Arts (AA) and Associate in Science (AS) degrees provide general academic curricula in university-parallel and pre-professional courses of study which generally correspond to the first four semesters of a bachelor's degree program. While VC does not offer a major in the AA, AAT, or AS degrees, suggested transfer curricula are included in the catalog to serve as a guide for students whose educational goals include transfer to a four-year university. Students should consult the catalog of the receiving institution for specific requirements.

**Associate in Applied Science Degree.** The Associate in Applied Science (A.A.S.) degree programs are designed to prepare the student for immediate employment and/or career advancement. These programs are generally workforce or paraprofessional in nature and are identified with a specialty designation.

**Certificate of Completion.** Certificate programs are designed for entry-level employment, meeting a particular specialty within an occupational area, and/or upgrading one's skills and knowledge within a vocation. It is possible for a student to earn a certificate while qualifying for an associate degree in some programs. VC certificate programs are categorized into two classifications for graduation purposes: the skills certificate containing less than twenty-four (24) semester credit hours and the general certificate containing twenty-four (24) or more semester credit hours.

**Marketable Skills Achievement Award.** Marketable Skills Achievement Awards consist of a course or series of courses that provide workforce skills for basic entry-level employment in a vocational career field. An award may be a Career and Technical Education credit program of 9-14 semester credit hours or a continuing education program of 144-359 contact hours. The awards meet standards of the Workforce Investment Act (WIA), but are too short to qualify as Certificates of Completion.

## General Degree and Certificate Requirements

1. Satisfy all admission requirements.
2. Satisfactorily complete all requirements specified for the certificate or degree as outlined in an applicable VC catalog.
3. Satisfactorily complete at least twenty-five (25%) percent of college-level courses required for the certificate or degree in residence at VC.
4. Earn a minimum grade point average (GPA) of 2.00 or C on all college-level work presented for the certificate or degree. Students enrolled in nursing programs are required to have a grade of C or better in all specialized courses. Specialized refers to all courses carrying the course prefix of the nursing programs and the anatomy and physiology courses taught through the biology discipline.

5. Be enrolled at VC for the semester during which the requirements for the certificate or degree are completed except as otherwise approved.
6. Pay graduation fee and apply for graduation prior to published deadlines.
7. Return all properties of the College, including library books.
8. Pay or make satisfactory arrangements for payment of all financial obligations to the College and complete other pertinent record requirements, including exit interviews as required by financial aid programs.
9. Pass all sections of the state approved placement test (certificates waived).

## **Second and Subsequent Certificates or Degrees**

Students who currently hold a certificate or degree and who apply for a VC certificate or degree or apply for a second VC certificate or degree are required to complete a minimum of fifteen (15) semester hours at VC of program-relevant study (as determined by the appropriate instructional administrator). The fifteen (15) semester hours must be completed after the requirements or the issuance of the student's most recent certificate or degree. Credit for external work experiences or management seminar courses may be used to satisfy a maximum of three (3) semester hours of this requirement.

Correspondence or examination credit may be used to satisfy a maximum of six (6) semester hours of this requirement. All other certificates and/or degree requirements also apply. The second or subsequent certificate or degree must be titled differently from the first or previous certificate or degree. For example, only one Associate in Arts Degree may be issued even though the major or field of study differs. The same is true of the Associate in Science Degree.

## **Course Substitutions**

In accordance with the standards required by the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools, Vernon College requires students to complete the core curriculum transfer courses listed in each degree.

However, a student may request permission to substitute another Career and Technical Education (CATE) course for a CATE course in the student's program of study. The course must be at least equal in semester credit hours and similar in content to be eligible for substitution. Courses with prerequisites can only be substituted if the prerequisites have been met. A student may substitute courses totaling not more than twenty (20%) percent of the credit hours in a CATE program of study.

In order to complete the substitution process, the student's faculty advisor must state in writing the rationale for the substitution. Approval for the substitution must be obtained from the faculty advisor, division chair, Dean of Instructional Services, and Dean of Admissions and Records. Any Vernon College student with a disability who wishes to request a reasonable substitution for a course should contact the Special Services Director at (940) 552-6291, ext. 2308 or come by the Director's office at Room 211 in the Wright Library on the Vernon campus. The complete written procedure for course substitutions under the Americans with Disabilities Act of 1990 is available in the Director's office.

## **Graduation Application and Ceremony Attendance**

In order to receive a degree or certificate, it is necessary to pay the graduation fee and apply for graduation before the published deadlines. The application for graduation is filed with the Office of Admissions and Records. Candidates for a degree or certificate of twenty-four (24) or more semester credit hours are expected to attend commencement exercises. Skill certificate

graduates from programs of less than twenty-four (24) semester credit hours will receive their diplomas by mail. Since there is no commencement ceremony for August or December, diplomas are available approximately six (6) weeks after the graduation date.

## Honor Graduates

### Associate Degrees:

To graduate with honor, degree seeking students must have a Vernon College cumulative grade point average in college-level credit courses as detailed below.

<b>Designation</b>	<b>GPA</b>
Summa Cum Laude	4.0
Magna Cum Laude	3.8 – 3.99
Cum Laude	3.5 – 3.79

### Certificate of Completion (minimum program of 24 or more semester hours):

To graduate with honor, certificate seeking students must have a Vernon College cumulative grade point average in college-level credit courses as detailed below.

<b>Designation</b>	<b>GPA</b>
High Honors	3.8 – 4.0
Honors	3.5 – 3.79

For the May spring graduation ceremony only, the above honors will be based on the student's GPA at the close on the fall semester. This procedure is designed to recognize the student's achievement but is subject to change based on the final spring semester grades, due after the ceremony.

# VERNON COLLEGE GENERAL EDUCATION PHILOSOPHY STATEMENT

General education at Vernon College reflects the institution's deep conviction that successful, satisfying lives require a wide range of skills and knowledge. We are dedicated to providing educational opportunities that develop the academic, career, and personal capabilities of individuals so they may achieve self-fulfillment and participate fully and positively in a democratic society. Vernon College accepts the charge of providing a college atmosphere free of bias, in which students can exercise initiative and personal judgment, leading to a greater awareness of personal self-worth. We strive to provide every student with opportunities to develop the tools necessary to become a contributing, productive member of society. General education, in essence, augments and rounds out the specialized training students receive in their majors and cultivates a knowledgeable, informed, literate human being. Vernon College has identified the following college-level competencies generated from the general education core:

## GENERAL EDUCATION CORE COMPETENCIES

(General Education Learner Outcomes)

- I. **CRITICAL THINKING:** Students will evaluate the validity of ideas through a creative process of questioning, analyzing, and synthesizing.
- II. **COMMUNICATION/INTERPERSONAL:** Students will develop effective reading, writing, speaking, and listening skills to communicate verbally and nonverbally.
- III. **SCIENTIFIC AND MATHEMATICAL LITERACY:** Students will apply an understanding of mathematical, natural, and behavioral scientific principles and methods to solve abstract and practical problems.
- IV. **INFORMATION LITERACY:** Students will develop the information literacy skills to confidently and competently locate, use, and evaluate information.
- V. **CULTURAL LITERACY:** Students will develop an appreciation of human culture and its diversity and the role of the creative arts in society.

Based on our mission, the general education core competencies developed by the College represent the academic proficiencies believed necessary for graduates to be successful and productive employees as well as successful community citizens. Furthermore, Vernon College believes that every student who graduates with a degree should successfully master general education competencies regardless of the degree discipline. To ensure that the College supports this mission, every degree program includes a minimum of 18 semester hours of general education as prescribed by the Texas Higher Education Coordinating Board's *Lower-Division Academic Course Guide Manual* (ACGM) as well as the *Guidelines for Programs in Workforce Education* (GIPWE).

## Vernon College's Core Curriculum

In order to facilitate the transfer of course credit among public colleges and universities throughout the state, Senate Bill 48 was passed by the 75th Texas Legislature in 1997. One of the provisions of the statute allows transfer students to use a successfully completed group of lower-division core curriculum courses to substitute for a similar group of courses at the Texas public college or university to which they transfer. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the Texas Higher Education Coordinating Board has approved a larger core curriculum at that institution.

VC's forty-four semester hour core curriculum for the Associate in Arts and Associate in Science degrees includes courses in communications, mathematics, natural sciences, visual and performing arts and humanities, social and behavioral sciences, and computer science. Satisfactory completion of the core curriculum requires students to be competent in reading, writing, oral communications, fundamental mathematical skills, and the basic use of a computer.

### Core Curriculum Requirements

Component Area (THECB Codes)	Courses	Required Semester Credit Hours
Communications (010)	ENGL 1301, ENGL 1302 SPCH 1315 or SPCH 1342	9
Mathematics (020)	MATH 1314, MATH 1316, MATH 1332, MATH 1342, MATH 1350, MATH 1351, MATH 1414, MATH 2413, MATH 2414	3
Natural Sciences (030)	BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421 CHEM 1406, CHEM 1411, CHEM 1412, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 1415	8
Visual and Performing Arts (050)	ARTS 1301, DRAM 1310, MUSI 1304, MUSI 1306	3
Humanities (040)	ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, ENGL 2333	3
Social and Behavioral Sciences (060)	HIST 1301, HIST 1302 GOVT 2305, GOVT 2306 ECON 2301, ECON 2302 PSYC 2301, SOCI 1301	6 6 3
Institutionally Designated Option (Computer Science)	BCIS 1305, COSC 1301	3
<b>TOTAL</b>		<b>44</b>

# CERTIFICATE OF COMPLETION CORE CURRICULUM

CIP 24.010200

1. Complete the Core Curriculum requirements.
2. Satisfactorily complete at least twenty-five (25%) percent of college-level courses required for the certificate or degree in residence at VC.
3. Satisfactorily complete the following courses:

## **Communications**

ENGL 1301 & ENGL 1302..... 6 semester hours  
SPCH 1315 or SPCH 1342 ..... 3 semester hours

## **Mathematics** ..... 3 semester hours

MATH 1314, MATH 1316, MATH 1332, MATH 1342, MATH 1350, MATH 1351, MATH 1414, MATH 2413, or MATH 2414

## **Natural Sciences** ..... 8 semester hours

BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, or PHYS 1415

## **Visual and Performing Arts** ..... 3 semester hours

ARTS 1301, DRAM 1310, MUSI 1304, or MUSI 1306

## **Humanities** ..... 3 semester hours

ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, or ENGL 2333

## **Social and Behavioral Sciences**

HIST 1301 & HIST 1302..... 6 semester hours  
GOVT 2305 & GOVT 2306..... 6 semester hours  
Choose one (1) course ..... 3 semester hours  
ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

## **Computer Course** ..... 3 semester hours

BCIS 1305 or COSC 1301

Total..... 44 semester hours

Core Curriculum Certificate of Completion is subject to all Texas Success Initiative requirements.

# ASSOCIATE IN ARTS DEGREE

CIP 24.010200

1. Complete a minimum of sixty (60) semester hours.
2. Satisfactorily complete at least twenty-five (25%) percent of college-level courses required for the certificate or degree in residence at Vernon College.
3. Satisfactorily complete the core curriculum requirements.
4. Satisfactorily complete at least twelve (12) hours of sophomore-level courses.
5. Satisfactorily complete the following courses:

## Communications

ENGL 1301 & ENGL 1302 .....	6 semester hours
SPCH 1315 or SPCH 1342.....	3 semester hours

## Mathematics

.....	3 semester hours
MATH 1314, MATH 1316, MATH 1332, MATH 1342, MATH 1350, MATH 1351, MATH 1414, MATH 2413, or MATH 2414	

## Natural Sciences

.....	8 semester hours
BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, or PHYS 1415	

## Visual and Performing Arts

.....	3 semester hours
ARTS 1301, DRAM 1310, MUSI 1304, or MUSI 1306	

## Humanities

.....	6 semester hours*
ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, or ENGL 2333	

## Foreign Language

SPAN 1411, SPAN 1412, SPAN 2311, or SPAN 2312 .....	6-8 semester hours++
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## Social and Behavioral Sciences

HIST 1301 & HIST 1302.....	6 semester hours
GOVT 2305 & GOVT 2306 .....	6 semester hours
Choose one (1) course.....	3 semester hours
ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301	

## Computer Course

.....	3 semester hours
COSC 1301	

## Physical Education Activity Courses

.....	2 semester hours+
Physical Education Activities (However, four semester hours of Physical Education Activities are recommended during a student's first two years of college.)	

## Electives

.....	5 semester hours^
(Exclusive of PHED activity courses)	

Total.....60 semester hours

+ Students, by written permission of approval by the Dean of Instructional Services, may be excused in some cases.

++ Most senior colleges require the completion of two to four semesters of one foreign language for a Bachelor of Arts degree.

\* VC's core curriculum requires three (3) semester hours of humanities. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English may apply for a Vernon College waiver of three (3) hours of the sophomore English requirements with substitution of appropriate course work upon approval by the Dean of Instructional Services.

^ See Suggested Transfer Curricula section of the *General Catalog*.

A student cannot use the same course to meet requirements in two areas.

# ASSOCIATE IN SCIENCE DEGREE

CIP 24.010200

1. Complete a minimum of sixty (60) semester hours.
2. Satisfactorily complete at least twenty-five (25%) percent of college-level courses required for the certificate or degree in residence at Vernon College.
3. Satisfactorily complete the core curriculum requirements.
4. Satisfactorily complete at least twelve (12) hours of sophomore-level courses.
5. Satisfactorily complete the following courses:

**Communications**

ENGL 1301 & ENGL 1302 ..... 6 semester hours  
 SPCH 1315 or SPCH 1342..... 3 semester hours

**Mathematics**

..... 6 semester hours  
 MATH 1314, MATH 1316, MATH 1332, MATH 1342, MATH 1350, MATH 1351,  
 MATH 1414, MATH 2413, or MATH 2414

**Natural Sciences**

..... 8 semester hours  
 BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406,  
 CHEM 1411, CHEM 1412, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, or PHYS 1415

**Visual and Performing Arts**

..... 3 semester hours  
 ARTS 1301, DRAM 1310, MUSI 1304, or MUSI 1306

**Humanities**

.....6 semester hours\*  
 ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, or  
 ENGL 2333

**Social and Behavioral Sciences**

HIST 1301 & HIST 1302..... 6 semester hours  
 GOVT 2305 & GOVT 2306 ..... 6 semester hours  
 Choose one (1) course..... 3 semester hours  
 ECON 2301, ECON 2302, PSYC 2301, or SOCI 1301

**Computer Course**

..... 3 semester hours  
 BCIS 1305 or COSC 1301

**Physical Education**

..... 2 semester hours+  
 Physical Education Activities (However, four semester hours of Physical Education  
 Activities are recommended during a student's first two years of college.)

**Electives**

..... 8 semester hours^  
 (Exclusive of PHED activity courses)

Total..... 60 semester hours

+ Students, by written permission of approval by the Dean of Instructional Services, may be excused in some cases.

++ Most senior colleges require the completion of two to four semesters of one foreign language for a Bachelor of Arts degree.

\* VC's core curriculum requires three (3) semester hours of humanities. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English may apply for a Vernon College waiver of three (3) hours of the sophomore English requirements with substitution of appropriate course work upon approval by the Dean of Instructional Services.

^ See Suggested Transfer Curricula section of the *General Catalog*.

A student cannot use the same course to meet requirements in two areas.

## ASSOCIATE IN APPLIED SCIENCE DEGREE

1. Complete the minimum number of semester hours required in the degree.
2. Satisfactorily complete at least twenty-five (25%) percent of college-level courses required for the certificate or degree in residence at Vernon College.
3. Satisfactorily complete at least twelve (12) hours of sophomore-level courses.
4. Satisfactorily complete the general education core listed in the degree.



*Chris Venegas, Vernon College alumni and adjunct instructor, prepares an activity for his Industrial Automation class. Vernon College offers a variety of hands on workforce classes which prepare our students for the work place.*

**ASSOCIATE OF ARTS IN TEACHING**  
**LEADING TO INITIAL TEXAS TEACHER CERTIFICATION EC-6<sup>^</sup>**  
 CIP 13.120600

1. Complete the Core Curriculum requirements.
2. Complete a minimum of sixty (60) semester hours.
3. Satisfactorily complete at least twenty-five (25%) percent of credit hours for the degree in residence at Vernon College.
4. Satisfactorily complete at least twelve (12) hours of sophomore-level courses.
5. Satisfactorily complete the following courses:

**Communications**

ENGL 1301 and ENGL 1302.....6 semester hours  
 SPCH 1315 or SPCH 1342 .....3 semester hours

**Mathematics**

MATH 1314 or MATH 1414 ..... 3-4 semester hours

**Natural Sciences**

BIOL 1406\*, BIOL 1407\*, BIOL 2401,  
 BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406,  
 CHEM 1411, CHEM 1412, PHYS 1401, PHYS 1402,  
 PHYS 1403, PHYS 1404, or PHYS 1415\* ..... 8 semester hours

**Visual and Performing Arts**

MUSI 1304 ..... 3 semester hours

**Humanities** ..... 6 semester hours\*

ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332,  
 or ENGL 2333

**Social and Behavioral Sciences**

HIST 1301 & HIST 1302.....6 semester hours  
 GOVT 2305 & GOVT 2306.....6 semester hours  
 Choose one (1) course ..... 3 semester hours  
 ECON 2301, PSYC 2301, or SOCI 1301

**Computer Course**

COSC 1301.....3 semester hours

**Math for Education Majors**

MATH 1350 Fundamentals of Mathematics I ..... 3 semester hours  
 MATH 1351 Fundamentals of Mathematics II..... 3 semester hours

**Field Experience Education Courses**

EDUC 1301 Introduction to the Teaching Profession ..... 3 semester hours  
 EDUC 2301 Introduction to Special Populations..... 3 semester hours

**Science Course Beyond Core**

BIOL 1416 Life/Earth Science..... 4 semester hours

**Total** .....60-61 semester hours

<sup>^</sup>All courses may not be taught at all VC locations.

\* Preferred science course

EC-Grade 6 Certification (areas): EC-6 Generalist, EC-6 Bilingual Generalist, EC-6 ESL Generalist, EC-6 other content area teaching fields/academic disciplines/interdisciplinary TBA

**ASSOCIATE OF ARTS IN TEACHING**  
**LEADING TO INITIAL TEXAS TEACHER CERTIFICATION**  
**4-8, EC-12 Special Education<sup>^</sup>**  
 CIP 13.120600

1. Complete the Core Curriculum requirements.
2. Complete a minimum of sixty (60) semester hours.
3. Satisfactorily complete at least twenty-five (25%) percent of credit hours for the degree in residence at VC.
4. Satisfactorily complete at least twelve (12) hours of sophomore-level courses.
5. Satisfactorily complete the following courses:

**Communications**

ENGL 1301 and ENGL 1302 ..... 6 semester hours  
 SPCH 1315 or SPCH 1342 ..... 3 semester hours

**Mathematics**

MATH 1314 or MATH 1414 ..... 3-4 semester hours

**Natural Sciences**

BIOL 1406\*, BIOL 1407\*, BIOL 2401,  
 BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406,  
 CHEM 1411, CHEM 1412, PHYS 1401, PHYS 1402,  
 PHYS 1403, PHYS 1404, or PHYS 1415\* ..... 8 semester hours

**Visual and Performing Arts**

MUSI 1306 ..... 3 semester hours

**Humanities**

ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328 ..... 3 semester hours  
 ENGL 2331, ENGL 2322, or ENGL 2333

**Social and Behavioral Sciences**

HIST 1301 & HIST 1302 ..... 6 semester hours  
 GOVT 2305 & GOVT 2306 ..... 6 semester hours  
 Choose one (1) course ..... 3 semester hours  
 ECON 2301, PSYC 2301, or SOCI 1301

**Computer Course**

COSC 1301 ..... 3 semester hours

**Math for Education Majors**

MATH 1350 Fundamentals of Mathematics I ..... 3 semester hours  
 MATH 1351 Fundamentals of Mathematics II ..... 3 semester hours

**Field Experience Education Courses**

EDUC 1301 Introduction to the Teaching Profession ..... 3 semester hours  
 EDUC 2301 Introduction to Special Populations ..... 3 semester hours

**Science Course Beyond Core**

BIOL 1416 Life/Earth Science ..... 4 semester hours  
 Total ..... 60-61 semester hours

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<sup>^</sup>All courses may not be taught at all VC locations

\*Preferred science course

Grades 4-8 Certification (areas): 4-8 Generalist, 4-8 Bilingual Generalist, 4-8 ESL Generalist, 4-8 English Language Arts & Reading, 4-8 English Language Arts & Reading and Social Studies, 4-8 Mathematics, 4-8 Science, 4-8 Mathematics and Science, 4-8 Social Studies, 4-8 other content area teaching fields/academic disciplines/interdisciplinary TBA

EC-Grade 12 Special Education Certification: EC-12 Special Education, EC-12 other Special Education certificates TBA (e.g., Teacher of the Deaf and Hard of Hearing)

**ASSOCIATE OF ARTS IN TEACHING**  
**LEADING TO INITIAL TEXAS TEACHER CERTIFICATION**  
**8 - 12, EC - 12 Other Than Special Education ^**  
 CIP 13.120600

1. Complete the Core Curriculum requirements.
2. Complete a minimum of sixty (60) semester hours.
3. Satisfactorily complete at least twenty-five (25%) percent of credit hours for the degree in residence at VC.
4. Satisfactorily complete at least twelve (12) hours of sophomore-level courses.
5. Satisfactorily complete the following courses:

**Communications**

ENGL 1301 & ENGL 1302.....	6 semester hours
SPCH 1315.....	3 semester hours

**Mathematics**

MATH 1314 or MATH 1414.....	3-4 semester hours
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**Natural Sciences**

BIOL 1406*, BIOL 1407*, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, or PHYS 1415* (for BA, BS, or BFA, select two sciences in same area)	8 semester hours
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**Visual and Performing Arts**

ARTS 1301, MUSI 1306.....	3 semester hours
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**Humanities**

ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328.....	3 semester hours
ENGL 2331, ENGL 2332, or ENGL 2333	

**Social and Behavioral Sciences**

HIST 1301 & HIST 1302.....	6 semester hours
GOVT 2305 & GOVT 2306.....	6 semester hours
Choose one (1) course.....	3 semester hours
ECON 2301, PSYC 2301, or SOCI 1301	

**Computer Course**

COSC 1301.....	3 semester hours
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**Field Experience for Education Majors**

EDUC 1301 Introduction to the Teaching Profession.....	3 semester hours
EDUC 2301 Introduction to Special Populations.....	3 semester hours

**Content Area Teaching Fields (Select one teaching field).....** 10 semester hours

*Science:*

BIOL 1416 Life/Earth Science.....	4 semester hours
CHEM 1411 General Chemistry I.....	4 semester hours
CHEM 1412 General Chemistry II.....	4 semester hours
PHYS 1401 College Physics I.....	4 semester hours
PHYS 1402 College Physics II.....	4 semester hours

*Mathematics:*

MATH 1316 Plane Trigonometry.....	3 semester hours
MATH 2413 Calculus I.....	4 semester hours
MATH 2414 Calculus II.....	4 semester hours

*Agricultural Sciences and Technology:*

AGRI 1407 Agronomy.....	4 semester hours
AGRI 1419 Introductory Animal Science.....	4 semester hours
AGRI 1325 Marketing of Agricultural Products.....	3 semester hours
AGRI 1131 The Agricultural Industry.....	3 semester hours
AGRI 2317 Introduction to Agricultural Economics.....	3 semester hours
AGRI 2321 Livestock Evaluation I.....	3 semester hours
AGRI 2330 Wildlife Conservation and Management.....	3 semester hours

*Foreign Languages:*

SPAN 1411 Beginning Spanish I.....	4 semester hours
SPAN 1412 Beginning Spanish II.....	4 semester hours
SPAN 2311 Intermediate Spanish I.....	3 semester hours
SPAN 2312 Intermediate Spanish II.....	3 semester hours

<b>Total</b> .....	<b>60-61 semester hours</b>
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^All courses may not be taught at all VC locations

\* Preferred science courses

## Suggested Curricula Guide by Major Field of Study

Students who are planning to transfer to a four-year college or university and who have selected one of the following major fields of study may follow the suggested curriculum shown for that specified major. Courses listed as electives within the major field of study will meet the elective requirements for Vernon College associate degree completion. However, while these same courses will transfer, they may or may not meet university requirements for a given four-year degree plan. Students are strongly encouraged to consult the specific four-year degree requirements from the college or university they plan on transferring to and to seek guidance from an academic advisor prior to selecting electives. A minimum of sixty (60) semester credit hours (SH) is required for Vernon College Associate of Arts (AA) and Associate of Science (AS) degree.

Core Curriculum requirements are listed at the beginning of this section of the General Catalog. Refer to the course descriptions for prerequisite requirements.

<u>Major Field of Study</u>	<u>Credit Hours</u>
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### Accounting

Core Curriculum.....	44
Associate of Science requirements in addition to Core (generally meet university major requirements): .....	8
For Mathematics, select MATH 1316; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	8
ACCT 2401, ACCT 2402, ECON 2301, ECON 2302	

### Agriculture

Core Curriculum.....	44
For Natural Sciences, select BIOL 1406 <b>and</b> BIOL 1407 <b>or</b> CHEM 1411 <b>and</b> CHEM 1412; for Behavioral Science, select SOCI 1301	
Associate of Science requirements in addition to Core (generally meet university major requirements): .....	8
For Mathematics, select any MATH course except developmental MATH; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	8
AGRI 1131, AGRI 1407, AGRI 1419, AGRI 2317	

### Athletic Training

Core Curriculum.....	44
For Natural Sciences, select BIOL 2401 <b>and</b> BIOL 2402; for Behavioral Science, select PSYC 2301	
Associate of Science requirements in addition to Core (generally meet university major requirements): .....	8
For Humanities Elective, select sophomore English; for Mathematics, select MATH 1316; for Physical Education, select PHED 1105 <b>and</b> PHED 1106	
Electives within major field of study: .....	8
BIOL 1322, PHED 1304, PHED 1306, PHED 2156, PHED 2356	

## Biology

Core Curriculum.....	44
For Natural Sciences, select BIOL 1406 <b>and</b> BIOL 1407; for Behavioral Science, select SOCI 1301	
Associate of Science requirements in addition to Core (generally meet university major requirements): .....	8
For Humanities Elective, select sophomore English; for Mathematics, select MATH 1316; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	8
BIOL 2401, BIOL 2402, CHEM 1411, CHEM 1412	

## Business Administration

Core Curriculum.....	44
For Behavioral Science, select SOCI 1301	
Associate of Science requirements in addition to Core (generally meet university major requirements): .....	8
For Mathematics, select any MATH course except developmental MATH; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	8
ACCT 2401, ACCT 2402, BUSI 1301 or BUSI 2301, ECON 2301	

## Chemistry

Core Curriculum.....	44
For Natural Sciences, select CHEM 1411 and CHEM 1412; for Mathematics, select MATH 1316; for Behavioral Science, select SOCI 1301; for Visual and Performing, select MUSI 1306	
Associate of Science requirements in addition to Core (generally meet university major requirements): .....	9
For Mathematics, select MATH 2413; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	7
MATH 2414, Laboratory Science	

## Computer Science

Core Curriculum.....	44
For Mathematics, select MATH 1316; for Behavioral Science, select SOCI 1301	
Associate of Science requirements in addition to Core (generally meet university major requirements): .....	9
For Mathematics, select MATH 2413; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	7
MATH 2414, elective course(s) selected by the student	

## **Criminal Justice**

Core Curriculum.....	44
For Behavioral Science, select SOCI 1301	
Associate of Science requirements in addition to Core (generally meet university major requirements): .....	8
For Mathematics, select any MATH course except developmental MATH; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	8
CRIJ 1301, CRIJ 1306, CRIJ 1310, CRIJ 2313, CRIJ 2328	

## **Drama**

Core Curriculum.....	44
For Visual and Performing Arts, select DRAM 1310; for Behavioral Science, select PSYC 2301	
Associate of Arts requirements in addition to Core (generally meet university major requirements): .....	13
For Foreign Language, select SPAN 1411 and SPAN 1412; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	3
DRAM 1120, DRAM 1121, SOCI 1301	

## **English**

Core Curriculum.....	44
For Behavioral Science, select SOCI 1301	
Associate of Arts requirements in addition to Core (generally meet university major requirements): .....	13
For Foreign Language, select SPAN 1411 and SPAN 1412; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	3
PSYC 2301	

## **Government**

Core Curriculum & Requirements.....	44
For Behavioral Science, select SOCI 1301	
Associate of Arts requirements in addition to Core (generally meet university major requirements): .....	13
For Foreign Language, select SPAN 1411 and SPAN 1412; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	3
HIST 2311, HIST 2312, SPAN 2311, SPAN 2312	

## History

Core Curriculum & Requirements.....	44
For Behavioral Science, select SOCI 1301	
Associate of Arts requirements in addition to Core (generally meet university major requirements): .....	13
For Foreign Language, select SPAN 1411 and SPAN 1412; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	3
HIST 2311, HIST 2312, SPAN 2311, SPAN 2312	

## Kinesiology - Physical Education

Core Curriculum.....	44
For Behavioral Science, select SOCI 1301	
Associate of Science requirements in addition to Core (generally meet university major requirements): .....	8
For Mathematics, select any college-level MATH (except MATH 1332); for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study#:.....	8
PHED 1301, PHED 1306, PHED 1308 or PHED 1321, PHED 1304	
#See catalog of senior institution for specific requirements	

## Mathematics

Core Curriculum.....	44
For Mathematics, select MATH 1316	
Associate of Arts requirements in addition to Core (generally meet university major requirements): .....	13
For Foreign Language, select SPAN 1411 and SPAN 1412; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	3
MATH 2413, MATH 2414	

## Music/Music Education

Core Curriculum.....	44
Associate of Arts requirements in addition to Core (generally meet university major requirements): .....	13
For Foreign Language, select SPAN 1411 and SPAN 1412; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	3
MUEN 1151; MUEN 1152; MUSI 1304; MUAP 1169; Applied Music Elective, select MUAP 1 SH and MUAP 2 SH at sophomore level	

## **Pre-Baccalaureate Degree Nursing**

Core Curriculum.....	44
For Natural Sciences, select BIOL 2401, BIOL 2402; for Behavioral Science, select PSYC 2301	
Associate of Science requirements in addition to Core (generally meet university major requirements): .....	8
For Mathematics, select MATH 1342; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	8
BIOL 2421, CHEM 1411, CHEM 1412, SOCI 1301	

## **Pre-Med/Pre-Dentistry**

Core Curriculum.....	44
For Natural Sciences, select BIOL 1406 and BIOL 1407; for Behavioral Science, select SOCI 1301	
Associate of Science requirements in addition to Core (generally meet university major requirements): .....	8
For Mathematics, select MATH 1316; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	8
BIOL 2401, BIOL 2402, CHEM 1411, CHEM 1412	

## **Pre-Pharmacy**

Core Curriculum.....	44
For Natural Sciences, select BIOL 1406 and BIOL 1407; for Behavioral Science, select SOCI 1301	
Associate of Science requirements in addition to Core (generally meet university major requirements): .....	8
For Mathematics, select MATH 1316; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	8
BIOL 2420, CHEM 1411, CHEM 1412	

## **Pre-Veterinary Medicine**

Core Curriculum.....	44
For Natural Sciences, select BIOL 1406 and BIOL 1407; for Behavioral Science, select SOCI 1301; for Mathematics, select MATH 1316	
Associate of Science requirements in addition to Core (generally meet university major requirements): .....	9
For Mathematics, select MATH 2413; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	7
AGRI 1419, CHEM 1411, CHEM 1412	

<b>Psychology</b>	
Core Curriculum.....	44
For Behavioral Science, select PSYC 2301	
Associate of Arts requirements in addition to Core (generally meet university major requirements): .....	13
For Foreign Language, select SPAN 1411 and SPAN 1412; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	3
SOC1 1301, SPAN 2311, SPAN 2312	
<b>Sociology</b>	
Core Curriculum.....	44
For Behavioral Science, select SOCI 1301	
Associate of Arts requirements in addition to Core (generally meet university major requirements): .....	13
For Foreign Language, select SPAN 1411 and SPAN 1412; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	3
PSYC 2301, SPAN 2311, SPAN 2312	
<b>Spanish</b>	
Core Curriculum.....	44
For Behavioral Science, select PSYC 2301	
Associate of Arts requirements in addition to Core (generally meet university major requirements): .....	13
For Foreign Language, select SPAN 1411 and SPAN 1412; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	3
SOC1 1301, SPAN 2311, SPAN 2312	
<b>Speech</b>	
Core Curriculum.....	44
For Behavioral Science, select SOCI 1301	
Associate of Arts requirements in addition to Core (generally meet university major requirements): .....	13
For Foreign Language, select SPAN 1411 and SPAN 1412; for Humanities Elective, select sophomore English; for Physical Education, select two (2) Physical Education Activity courses	
Electives within major field of study: .....	3
PSYC 2301, SPCH 1342	

## ASSOCIATE IN APPLIED SCIENCE DEGREE

An Associate in Applied Science Degree is awarded to students who complete requirements in specific Career and Technical Education Programs.

1. Complete the minimum number of semester hours required in the degree.
2. Satisfactorily complete at least twenty-five (25%) percent of college-level courses required for the certificate or degree in residence at Vernon College.
3. Satisfactorily complete at least twelve (12) hours of sophomore-level courses.
4. Satisfactorily complete the general education core listed in the degree.

## CAREER AND TECHNICAL EDUCATION PROGRAMS

**Note:** Probable Completion Time as listed on the following Career and Technical Education Programs is the shortest possible time required to complete that specific program. However, completion time is dependent upon the course offerings of the College and the enrollment status of the student. Probable completion times do not in any way obligate the College to offer a program on a full-time basis.

## ADMINISTRATIVE OFFICE TECHNOLOGY

### TECH PREP PLAN

The courses in the program are designed to prepare students for specialized employment in professional offices as well as to upgrade their skills for employment positions. Emphasis is placed on learning to work in the automated office. Career opportunities include administrative assistant, computer operator, word processing specialist, receptionist, secretary, and medical administrative specialist.

## ADMINISTRATIVE ASSISTANT OPTION

CIP 52.0408

Instructional Locations - Vernon Campus, Century City Center

**CERTIFICATE OF COMPLETION** (Probable Completion Time - Fall 1 semester)

### Major Requirements (14 SH) Semester Hours

ITSW	1401	Introduction to Word Processing (TP) .....	4
POFT	1309	Administrative Office Procedures I (TP) .....	3
or			
HITT	1311+	Health Information Systems	
POFT	1325	Business Math Using Technology .....	3
POFT	1429	Beginning Keyboarding .....	4

### Related Requirements (3-4 SH)

COSC	1301	Introduction to Computing .....	3-4
or			
ITSC	1409+	Integrated Software Applications I (TP)	
TOTAL .....			17-18

# ADMINISTRATIVE SPECIALIST OPTION

CIP 52.0407

Instructional Locations - Vernon Campus, Century City Center

## CERTIFICATE OF COMPLETION (Probable Completion Time – 1 year)

### Major Requirements (29-31 SH) Semester Hours

ITSW	1401	Introduction to Word Processing <b>(TP)</b> .....	4
POFI	1349	Spreadsheets.....	3
POFT	1309	Administrative Office Procedures I <b>(TP)</b> .....	3

**or**

HITT	1311+	Health Information Systems	
POFT	1325	Business Math Using Technology .....	3
POFT	1349+	Administrative Office Procedures II.....	3
POFT	1429	Beginning Keyboarding .....	4
POFT	2312+	Business Correspondence and Communication .....	3
	TBA**	Approved Electives.....	6-8

### Related Requirements (6-7 SH)

ACNT	1303	Introduction to Accounting I <b>(TP)</b> .....	3
COSC	1301	Introduction to Computing .....	3-4

**or**

ITSC	1409+	Integrated Software Applications I <b>(TP)</b>	
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TOTAL ..... 35-38

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+ See course description for prerequisite

\*\* TBA means approved electives to be selected from the following courses:

For Medical Office emphasis: HITT 1305 and HITT 1311

For Web Design emphasis: ITSE 1401 **(TP)**

Other approved electives: ACNT 1304 **(TP)**, ITSC 1409 **(TP)**, ITSW 1407, POFI 2431 **(TP)**, POFT 1364 and POFT 2401

TP means Tech Prep articulated course

**Administrative Office Technology Marketable Skills Achievement Award (11 Semester Hours): ITSW 1401, POFT 1309, and POFT 1429**

# ADMINISTRATIVE OFFICE TECHNOLOGY

## TECH PREP PLAN

CIP 52.0407

**ASSOCIATE IN APPLIED SCIENCE DEGREE** (Probable Completion Time - 2 years)

Instructional Locations - Vernon Campus, Century City Center

<b>General Education Requirements (18-19 SH)</b>			<b>Semester Hours</b>
COSC	1301	Introduction to Computing .....	3-4
<b>or</b>			
ITSC	1409+	Integrated Software Applications I <b>(TP)</b>	
ENGL	1301+	Composition I.....	3
GOVT	2305	Federal Government (Federal Constitution and Topics) .....	3
MATH	1314+#	College Algebra.....	3
<b>or</b>			
MATH	1332+	Contemporary Mathematics I	
SPCH	1315	Public Speaking.....	3
	SFF>	Humanities/Fine Arts Elective .....	3
<b>Major Requirements (43-45 SH)</b>			
ACNT	1303	Introduction to Accounting I <b>(TP)</b> .....	3
ACNT	1304+	Introduction to Accounting II <b>(TP)</b> .....	3
ITSW	1401	Introduction to Word Processing .....	4
POFI	1349	Spreadsheets.....	3
POFI	2431+	Desktop Publishing <b>(TP)</b> .....	4
<b>or</b>			
ITSE	1401+	Web Design Tools <b>(TP)</b>	
POFT	1309	Administrative Office Procedures I <b>(TP)</b> .....	3
<b>or</b>			
HITT	1311+	Health Information Systems	
POFT	1325	Business Math Using Technology.....	3
POFT	1349+	Administrative Office Procedures II.....	3
POFT	1429	Beginning Keyboarding.....	4
POFT	2401+	Intermediate Keyboarding.....	4
POFT	2312	Business Correspondence and Communication.....	3
	TBA**	Approved Electives.....	6-8
TOTAL.....			61-64

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- + See course description for prerequisite
  - # MATH 1414 will be accepted for college-level math requirement
  - SFF> means to be selected from the following: ARTS 1301, DRAM 1310, ENGL 1302, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, ENGL 2333, MUSI 1306
  - TP means Tech Prep articulated course
  - \*\* TBA means approved electives to be selected from the following courses:  
 For medical office emphasis: HITT 1305, HITT 1311  
 For web design emphasis: ITSE 1401 **(TP)**  
 Other approved electives: ITSC 1409 **(TP)**, ITSW 1407, POFI 2431 **(TP)**, and POFT 1364

Verification of Workplace Competencies: Capstone experience POFT 1349

# AUTOMOTIVE TECHNOLOGY

## TECH PREP PLAN

### CIP 47.0604

The program provides career preparation through a combination of classroom instruction and hands-on practice in brakes, electrical/electronic systems, high performance engine, suspension and steering, and heating and air conditioning.

Instructional Location - Vernon Campus

## AUTOMOTIVE TECHNOLOGY CERTIFICATE

**CERTIFICATE OF COMPLETION** (Probable Completion Time – 2 semesters)

<b>Major Requirements (29-31 SH)</b>		<b>Semester Hours</b>
AUMT 1407	Automotive Electrical Systems <b>(TP)</b> .....	4
AUMT 1410	Automotive Brake Systems.....	4
AUMT 1416	Automotive Suspension and Steering.....	4
AUMT 1419	Automotive Engine Repair.....	4
AUMT 1445	Automotive Climate Control Systems .....	4
AUMT 2310+	Automotive Service Consultant.....	3
AUMT 2417+	Automotive Engine Performance Analysis I <b>(TP)</b> .....	4
TBA**	Approved Elective .....	2-4
<b>or</b>		
AUMT 1267+	Practicum (or Field Experience) - Automobile/Automotive Mechanics Technology/Technician	
<b>TOTAL</b> .....		<b>29-31</b>

+ See course description for prerequisite

\*\* TBA means to be approved elective to be selected from the following courses: AUMT 1472, MCHN 1320, MCHN 1438, OSH1 1309, WLDG 1428 **(TP)**, WLDG 1430 **(TP)**

TP means Tech Prep articulated course

Verification of Workplace Competencies: Capstone Experience - **AUMT 2310**

**Automotive Technology Marketable Skills Achievement Award (12 Semester Hours): AUMT 1407, AUMT 1410, AUMT 1419**

# BUSINESS MANAGEMENT

## TECH PREP PLAN

### CIP 52.0101

The program provides occupational courses for students entering specific fields of business such as accounting, sales, human resource management, banking, finance, and marketing. The program is designed to allow students to develop effective managerial and human relations skills.

Instructional Location - Vernon Campus, Century City Center

#### CERTIFICATE OF COMPLETION (Probable Completion Time - 1 year)

#### Major Requirements (12 SH) Semester Hours

BMGT	1327	Principles of Management <b>(TP)</b> .....	3
BUSI	1301	Business Principles.....	3
BUSI	2301	Business Law .....	3
BUSI	2304	Business Report Writing and Correspondence .....	3

#### Related Requirements (18-19 SH)

ACNT	1303	Introduction to Accounting I <b>(TP)</b> .....	3-4
<b>or</b>			
ACNT	1425	Principles of Accounting I	
<b>or</b>			
ACCT	2401	Principles of Accounting I - Financial	
ACNT	1304+	Introduction to Accounting II <b>(TP)</b> .....	3-4
<b>or</b>			
	TBS++	Elective	
COSC	1301	Introduction to Computing.....	3
<b>or</b>			
BCIS	1305+	Business Computer Applications	
ECON	2301+	Principles of Macroeconomics .....	3
MRKG	1311	Principles of Marketing <b>(TP)</b> .....	3
SPCH	1315	Public Speaking .....	3
TOTAL .....			30-32

+ See course description for prerequisite

++ TBS means to be selected by the student who has successfully completed ACNT 1425 or ACCT 2401

TP means Tech Prep articulated course

**Business Management Marketable Skills Achievement Award (12 Semester Hours): BMGT 1327, BUSI 1301, BUSI 2304, HRPO 2301**

# BUSINESS MANAGEMENT

## TECH PREP PLAN

CIP 52.0101

Instructional Location - Vernon Campus, Century City Center

**ASSOCIATE IN APPLIED SCIENCE DEGREE** (Probable Completion Time - 2 years)

<b>General Education Requirements (18 SH)</b>			<b>Semester Hours</b>
COSC	1301	Introduction to Computing.....	3
<b>or</b>			
BCIS	1305+	Business Computer Applications	
ENGL	1301+	Composition I .....	3
GOVT	2305	Federal Government (Federal Constitution and Topics).....	3
MATH	1314+#	College Algebra.....	3
<b>or</b>			
MATH	1332+	Contemporary Mathematics I	
SPCH	1315	Public Speaking .....	3
	SFF>	Humanities/Fine Arts Elective.....	3
<b>Major Requirements (15 SH)</b>			
BMGT	1327	Principles of Management <b>(TP)</b> .....	3
BMGT	2303+	Problem Solving and Decision Making.....	3
BUSI	1301	Business Principles .....	3
BUSI	2301	Business Law .....	3
BUSI	2304	Business Report Writing and Correspondence.....	3
<b>Related Requirements (30-31 SH)</b>			
ACCT	2401	Principles of Accounting I – Financial .....	4
<b>or</b>			
ACNT	1425^	Principles of Accounting I	
ACCT	2402+	Principles of Accounting II – Managerial .....	4
<b>or</b>			
ACNT	1426+	Principles of Accounting II	
ECON	2301+	Principles of Macroeconomics.....	3
ECON	2302+	Principles of Microeconomics.....	3
HRPO	2301	Human Resources Management.....	3
HRPO	2307	Organizational Behavior.....	3
ITSW	1401	Introduction to Word Processing <b>(TP)</b> .....	4
MRKG	1311	Principles of Marketing <b>(TP)</b> .....	3
	TBS++	Elective .....	3-4
		<b>TOTAL</b> .....	<b>63-64</b>

+ See course description for prerequisite

# MATH 1414 will be accepted for college-level math requirement

^ Successful completion of ACNT 1303 (TP) and ACNT 1304 (TP) may be substituted for ACNT 1425

++ TBS means to be selected by student. Suggested electives: BCIS 1305, BUSG 1366, BUSG 2366, BUSG 2367, ITSC 1409 (TP), ITSW 1407, OSHT 1309, POFI 1349, POFI 2431 (TP)

SFF> means to be selected from the following: ARTS 1301, DRAM 1310, ENGL 1302, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, ENGL 2333, MUSI 1306

TP means Tech Prep articulated course

Verification of Workplace Competencies: Capstone Experience: BMGT 2303

# COMPUTER AND INFORMATION SCIENCES

## TECH PREP PLAN

### CIP 11.0101

The program is designed to prepare students for work in computer related jobs. Studies are directed toward computer networking, security, operating systems, and hardware maintenance and repair. Students learn through class lectures, computer simulated activities and hands-on practice in the lab.

The program coordinator and the program Advisory Committee continually review and update the curricula content in order to provide the latest technology, information, and skills necessary for student success. The program prepares students to take certification exams for Certified Cisco Networking Associate (CCNA), Comp TIA A+ for operating systems and hardware maintenance, Comp TIA Network+ and Security+.

### Instructional Location - Skills Training Center

#### CERTIFICATE OF COMPLETION (Probable Completion Time - 1 year)

#### Major Requirements (30-32 SH).....Semester Hours

COSC	1301	Introduction to Computing.....	3
CPMT	1451+	IT Essentials: PC Hardware and Software <b>(TP)</b> .....	4
ITCC	1301+	Cisco Exploration 1: Network Fundamentals <b>(TP)</b> .....	3
ITCC	1304+	Cisco Exploration 2: Routing Protocols and Concepts <b>(TP)</b> .....	3
ITNW	1325+	Fundamentals of Networking Technologies <b>(TP)</b> .....	3
ITNW	1454+	Implementing and Supporting Servers.....	4
ITSE	1401+	Web Design Tools <b>(TP)</b> .....	4
	TBA**	Approved Electives.....	6-8
<b>TOTAL .....</b>			<b>30-32</b>

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+ See course description for prerequisite

\*\* TBA means approved electives must be selected from the following: CE'IT 1407 **(TP)**, ITCC 2308 **(TP)**, ITCC 2310 **(TP)**, ITCC 2443, ITNW 2435, ITSC 2339, ITSE 1402 **(TP)**, ITSE 1450, or courses approved by program advisor.

TP means Tech Prep articulated course

**Computer and Information Sciences Marketable Skills Achievement Award - Cisco CCNA (12 Semester Hours): ITCC 1301, ITCC 1304, ITCC 2308, ITCC 2310**

**Computer and Information Sciences Marketable Skills Achievement Award - Comp TIA A+ (11 Semester Hours): CPMT 1451, ITNW 1325, and ITNW 1454**

**Computer and Information Sciences Marketable Skills Achievement Award - Comp TIA Security+ (10 Semester Hours): ITCC 1301, ITCC 1304, ITCC 2443**

**Computer and Information Sciences Marketable Skills Achievement Award - Comp TIA Network+ (10 Semester Hours): ITCC 1301, ITCC 1304, ITNW 2435**

# COMPUTER AND INFORMATION SCIENCES

## TECH PREP PLAN

CIP 11.0101

Instructional Location - Skills Training Center

**ASSOCIATE IN APPLIED SCIENCE DEGREE** (Probable Completion Time - 2 years)

<b>General Education Requirements (18 SH)</b>			<b>Semester Hours</b>
COSC	1301	Introduction to Computing.....	3
ENGL	1301+	Composition I.....	3
GOVT	2305	Federal Government (Federal Constitution and Topics).....	3
MATH	1314+#	College Algebra.....	3
<b>or</b>			
MATH	1332+	Contemporary Mathematics I	
SPCH	1315	Public Speaking.....	3
	SFF>	Humanities/Fine Arts Elective.....	3
<b>Major Requirements (42-45 SH)</b>			
CPMT	1451+	IT Essentials: PC Hardware and Software <b>(TP)</b> .....	4
ITCC	1301+	Cisco Exploration 1: Network Fundamentals <b>(TP)</b> .....	3
ITCC	1304+	Cisco Exploration 2: Routing Protocols and Concepts <b>(TP)</b> .....	3
ITCC	2443+	Network Security.....	4
ITNW	1325+	Fundamentals of Networking Technologies <b>(TP)</b> .....	3
ITNW	1454+	Implementing and Supporting Servers.....	4
ITSC	2335+	Application Software Problem Solving.....	3
<b>or</b>			
ITSC	2364+	Practicum (or Field Experience)-Computer and Information Sciences, General	
ITSE	1401+	Web Design Tools <b>(TP)</b> .....	4
ITSE	1402+	Computer Programming <b>(TP)</b> .....	4
ITSE	1450+	System Analysis and Design.....	4
	TBA**	Approved Electives.....	6-9
<b>TOTAL.....</b>			<b>60-63</b>

+ See course description for prerequisite

# MATH 1414 will be accepted for college-level math requirement

SFF> means to be selected from the following: ARTS 1301, DRAM 1310, ENGL 1302, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, ENGL 2333, MUSI 1306

\*\* TBA means approved electives must be selected from the following: CETT 1407 **(TP)**, ITCC 2308 **(TP)**, ITCC 2310 **(TP)**, ITNW 2435, ITSC 2339, ITSC 2364, or courses approved by program advisor.

TP means Tech Prep articulated course

Verification of Workplace Competencies: Capstone Experience - ITSC 2335 or ITSC 2364

# **COSMETOLOGY**

## **Certificate of Completion**

The Cosmetology operator program is a one-year + 8 weeks (42 credit hour) certificate of completion program (1500 clock hours). The program focuses on hairstyling, manicures, facials, and skin care. A Cosmetologist specializes in the styling of hair, including cutting and chemical services such as relaxers, texturizers, perms, and color, as well as restorative treatments. Students will learn about salon development to help with the business management of their practice. Courses are available at the Vernon campus and Century City Center. Upon successful completion of the program, graduates will be eligible to take the examination prescribed by the State Licensing agency to become a Licensed Cosmetologist.

Licensed Cosmetologists can find career opportunities either working for themselves or as an associate in a salon.

The Vernon College Cosmetology Program is accredited by the Texas Department of Licensing and Regulation.

For further information, contact the Program Director, Darlene Kajs, 940-696-8752 ext. 3242 or 940-552-6291 ext. 2265.

## **PROGRAM ADMISSIONS REQUIREMENTS**

### **Cosmetology Operator Program**

1. Complete and submit the Vernon College Application for Admission; see the Vernon College General Catalog and the Vernon College Class Schedule for information and instructions for applying for admission.
2. Must have a high school diploma or equivalent.
3. Complete and submit the Cosmetology Application for Admission; available from the Cosmetology department in Vernon and Century City
4. All applicants will be required to take the Accuplacer Exam. Students will need to take reading, writing, and arithmetic. If you have taken another entrance exam and have met the TSI requirements on that test, you will not have to take the Accuplacer Exam.
5. Apply for financial aid by filling out and submitting the *Free Application for Federal Student Aid (FAFSA)* online.
6. Bacterial Meningitis vaccine is also required for students 29 years and younger. (Read the vaccine requirement and exemptions on the VC website.)
7. The Cosmetology Admission and Review Committee will rank students to determine acceptance into the program based upon completion of the application process, interview, and Accuplacer scores.
8. Attend New Student Orientation.

### **Cosmetology Instructor Program**

1. Complete the Vernon College admission procedures.
2. The applicant is required to have an operator's license, to have completed three (3) years of field experience and must complete 750 hours of instructor training prior to taking the instructor licensure exam.

3. Students are required to successfully complete all Instructor courses to complete the Cosmetology Instructor program.
4. Students who think they may be ineligible for licensure due to criminal convictions (felony) must apply to the Texas Department of Licensing and Regulations for a determination.

### **Cosmetology Readmission/Transfer Students**

1. Complete the Vernon College admission procedure.
2. The applicant must fulfill all of the cosmetology program's admission requirements.
3. A complete and official transcript of grades, laboratory experience, and clock hours, along with other supporting information, must be sent from the school(s) previously attended.
4. The applicant will be required to complete a written and a practical examination to determine dexterity and knowledge. Based on the results of previous training and testing, the Cosmetology Admission and Review Committee will determine if the student can be accepted with the accumulated transfer hours or should be required to complete an additional number of hours above the state requirements.
5. The determination of the Cosmetology Admission and Review Committee will be in writing, being specific in terms of credits/experiences accepted, as well as credits/skills required to remove deficiencies. Copies of this determination will be maintained both in the Department of Cosmetology and the Admissions and Records Office.



*Vernon College Cosmetology students work on the latest hair trends during class time. Vernon College offers the cosmetology program on the Vernon Campus and at the Century City Center in Wichita Falls.*

# COSMETOLOGY

CIP 12.0401

Instructional Locations - Vernon Campus, Century City Center

**CERTIFICATE OF COMPLETION** (Probable Completion Time - 1 year + 8 weeks\*)

<b>Major Requirements (42 SH)</b>			<b>Semester Hours</b>
CSME	1401+	Orientation to Cosmetology .....	4
CSME	1405+	Fundamentals of Cosmetology .....	4
CSME	1451+	Artistry of Hair, Theory and Practice .....	4
CSME	1543+	Manicuring and Related Theory .....	5
CSME	1547+	Principles of Skin Care/Facials and Related Theory .....	5
CSME	1553+	Chemical Reformation and Related Theory .....	5
CSME	2244+	Preparation for the State Licensing Written Examination .....	2
CSME	2245+	Preparation for the State Licensing Practical Examination.....	2
CSME	2310+	Advanced Haircutting and Related Theory .....	3
CSME	2343+	Salon Development .....	3
CSME	2501+	The Principles of Hair Coloring and Related Theory .....	5
<b>TOTAL .....</b>			<b>42</b>

## COSMETOLOGY INSTRUCTOR

CIP 12.0413

**CERTIFICATE OF COMPLETION** (Probable Completion Time - 2 semesters\*\*)

Prerequisite - Current Texas Operator's License, High School Diploma or GED, 3 Years' Experience

<b>Major Requirements (20 SH)</b>			<b>Semester Hours</b>
CSME	1434+	Cosmetology Instructor I .....	4
CSME	1435+	Orientation to the Instruction of Cosmetology.....	4
CSME	2414+	Cosmetology Instructor II.....	4
CSME	2415+	Cosmetology Instructor III .....	4
CSME	2444+	Cosmetology Instructor IV .....	4
<b>TOTAL .....</b>			<b>20</b>

\* Must successfully complete a minimum of 1500 training hours

\*\* Must successfully complete a minimum of 750 training hours

+ See course description for prerequisites

Verification of Workplace Competencies: Credentialing Examination - State Licensing Written and Practical Examinations

# CULINARY ARTS/HOSPITALITY

The Culinary Academy Certificate consists of a series of 7 courses that will teach students to not only prepare food but also understand restaurant management, nutrition and menu planning, human resources, and more. These classes are offered through the Continuing Education department and must be taken in order and as a group. Each class builds on the other.

Upon completion of the Academy, students will find they are qualified for the following positions: Assistant Baker, Line Cook, Pantry Cook, Prep Cook, Chef/Kitchen Manager, Assistant Purchasing Director, Restaurant Manager, Food Production Managers, Assistant Catering Manager, and Assistant Food and Beverage Director.

“Students enrolled in the Academy will gain not only cooking skills but essential hospitality management skills in a state-of-the art facility.” said Chef Cordero.

## REGISTRATION PROCEDURES

Brochures are available at Vernon College Continuing Education Office or online at [www.vernoncollege.edu/CE/](http://www.vernoncollege.edu/CE/) (under Fast Paced Careers.) Students may register anytime by completing a one-page registration form for each class and making payment of tuition for the class. Limited seats are available. The deadline for registration is at least one week prior to the start of the program unless the program is full.

## PROGRAM REQUIREMENTS

Students must be able to:

- Work effectively in a group setting.
- Process many tasks at once and use critical thinking skills.
- Communicate effectively in both written and verbal communication.
- Work effectively as a team leader giving instruction and taking instruction from others.
- Lift moderate to heavy items (25-50 lb.).
- Endure long periods of time standing without a break or interruption (up to 3 hours).
- Endure extremely hot temperatures (between 100-125 degrees Fahrenheit, or warmer is common).

# CULINARY ARTS/HOSPITALITY

## Continuing Education

CIP 12.0503

Instructional Location - Vernon Campus, Burkburnett\*

Probable Completion Time - 9 months

Requirements		Class Hours
HAMG	1021	Introduction to Hospitality Industry ..... 48
CHEF	1001+	Basic Food Preparation ..... 80
CHEF	1005	Sanitation and Safety..... 32
IFWA	1010	Nutrition and Menu Planning ..... 64
HAMG	2037	Hospitality Facilities Management..... 32
CHEF	2001+	Intermediate Food Prep ..... 80
HAMG	1024	Hospitality Human Resource Management ..... 48
TOTAL		.....384

\* Pending SACS approval

+ See course description for prerequisite

# **EMERGENCY MEDICAL SERVICES**

## **Certificate of Completion**

Emergency Medical Services provide a vital link between the patient and the emergency room. These personnel become the “eyes and ears” for the physician, rapidly assessing and administering appropriate care and maintaining communications with the emergency facility. The EMT courses provide a basic medical background in pre-hospital emergency medicine. The Advanced EMT courses provide advanced skills that build on the EMT courses including trauma management, patient assessment and airway management. The Paramedic provides further advanced skills including cardiology and pharmacology. Upon successful completion of each program, the graduate will be eligible to take the National Registry EMT examination which credentials the Emergency Medical Technician (EMT, AEMT, P).

The Emergency Medical Services field offers a vast range of opportunities in the medical profession. Emergency Medical Services are used by ambulance providers, fire-rescue, hospitals, industry, military, voluntary services, nursing homes, sport organizations, and other recreational entities.

The Vernon College Emergency Medical Services program is accredited by the Texas Department of State Health Services. Standards and curriculum have been established by the U.S. Department of Transportation and the National Highway Administration and are incorporated into the program.

For further information, contact the Program Coordinator, Robyn Wike 940.696.8752 ext.3233.

## **PROGRAM ADMISSIONS REQUIREMENTS**

1. Complete Vernon College Admission procedure.
2. All students are required to take all three sections of the Accuplacer exam (reading - minimum score of 56, writing - minimum score of 66, and mathematics - minimum score of 49). If you have taken another entrance exam and have met the TSI requirements on that test, you will not have to take the Accuplacer exam.
3. Provide evidence that the following immunization requirements have been met prior to enrollment in the EMS Program: tetanus/diphtheria toxoid (TD), measles (students born after January 1, 1957), rubella, mumps (students born after January 1, 1957), Tuberculosis test (TB), Varicella, and Hepatitis B (three shots). Bacterial Meningitis vaccine is also required for students 29 years and younger. (Read the vaccine requirement and exemptions on the VC website.)
4. Once all the forms have been sent to the EMS Program Coordinator and the student meets the requirements for the program, an interview will be scheduled with the Program Coordinator.
5. Information regarding program standards and policies is printed in the EMS handbook.

# EMERGENCY MEDICAL SERVICES

## TECH PREP PLAN

Instructional Location - Century City Center

CIP 51.0904

### EMERGENCY MEDICAL TECHNICIAN (EMT)

(Probable Completion Time - 2 semesters)

Major Requirements (7 SH)		Semester Hours
EMSP	1260+	Clinical - Emergency Medical Technology/Technician.....2 (EMT Paramedic) (B) (TP)
EMSP	1501+	Emergency Medical Technician (TP) .....5
TOTAL.....		7

### ADVANCED EMERGENCY MEDICAL TECHNICIAN (A-EMT)

CERTIFICATE OF COMPLETION (Probable Completion Time - 2 semesters)

Major Requirements (18 SH)		Semester Hours
EMSP	1260+	Clinical - Emergency Medical Technology/Technician.....2 (EMT Paramedic) (B) (TP)
EMSP	1501+	Emergency Medical Technician (TP) .....5
EMSP	1162+	Clinical - Emergency Medical Technology/Technician (EMT Paramedic (A))..1
EMSP	1163+	Clinical - Emergency Medical Technology/Technician (EMT Paramedic (A))..1
EMSP	1338+	Introduction to Advanced Practice.....3
EMSP	1355+	Trauma Management .....3
EMSP	1356+	Patient Assessment and Airway Management.....3
TOTAL.....		18

### EMT - PARAMEDIC

CERTIFICATE OF COMPLETION (Probable Completion Time - 2 years)

Major Requirements (37 SH)		Semester Hours
EMSP	1260+	Clinical - Emergency Medical Technology/Technician.....2 (EMT Paramedic) (B) (TP)
EMSP	1501+	Emergency Medical Technician (TP) .....5
EMSP	1162+	Clinical - Emergency Medical Technology/Technician (EMT Paramedic)(A)..1
EMSP	1163+	Clinical - Emergency Medical Technology/Technician (EMT Paramedic)(A)..1
EMSP	1338+	Introduction to Advanced Practice.....3
EMSP	1355+	Trauma Management .....3
EMSP	1356+	Patient Assessment and Airway Management.....3
EMSP	2143+	Assessment Based Management.....1
EMSP	2161+	Clinical - Emergency Medical Technology/Technician (EMT Paramedic)(P)..1
EMSP	2238+	EMS Operations.....2
EMSP	2248+	Emergency Pharmacology .....2
EMSP	2260+	Clinical-Emergency Medical Technology/Technician (EMT Paramedic)(P)....2
EMSP	2330+	Special Populations.....3
EMSP	2434+	Medical Emergencies .....4
EMSP	2444+	Cardiology.....4
TOTAL.....		37

+ See course description for prerequisite

TP means Tech Prep articulated course

Verification of Workplace Competencies: Credentialing Exam - National Registry Examination for certification or licensure

# FARM AND RANCH MANAGEMENT

## TECH PREP PLAN

### CIP 01.0104

The program is designed for students who plan to pursue a career in the farming and ranching industry. The program provides practical and educational experiences in animal science, horse production, beef cattle production, range management, and agribusiness.

Instructional Location - Vernon Campus

## CERTIFICATE OF COMPLETION (Probable Completion Time - 1 year)

<b>Major Requirements (28-29 SH)</b>			<b>Semester Hours</b>
AGAH	1453	Beef Cattle Production .....	4
<b>or</b>			
AGEQ	1411	Equine Science I	
AGCR	1407	Range Management .....	4
<b>or</b>			
AGRI	1407	Agronomy	
AGEQ	1315	Horse Evaluation I .....	3
<b>or</b>			
AGRI	2321	Livestock Evaluation I	
AGMG	1311	Introduction to Agribusiness ( <b>TP</b> ).....	3
AGMG	1364+	Practicum (or Field Experience) - Farm/Farm and Ranch Management .....	3
AGRI	1131	The Agricultural Industry.....	1
AGRI	1325	Marketing of Agricultural Products.....	3
<b>or</b>			
AGRI	2317	Introduction to Agricultural Economics	
AGRI	1419	Introductory Animal Science .....	4
	TBA**	AGRI/Farm and Ranch Elective .....	3-4
<b>Related Requirements (3 SH)</b>			
COSC	1301	Introduction to Computing.....	3
<b>TOTAL</b> .....			<b>31-32</b>

+ See course description for prerequisite

\*\* TBA means elective course to be approved by program instructor

TP means Tech Prep articulated course

AGMG 1364, AGMG 2364, AGMG 2365 may be taken following the first semester

**Farm & Ranch Management Marketable Skills Achievement Award (11 Semester Hours):**

**AGAH 1453, AGCR 1407, AGMG 1311**

Verification of Workplace Competencies: Capstone Experience: AGMG 1364

# VERNON COLLEGE BASIC FIRE ACADEMY

The purpose of the Vernon College Fire Academy is to serve the needs of the fire departments within Vernon College's service area and to provide students with the basic knowledge and skills set forth in the Fire Academy. Emphasis is placed on the learning objectives set forth in the curriculum by the Texas Commission on Fire Protection. All Academies licensed by the Texas Commission on Fire Protection cover the material set forth in the Fire Academy curriculum. Firefighters provide fire protection, rescue and emergency services in order to protect life and property. Firefighters answer calls, provide emergency medical services, hazardous materials response, complete firefighting and rescue activities, investigate scenes, provide public education, and inspect and test plans and equipment. Additional duties include maintain the fire station, conducting tours, inspecting equipment, inspecting building and completing related duties as assigned.

The Basic Fire Academy general information and requirements are available on the Vernon College Continuing Education web page, <http://www.vernoncollege.edu/CE/FastPacedCareers.aspx>. Scholarships are available through the Continuing Education office for students that qualify.

## BASIC FIREFIGHTER ACADEMY

### Continuing Education

CIP 43.0203

Instructional Location - Century City Center

Probable Completion Time - 6 months

### Requirements

### Class Hours

FIRS	1001+	Firefighter Certification I .....	112
FIRS	1007	Firefighter Certification II .....	144
FIRS	1013	Firefighter Certification III .....	96
FIRS	1019	Firefighter Certification IV .....	48
FIRS	1023	Firefighter Certification V .....	96
FIRS	1029	Firefighter Certification VI .....	128
FIRS	1033	Firefighter Certification VII .....	128
TOTAL .....			752

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+ See course description for prerequisite

# HEALTH INFORMATION MANAGEMENT

Associate in Applied Science Degree: Health Information Management

Certificate of Completion: Medical Coding

Health Information Management incorporates the disciplines of medicine, management, finance, information technology, and law in the curriculum. Good communication and interpersonal skills are essential to interact with patients and other healthcare professionals on a daily basis. Students are trained to maintain, organize, analyze and generate health information for patient treatment, reimbursement, planning, assessment and research to ensure quality health care through quality information. Upon successful completion of the program, students completing this competency-based two-year program will be eligible to write to the national qualifying examination for certification as a Registered Health Information Technician (RHIT). Certificate options are available for Coding.

Registered Health Information Technicians are trained for a career working with health information in hospitals, insurance companies, law firms, physicians' offices, long-term care agencies, rehabilitation centers, psychiatric, and other health care facilities.

The Vernon College Health Information Management Program is accredited by the Commission of Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the American Health Information Management Association (AHIMA). The curriculum is designed in accordance to meet their competencies.

For further information, contact the Program Coordinator, Roxanne Hill, RHIA 940.552.6291 ext. 2316 or via email at [rhill@vernoncollege.edu](mailto:rhill@vernoncollege.edu).

## PROGRAM ADMISSIONS REQUIREMENTS

### Health Information Management

1. Complete Vernon College admission procedure.
2. Meet Texas Success Initiative requirements, including passing all three sections; reading, writing, and mathematics of the THECB approved placement test (like Accuplacer).
3. Attend mandatory counseling session with Health Information Management Program Coordinator before enrolling in any course(s).
4. Complete BIOL 2401 with a grade of C or better prior to admission to the program
5. Information regarding program standards and policies is printed in the *Health Information Program Handbook*.

# HEALTH INFORMATION MANAGEMENT

## TECH PREP PLAN

CIP 51.0713

### MEDICAL CODING

Instructional Location - Century City Center

**CERTIFICATE OF COMPLETION** (Probable Completion Time – 1½ years)

#### Major Requirements (26 SH)

#### Semester Hours

HITT	1301	Health Data Content and Structure.....	3
HITT	1305	Medical Terminology <b>(TP)</b> .....	3
HITT	1311+	Health Information Systems .....	3
HITT	1341+	Coding and Classification Systems <b>(TP)</b> .....	3
HITT	1345	Health Care Delivery Systems <b>(TP)</b> .....	3
HITT	1353	Legal and Ethical Aspects of Health Information.....	3
HITT	2260+	Clinical - Health Information/Medical Records Technology/Technician .....	2
HITT	2335+	Coding and Reimbursement Methodologies .....	3
HITT	2340+	Advanced Medical Billing and Reimbursement .....	3

#### Related Requirements (14 SH)

BIOL	2401+^	Anatomy & Physiology I .....	4
BIOL	2402+	Anatomy & Physiology II .....	4
COSC	1301	Introduction to Computing.....	3
MDCA	1302+	Human Disease/Pathophysiology <b>(TP)</b> .....	3
		<b>TOTAL</b> .....	<b>40</b>

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+ See course description for prerequisite

^ Must successfully complete BIOL 2401 prior to admission to the Health Information Management Program

TP means Tech Prep articulated course

# HEALTH INFORMATION MANAGEMENT

## TECH PREP PLAN

CIP 51.0707

Instructional Location - Century City Center

**ASSOCIATE IN APPLIED SCIENCE DEGREE** (Probable Completion Time - 2 years)

### General Education Requirements (18 SH) Semester Hours

COSC	1301	Introduction to Computing.....	3
ENGL	1301+	Composition I .....	3
GOVT	2305	Federal Government (Federal Constitution and Topics .....	3
MATH	1314+#	College Algebra .....	3
<b>or</b>			
MATH	1332+	Contemporary Mathematics I .....	3
SPCH	1315	Public Speaking .....	3
SFF>		Humanities/Fine Arts Elective.....	3

### Major Requirements (35 SH)

HITT	1301	Health Data Content and Structure .....	3
HITT	1305	Medical Terminology <b>(TP)</b> .....	3
HITT	1311+	Health Information Systems .....	3
HITT	1341+	Coding and Classification Systems <b>(TP)</b> .....	3
HITT	1345	Health Care Delivery Systems <b>(TP)</b> .....	3
HITT	1353	Legal and Ethical Aspects of Health Information.....	3
HITT	2335+	Coding and Reimbursement Methodologies .....	3
HITT	2339+	Health Information Organization and Supervision .....	3
HITT	2340+	Advanced Medical Billing and Reimbursement .....	3
HITT	2343+	Quality Assessment and Performance Improvement .....	3
HITT	2260+	Clinical - Health Information/Medical Records Technology/Technician .....	2
HITT	2361+	Clinical - Health Information/Medical Records Technology/Technician .....	3

### Related Requirements (11 SH)

BIOL	2401+^	Anatomy & Physiology I .....	4
BIOL	2402+	Anatomy & Physiology II.....	4
MDCA	1302+	Human Disease/Pathophysiology <b>(TP)</b> .....	3
<b>TOTAL</b> .....			<b>64</b>

+ See course description for prerequisite

# MATH 1414 will be accepted for college-level math requirement

SFF> means to be selected from the following: ARTS 1301, DRAM 1310, ENGL 1302, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, ENGL 2333, MUSI 1306

^ Must successfully complete BIOL 2401 prior to admission to the Health Information Management program

TP means Tech Prep articulated course

Verification of Workplace Competencies: Credentialing Exam.

# BASIC HEAT, VENTILATION, AND AIR CONDITIONING

TECH PREP PLAN

CIP 15.0501

The HVAC/R program provides to students the opportunity to prepare for a career in the heating, air conditioning, ventilation, and refrigeration industry. This is done by providing comprehensive lecture and hands-on lab training. The HVAC/R program at Vernon College is accredited by PAHRA, the Partnership for Air Conditioning, Heating, Refrigeration Accreditation.

Instructional Location - Skills Training Center

## CERTIFICATE OF COMPLETION (Probable Completion Time - 1½ years)

### Major Requirements (35-36 SH) Semester Hours

HART	1401	Basic Electricity for HVAC (TP) .....	4
<b>or</b>			
CETT	1402	Electricity Principles (TP)	
HART	1403	Air Conditioning Control Principles (TP) .....	4
HART	1407	Refrigeration Principles (TP) .....	4
HART	1441+	Residential Air Conditioning.....	4
HART	1445+	Gas and Electric Heating .....	4
HART	2434+	Advanced A/C Controls.....	4
HART	2441+	Commercial Air Conditioning.....	4
HART	2449+	Heat Pumps .....	4
HART	2368+	Practicum (or Field Experience) - Heating, Air Conditioning, & Refrigeration Technology/Technician .....	3-4
<b>or</b>			
HART	2436+	Air Conditioning Troubleshooting	

### Related Requirement (3 SH)

COSC	1301	Introduction to Computing.....	3
<b>TOTAL</b> .....			<b>38-39</b>

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+ See course description for prerequisite  
TP means Tech Prep articulated course

**Heat, Ventilation, and Air Conditioning Marketable Skills Achievement Award (12 Semester Hours): HART 1401 or CETT 1402, HART 1403, HART 1407**

# HEAT, VENTILATION, AND AIR CONDITIONING

## TECH PREP PLAN

CIP 15.0501

Instructional Location - Skills Training Center

**ASSOCIATE IN APPLIED SCIENCE DEGREE** (Probable Completion Time - 2 years)

<b>General Education Requirements (18 SH)</b>			<b>Semester Hours</b>
COSC	1301	Introduction to Computing .....	3
ENGL	1301+	Composition I.....	3
GOVT	2305	Federal Government (Federal Constitution and Topics) .....	3
MATH	1314+#	College Algebra.....	3
<b>or</b>			
MATH	1332+	Contemporary Mathematics I	
SPCH	1315	Public Speaking.....	3
	SFF>	Humanities/Fine Arts Elective .....	3
<b>Major Requirements (42-44 SH)</b>			
HART	1401	Basic Electricity for HVAC <b>(TP)</b> .....	4
<b>or</b>			
CETT	1402	Electricity Principles <b>(TP)</b>	
HART	1403	Air Conditioning Control Principles <b>(TP)</b> .....	4
HART	1407	Refrigeration Principles <b>(TP)</b> .....	4
HART	1441+	Residential Air Conditioning .....	4
HART	1445+	Gas and Electric Heating .....	4
HART	2434+	Advanced A/C Controls .....	4
HART	2436+	Air Conditioning Troubleshooting .....	3-4
<b>or</b>			
HART	2368+	Practicum (or Field Experience) - Heating, Air Conditioning, & Refrigeration Technology/Technician	
HART	2441+	Commercial Air Conditioning.....	4
HART	2449+	Heat Pumps.....	4
	TBA**	Approved Electives .....	7-8
<b>TOTAL</b> .....			<b>60-62</b>

+ See course description for prerequisite

# MATH 1414 will be accepted for college-level math requirement

\*\* TBA means to be selected by the student from the following courses: ACNT 1303, DFTG 1315, ELPT 1441, ITNW 1325, MCHN 1438, OSH 1309, WLDG 1428 **(TP)**, or course approved by instructor

SFF> means to be selected from the following: ARTS 1301, DRAM 1310, ENGL 1302, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, ENGL 2333, MUSI 1306

TP means Tech Prep articulated course

Verification of Workplace Competencies: Capstone Experience - HART 2436 or External Learning Experience - HART 2368

# INDUSTRIAL AUTOMATION SYSTEMS ELECTRICAL/ENERGY TECHNOLOGY

TECH PREP PLAN

CIP 15.0303

This program is designed to give students knowledge and hands-on experience working with state-of-the-art electronic-controlled manufacturing systems. This program uses robotics, PLCs, and other emerging technology to train students in computer integrated manufacturing processes and flexible manufacturing setup. The program also teaches the basic electrical and electronic skills needed in a variety of jobs.

Instructional Location - Skills Training Center

## CERTIFICATE OF COMPLETION (Probable Completion Time - 1 1/2 years)

### Major Requirements (46 SH) Semester Hours

CETT	1402 <sup>^</sup>	Electricity Principles <b>(TP)</b> .....	4
or			
HART	1401	Basic Electricity for HVAC <b>(TP)</b>	
CETT	1407	Fundamentals of Electronics <b>(TP)</b> .....	4
ELMT	2433+	Industrial Electronics .....	4
ELMT	2441+	Electromechanical Systems .....	4
ELPT	1441+ <sup>^</sup>	Motor Control .....	4
ELPT	1457+ <sup>^</sup>	Industrial Wiring .....	4
ELPT	2339+	Electrical Power Distribution.....	3
ELPT	2419+	Programmable Logic Controllers I.....	4
ELPT	2443+	Electrical Systems Design .....	4
ELPT	2449+	Industrial Automation.....	4
RBTC	1405	Robotic Fundamentals.....	4
ITNW	1325+	Fundamentals of Networking Technologies <b>(TP)</b> .....	3

### Related Requirements (3 SH)

COSC	1301	Introduction to Computing.....	3
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TOTAL..... 49

+ See course description for prerequisite

<sup>^</sup> Apprentice Credit - Credit will be awarded for these courses to individuals who have completed an electrical apprenticeship program.

TP means Tech Prep articulated course

**Industrial Automation Systems Marketable Skill Award (12 Semester Hours): CETT 1402 or HART 1401, ELPT 1441, ELPT 1457**

# INDUSTRIAL AUTOMATION SYSTEMS

## TECH PREP PLAN

CIP 15.0303

Instructional Location – Skills Training Center

**ASSOCIATE IN APPLIED SCIENCE DEGREE** (Probable Completion Time - 2 years)

### General Education Requirements (18 SH) Semester Hours

COSC	1301	Introduction to Computing.....	3
ENGL	1301+	Composition I .....	3
GOVT	2305	Federal Government (Federal Constitution and Topics).....	3
MATH	1314+#	College Algebra .....	3
<b>or</b>			
MATH	1332+	Contemporary Mathematics I .....	3
SPCH	1315	Public Speaking .....	3
	SFF>	Humanities/Fine Arts Elective.....	3

### Major Requirements (43 SH)

CETT	1402^	Electricity Principles <b>(TP)</b> .....	4
<b>or</b>			
HART	1401	Basic Electricity for HVAC <b>(TP)</b> .....	4
CETT	1407	Fundamentals of Electronics <b>(TP)</b> .....	4
ELMT	2433+	Industrial Electronics .....	4
ELMT	2441+	Electromechanical Systems .....	4
ELPT	1441+^	Motor Control.....	4
ELPT	1457+^	Industrial Wiring .....	4
ELPT	2339+	Electrical Power Distribution.....	3
ELPT	2419+	Programmable Logic Controllers I .....	4
ELPT	2443+	Electrical Systems Design.....	4
ELPT	2449+	Industrial Automation .....	4
RBTC	1405	Robotic Fundamentals .....	4

### Related Requirements (6 SH)

ITNW	1325+	Fundamentals of Networking Technologies <b>(TP)</b> .....	3
	TBA**	Approved Elective .....	3
<b>TOTAL</b> .....			<b>67</b>

+ See course description for prerequisite

# MATH 1414 will be accepted for college-level math requirement

SFF> means to be selected from the following: ARTS 1301, DRAM 1310, ENGL 1302, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, ENGL 2333, MUSI 1306

^ Apprentice Credit - Credit will be awarded for these courses to individuals who have completed an electrical apprenticeship program.

\*\* TBA means elective course to be selected from the following courses: DFTG 1315, EEIR 2366, ITCC 1301 **(TP)**

TP means Tech Prep articulated course

Verification of Workplace Competencies: Capstone Experience - ELMT 2441

Students in the Machining - CNC Certificate of Completion have the option to complete the Industrial Automation Systems A.A.S. degree. This option applies the following block of Machining courses to the IAS degree plan: MCHN 2403, MCHN 1426, MCHN 2433, MCHN 2441, MCHN 2444. This block of MCHN courses replaces the following

# VERNON COLLEGE LAW ENFORCEMENT ACADEMY

The purpose of the Vernon College Law Enforcement Academy is to serve the needs of the law enforcement community within our service area and to provide students with the basic knowledge and skills set forth in Basic Peace Officer Course.

The Academy is held at the Skills Training Center, 2813 Central Expressway East, Wichita Falls, Texas. The Academy emphasizes the learning objectives set forth in the curriculum by the Texas Commission on Law Enforcement. All Academies licensed by the Texas Commission on Law Enforcement cover the material put forth in the mandated Basic Peace Officer curriculum.

## PROGRAM ADMISSION REQUIREMENTS

The Academy meets from **6:00 to 10:00 p.m., Monday, Tuesday, Wednesday , Thursday, & Friday(s)**, plus selected **Saturdays (which are mandatory)** from approximately 8:00 a.m. to 5:00 p.m. in Room 404 at the Skills Training Center, 2813 Central Expressway East, Wichita Falls, Texas. The Law Enforcement Academy Admissions Packet outlining requirements is available on the Vernon College Continuing Education page, <http://www.vernoncollege.edu/CE/FastPacedCareers.aspx>.

**Students under 30 years old are required by state law to have a Bacterial meningitis vaccination. Submit shot record (including social security number or student ID number) with Academy Packet.**

If you have questions please contact Mike Hopper at (940) 689-7199. The Academy packet must be complete and turned into Mike Hopper for review prior to registration. Need based scholarships are available for those who qualify.

## BASIC LAW ENFORCEMENT ACADEMY

### Continuing Education

CIP 43.0107

Instructional Location - Skills Training Center

Probable Completion Time - 9 months

<b>Requirements</b>		<b>Class Hours</b>
CJLE	1006	Basic Peace Officer I ..... 176
CJLE	1012	Basic Peace Officer II ..... 176
CJLE	1018	Basic Peace Officer III ..... 176
CJLE	1024	Basic Peace Officer IV..... 160

### Related Requirements

CJLE	1003	Police Speed Measuring Device Certification (Radar).....8
CJLE	2004	Tactical Skills With a Less-Than-Lethal Weapon (OC Spray).....8
<b>TOTAL</b>		<b>..... 704</b>

block of IAS courses: CETT 1407, ELPT 1457, ELPT 2339, ELPT 2443, and ITNW 1325 in the IAS degree plan. Other course substitutions will not be approved for the MCHN and the IAS blocks of courses.

# MACHINING

CIP 48.0501

This program trains students to use machine tools, such as lathes, milling machines, and machining centers, to produce precision metal parts. They learn to read blueprints and job specifications for layout and machine setup. They receive training in programming and operating computer numeric control (CNC) machines.

## MACHINING - CNC

Instructional Location - Skills Training Center

### CERTIFICATE OF COMPLETION (Probable Completion Time – 3 Semesters)

<b>Major Requirements (35 SH)</b>	<b>Semester Hours</b>
MCHN 1320 Precision Tools and Measurement .....	3
MCHN 1426 Introduction to Computer-Aided Manufacturing (CAM) .....	4
MCHN 1438 Basic Machine Shop I.....	4
MCHN 1458+ Intermediate Lathe Operations .....	4
MCHN 2433+ Advanced Lathe Operations .....	4
MCHN 2441+ Advanced Machining I .....	4
MCHN 2444+ Computerized Numerical Control Programming.....	4
MCHN 2402+ Intermediate Milling Operations .....	4
MCHN 2403 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls.....	4
<b>TOTAL .....</b>	<b>35</b>

+ See course description for prerequisite  
 Verification of Workplace Competencies: Capstone Experience: MCHN 2441

**Machining Marketable Skills Achievement Award (12 Semester Hours): MCHN 1426, MCHN 1438, and MCHN 2403**

# **ASSOCIATE DEGREE NURSING**

## Associate of Applied Science Degree: Associate Degree Nursing

The Associate Degree Nurse provides acute patient care in a variety of health care settings. Direct patient care, assessment, and critical thinking skills are vital to the profession. The curriculum of the Vernon College ADN program prepares graduates to assume beginning staff positions, under supervision, as providers of patient-centered care, coordinators of care patient safety advocates, and members of the nursing profession health care team. Upon successful completion of the program, graduates will be eligible to take the NCLEX-RN state licensure examination which credentials the Registered Nurse (RN).

Registered Nurses can find career opportunities in long-term care facilities, clinics, physician offices, home health agencies and hospitals. Nurses can enter the military or industry, become educators, or progress to advanced practice degrees, such as Advanced Nurse Practitioners or Certified Nurse Specialists.

The Vernon College Associate Degree Nursing program is fully accredited by the Texas Board of Nursing.

For further information, contact the Program Director, Cathy Bolton at 940.552.6291 ext. 2270.

### **PROGRAM ADMISSIONS REQUIREMENTS**

#### **Associate Degree Nursing Program**

1. Complete Vernon College admission procedure. A student must first be accepted by the College before being accepted by the nursing program.
2. Complete an application from the nursing program. The nursing program must have copies (may be unofficial) of a student's transcript for the Nursing Admission and Review Committee to evaluate for acceptance purposes. Students failing to submit transcripts will not be considered for acceptance by the Nursing Admission and Review Committee. If the student is completing course work during the summer prior to acceptance and the transcript is not complete, a letter from the institution stating the student's enrollment and satisfactory performance in the course will be considered.
3. Submit evidence of a physical examination that has been performed within six months of acceptance to the nursing program. The physical examination must be performed by a licensed health-care provider who will verify that the student is psychologically and physically capable of performing direct patient care, and is free of any communicable disease and has the capability of lifting twenty (20) pounds. Included in the physical exam are results of a tuberculin skin test or chest x-ray, evidence that the following immunization requirements have been met prior to enrollment in the nursing program: tetanus/diphtheria toxoid (TD), varicella measles (students born after January 1, 1957), rubella, mumps (students born after January 1, 1957), and hepatitis-B series. The hepatitis B series (3 injections) are required by the program. The first injection must be received prior to the first clinical assignment in the program, therefore the 4-6 month series should begin by May 31st to ensure your eligibility for clinical assignment. the series should be completed in a timely manner to remain in the program and remain eligible for clinical assignments. Bacterial Meningitis vaccine is also required for students 29 years and younger. (Read the vaccine requirement and exemptions on the VC website.) For immunization exclusions and waivers

and acceptable documentation of immunizations students should contact the director of the program. Pre-admission drug screening may be required.

4. Students will be required to meet TSI requirements. All students will be required to take the nursing pre-admission entrance examination prior to applying for the LVN-RN Transition or RN Generic programs. Results of these examinations will be used as one criterion in the admission of applicants to the program.
5. The Nursing Admission and Review Committee will rank students to determine acceptance into the program based upon completion of the application process, completion of required prerequisite courses, and the students' GPAs on required general education courses, and examination results. Computer literacy or completion of COSC 1301 Introduction to Computing or an equivalent course is highly recommended prior to admission. Students must successfully complete BIOL 2401 Anatomy and Physiology I, BIOL 2402 Anatomy and Physiology II, RNSG 1115 Health Assessment, RNSG 1301 Pharmacology, and RNSG 1311 Nursing Pathophysiology with a grade of "C" or better. RNSG 1115, RNSG 1301, and RNSG 1311 and those courses which can be taken prior to admission by LVNs (RNSG 1115 AND RNSG 1301) may be retaken only once prior to admission and will only be valid if completed within three (3) years of admission to the nursing program. After admission to the nursing program, the Nursing Handbook states that "failing two (2) nursing courses will be cause for dismissal from the program". If a student has failed Vernon College nursing courses (RNSG 1115, RNSG 1301, and RNSG 1311) prior to entry into the program or failed nursing courses at previous institutions, his/her suitability for nursing will be evaluated on an individual basis by the Nursing Admissions and Review Committee.
6. In the event the application is rejected by the Nursing Admission and Review Committee, the applicant may request a hearing before the College Admissions Committee. Such request is to be submitted in writing and include reasons why the College Admissions Committee should review the petition.
7. Students who think they may be ineligible for licensure due to criminal convictions, mental or physical disability, and/or intemperate use of drugs or alcohol should schedule an appointment with the program director prior to admission to obtain instructions on petitioning the State Nursing Board for a declaratory order to determine their eligibility.
8. Information regarding program standards and policies is printed in the *Associate Degree Nursing Student Handbook*.

## **READMISSION**

Students are considered for re-entry once. Students returning to the nursing program without consecutive learning and incurring a lapse of more than a year in the program of learning will be assessed additional cost of testing to ascertain placement level of re-entry. Qualified applicants will be readmitted to the appropriate nursing course(s) on a space available basis according to these criteria:

1. Applicants with clinical failure will receive the lowest priority for readmission.
2. An applicant on scholastic probation or enforced withdrawal is not eligible for readmission.
3. An applicant may be reconsidered for readmission after two failures only if the applicant can justify readmission.

**Any student readmitted to the program will be required to provide proof of completion of a review course that is approved by the Director of Nursing, before the director's affidavit for NCLEX-RN licensure application will be sent to the Board of Nurse Examiners for the State of Texas.**

4. An applicant who is readmitted will be allowed to enroll only if there is space available in the desired course.
5. Applicants with a GPA of less than 2.5 on general educational requirements will be denied readmission.
6. Any nursing courses which have been successfully completed more than three (3) years prior to admission into the program will not be valid for re-admission. Students who have not been enrolled in the Vernon College ADN program for three (3) or more years will have the option retake the course or will be required to attain a satisfactory to retake the course or will be required to attain a satisfactory score on a comprehensive exam for each nursing course completed before readmission and demonstrate clinical competency in selected nursing procedures.
7. The Nursing Admissions Committee will consider extenuating circumstances.

**The readmission student is responsible for contacting the nursing department for the application guidelines and the deadline for each semester. The application guidelines for readmission include:**

1. Nursing Application
2. Education Sheet
3. Explanation & Application Letter

### **TRANSFER STUDENTS**

Students are encouraged to take nursing courses in residence. An applicant seeking recognition of previously earned nursing credits at another college or university nursing program must meet all requirements for admission and be selected for admission. The transfer student is responsible for contacting the nursing department for the application guidelines and the deadline for each semester.

The application guidelines for transfer include:

1. Nursing Application
2. Personal Sheet
3. Education Sheet
4. Explanation & Application Letter
5. Prerequisite / General Education Course Sheet
6. Nursing Program Recommendation Letter
7. Transcripts
8. Nursing Course Description, Syllabus, and Outline
9. Nursing Entrance Exam Scores
10. Hepatitis B Verification Shot Record

Upon receipt, the Nursing Admissions and Review Committee will review all materials to determine which, if any, credits will be considered transferable. Transferability is considered in terms of similarity in course content, course grades, course credits, and course sequence.

Any nursing courses which have been successfully completed more than three (3) years prior to admission into the program will not be valid for transfer. Students who have not been enrolled in a nursing program at another institution for three (3) or more years will have the option to take the Vernon College equivalent course or will be required to attain a satisfactory score on a comprehensive exam for each equivalent nursing course completed before admission and demonstrate clinical competency in selected nursing procedures.

Applicants requesting consideration as a transfer student from another nursing program in which they could not progress will be considered on an individual basis.

After this review, qualified transfer students are admitted on a space-available basis.

**Any transfer student will be required to provide proof of completion of a review course approved by the Director of Nursing, before the director's affidavit for NCLEX-RN licensure application will be sent to the Board of Nurse Examiners for the State of Texas.**

### **SPECIAL COURSE REQUIREMENTS**

Prerequisites for enrollment in clinicals/practicums that involve direct patient contact in medical care facilities include the following: consent of coordinator the Director of Nursing and practicum clinical supervisor, evidence of liability insurance, and validated documentation of immunizations.

When liability insurance is required, it will be listed as a fee for the clinical/practicum and will be charged during the registration process.

When immunizations are required, evidence of the following must be presented to the program coordinator Director of Nursing before enrollment in a clinical/practicum: tetanus/diphtheria toxoid (TD), varicella, measles (students born after January 1, 1957), rubella, and mumps (students born after January 1, 1957) and the first of the 3 series of hepatitis B immunizations. For immunization exclusions, waivers, and acceptable documentation, students should contact the Director of Nursing.

# ASSOCIATE DEGREE NURSING LVN TRANSITION TRACK

TECH PREP PLAN

CIP 51.3801

Instructional Locations –Vernon Campus, Century City Center

**ASSOCIATE IN APPLIED SCIENCE DEGREE** (Probable Completion Time - 2 years)

## General Education Requirements (15 SH) Semester Hours

ENGL	1301+	Composition I.....	3
GOVT	2305	Federal Government (Federal Constitution and Topics) .....	3
MATH	1314+^#	College Algebra.....	3
<b>or</b>			
MATH	1332+^	Contemporary Mathematics I .....	3
SPCH	1315	Public Speaking.....	3
	SFF>	Humanities/Fine Arts Elective .....	3

## Major Requirements (26 SH)

### Summer Semester

RNSG	1301+	Pharmacology .....	3
RNSG	1115+	Health Assessment.....	1
RNSG	1327+	Transition from Vocational to Professional Nursing .....	3

### Fall Semester

RNSG	1246+	Legal & Ethical Issues in Nursing .....	2
RNSG	1443+	Complex Concepts of Adult Health .....	4
RNSG	2360+	Clinical - Nursing - Registered Nurse Training (Complex Concepts).....	3

### Spring Semester

RNSG	1110+	Introduction to Community - Based Nursing .....	1
RNSG	1412+	Nursing Care of the Childbearing and Childrearing Family .....	4
RNSG	2213+	Mental Health Nursing.....	2
RNSG	2161+	Clinical - Nursing - Registered Nurse Training (Mental Health) .....	1
RNSG	2162+	Clinical - Nursing - Registered Nurse Training (Community).....	1
RNSG	2166+	Practicum (or Field Experience) - Nursing - Registered Nurse Training (Family) .....	1

## Related Requirements (24 SH)

BIOL	1322+^	Nutrition & Diet Therapy I.....	3
BIOL	2401+^	Anatomy and Physiology I.....	4
BIOL	2402+^	Anatomy and Physiology II .....	4
BIOL	2420+^	Microbiology for Non-Science Majors .....	4
PSYC	2301+^	General Psychology .....	3
PSYC	2314+^	Lifespan Growth & Development.....	3
RNSG	1311+^	Nursing Pathophysiology .....	3

**TOTAL .....**65

+ See course description for prerequisite

^ Prerequisite for RNSG 1327

# MATH 1414 will be accepted for college-level math requirement

SFF> means to be selected from the following: ARTS 1301, DRAM 1310, ENGL 1302, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, ENGL 2333, MUSI 1306

Verification of Workplace Competencies: Credentialing Exam - NCLEX Examination

# ASSOCIATE DEGREE NURSING GENERIC NURSING TRACK TECH PREP PLAN

CIP 51.3801

Instructional Locations - Vernon Campus, Century City Center

**ASSOCIATE IN APPLIED SCIENCE DEGREE** (Probable Completion Time - 3 years)

**General Education Requirements (15 SH) Semester Hours**

ENGL	1301+	Composition I.....	3
GOVT	2305	Federal Government (Federal Constitution and Topics).....	3
MATH	1314+#	College Algebra.....	3
<b>or</b>			
MATH	1332+	Contemporary Mathematics I	
SPCH	1315	Public Speaking.....	3
	SFF>	Humanities/Fine Arts Elective .....	3

**Major Requirements (33 SH)**

**Fall Semester**

RNSG	1105+	Nursing Skills I.....	1
RNSG	1115+	Health Assessment .....	1
RNSG	1166+	Practicum (or Field Experience) - Nursing - Registered Nurse Training (Introduction to Nursing).....	1
RNSG	1209+	Introduction to Nursing.....	2
RNSG	1246+	Legal & Ethical Issues in Nursing .....	2

**Spring Semester**

RNSG	1263+	Clinical - Nursing - Registered Nurse Training (Common Concepts) .....	2
RNSG	1441+	Common Concepts of Adult Health .....	4

**Summer Semester**

RNSG	1301+	Pharmacology.....	3
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**Fall Semester**

RNSG	1443+	Complex Concepts of Adult Health .....	4
RNSG	2360+	Clinical - Nursing - Registered Nurse Training (Complex Concepts) .....	3

**Spring Semester**

RNSG	1110+	Introduction to Community - Based Nursing.....	1
RNSG	1412+	Nursing Care of the Childbearing and Childrearing Family.....	4
RNSG	2161+	Clinical - Nursing - Registered Nurse Training (Mental Health).....	1
RNSG	2162+	Clinical - Nursing - Registered Nurse Training (Community) .....	1
RNSG	2166+	Practicum (or Field Experience) - Nursing - Registered Nurse Training (Family).....	1
RNSG	2213+	Mental Health Nursing.....	2

**Related Requirements (24 SH)**

BIOL	1322+	Nutrition & Diet Therapy I .....	3
BIOL	2401+	Anatomy & Physiology I.....	4
BIOL	2402+	Anatomy & Physiology II.....	4
BIOL	2420+	Microbiology for Non-Science Majors .....	4
PSYC	2301+	General Psychology.....	3
PSYC	2314+	Lifespan Growth & Development.....	3
RNSG	1311+	Nursing Pathophysiology .....	3
		<b>TOTAL.....</b>	<b>72</b>

+ See course description for prerequisite

# MATH 1414 will be accepted for college-level math requirement

SFF> means to be selected from the following: ARTS 1301, DRAM 1310, ENGL 1302, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, ENGL 2333, MUSI 1306

Verification of Workplace Competencies: Credentialing Exam - NCLEX Examination

**A.A.S. Nursing Marketable Skills Achievement Award (10 Semester Hours): BIOL 1322, RNSG 1105, RNSG 1115, RNSG 1209, RNSG 1246, and RNSG 1166**

# LICENSED VOCATIONAL NURSING

## Certificate of Completion

Licensed Vocational Nurses are Allied Health professionals who assist Registered Nurses and physicians to provide care for clients with a variety of health care needs in various settings. In performing their work, LVNs monitor clients, gather and record information, provide basic care, as well as administering medications and treatments. Upon successful completion of the program, the graduate will be able to take the NCLEX-PN licensure exam which credentials the Licensed Vocational Nurse (LVN).

Licensed Vocational Nurses can find career opportunities in long-term care facilities, clinics, physician offices, home health agencies and hospitals.

The Licensed Vocational Nursing Program is fully accredited by the Texas Board of Nursing. For further information, contact the Program Director, Lynn Kalski 940.696.8752 ext. 3222.

### PROGRAM ADMISSIONS REQUIREMENTS

#### Licensed Vocational Nursing Program

1. Complete the Vernon College admission procedure. The application can be completed online or in person at the Admissions and Records Office. There is an application fee of \$10.00 *Admission to the college does not guarantee admission to the Vocational Nursing Program.*
2. Make an appointment with the testing center (ext. 2317/3278) to take the *Test of Essential Academic Skills (TEAS)*. Bring the scored test to the Vocational Nursing Program office (Vernon or Wichita Falls).
3. Submit an application for admission to the Vocational Nursing Program.
4. Provide evidence that the following immunization requirements have been met prior to enrollment in the nursing program: tetanus/diphtheria toxoid (TD), varicella measles (students born after January 1, 1957), rubella, and mumps (students born after January 1, 1957), and hepatitis-B series. Bacterial Meningitis vaccine is also required for students 29 years and younger. (read the vaccine requirement and exemptions on the VC website.)For immunization exclusions and waivers and acceptable documentation of immunizations, students should contact the director of the program.
5. Obtain a Healthcare Provider CPR card from the American Heart Association. CPR Classes are offered through Continuing Education in order to obtain this card.
6. Apply for financial aid by filling out the *Free Application for Federal Student Aid (FAFSA)* online.
7. A person convicted of a felony that relates to the duties and responsibilities of an LVN may be disqualified from obtaining licensure as an LVN. The Board of Nurse Examiners for the State of Texas may not license such a person and, upon conviction of a felony, may suspend or revoke the license of a person previously licensed.
8. Information regarding program standards and policies is printed in the *Vocational Nursing Program Student Handbook*.

### READMISSION

Readmission to the Nursing Program assumes that the applicant is eligible to return to the College. Only after such applicant eligibility is determined in the affirmative will the following application process progress.

## Application

1. Application for readmission following withdrawal in good standing:
  - A. Obtain and return application from Vocational Nursing Department.
  - B. Submit application form and a letter of request for readmission which explains previous failure/withdrawal and any remediation that has occurred. Also include a reason for expected success if allowed to re-enter the program.
  - C. After receiving a letter of request for readmission, the director and the Admission and Review Committee for Vocational Nursing will review the student's records, class space availability, and appropriate placement for times and rotations.
  - D. Based on the total record and the criteria set down by the Vocational Nursing Program, the Admission and Review Committee will make a recommendation to the program director.
2. Application for readmission, following academic suspension:
  - A. Submit application and a letter of request for readmission.
  - B. Submit written evidence in a letter of request for readmission to document the deficiencies that may have influenced or caused the academic suspension have been remediated. This documentation should demonstrate that the student may be expected to succeed in a reasonably rigorous academic program.
  - C. Based on the total record including placement criteria the Vocational Nursing Admission and Review Committee will make a recommendation to the program director.
  - D. Any applicant who has failed two (2) or more Vocational Nursing courses or the same course twice is not eligible for readmission for a period of three (3) years.
3. Application for readmission following administrative withdrawal:
  - A. Submit application and a letter of request for readmission.
  - B. Any student who has exhausted all of their allotted time and who has exhausted their extension of time will not be eligible for readmission for three years.
  - C. Any applicant who has been withdrawn twice is not eligible for readmission.
  - D. Applicants with a course failure will receive lowest priority for readmission.
  - E. Based on the total record, including placement criteria, the Admission and Review Committee for Vocational Nursing will make a recommendation to the program director.
4. All readmissions will be on a space available basis, based on State requirements for faculty student ratio.
5. After the Vocational Nursing Admission and Review Committee has rendered its decision relative to readmission/placement, a written notification of that decision will be sent to the applicant at his/her address of record.
6. In the event the applicant's request is rejected by the committee, the applicant may refer to the non-academic grievance policy in the *Vernon College Student Handbook*.

## PLACEMENT IN THE CURRICULUM

As part of the readmission process, the student's placement in the program will be reviewed by the Vocational Nursing Admission and Review Committee for Vocational Nursing and the program director. Placement will be based on the following criteria:

1. Students not completing the first semester must enter at the beginning of the program unless special provisions are granted by the Admission and Review Committee for Vocational Nursing.
2. Students who successfully complete any course can use the course grade for up to two years of withdrawal from the program. After a period of two years, the student may apply for a departmental challenge of the course(s) previously passed. This will include a technical skills examination to determine current clinical competence. If the challenge exam is failed, then that course will have to be repeated. The rationale for the competency exam(s) is to assure that the necessary competencies are met in order to successfully pass the NCLEX-PN, the national licensure examination.
3. Prospective students with college Vocational Nursing courses may apply for admission as a transfer student. The applicability of transfer work to the nursing curriculum will be determined by the program director after assessing the transcripts and will be done on an individual basis. The student may have to complete final examinations for the courses being credited. Courses evaluated may include military or professional nursing courses. If credit is to be given for previously taken nursing courses, the applicant must also submit:
  - A. Course syllabus containing course outlines and course objectives.
  - B. A letter of recommendation from the Dean/Director of the Nursing Program previously attended.
4. Academic courses can be applied to the Vocation Nursing program. The following courses can be used if the student received a grade of "C" or better in the course. The following courses may be substituted:
  - \* Two (2) semesters of Anatomy and Physiology
  - \* Nutrition
  - \* General Psychology
  - \* Human Growth and Development or Child and Adolescent Psychology
  - \* Microbiology

## SPECIAL COURSE REQUIREMENTS

Prerequisites for enrollment in practicums that involve direct patient contact in medical care facilities include the following: consent of coordinator and practicum supervisor, evidence of liability insurance, and validated documentation of immunizations.

When liability insurance is required, it will be listed as a fee for the practicum and will be charged during the registration process.

When immunizations are required, evidence of the following must be presented to the program coordinator before enrollment in a practicum: tetanus/diphtheria toxoid (TD), varicella measles (students born after January 1, 1957), rubella, and mumps (students born after January 1, 1957). Bacterial Meningitis vaccine is also required for students 29 years and younger. (Read the vaccine requirement and exemptions on the VC website.) For immunization exclusions, waivers, and acceptable documentation, students should contact the program coordinator.

# LICENSED VOCATIONAL NURSING

TECH PREP PLAN

CIP 51.3901

## DAY PROGRAM

Fall Start Date

Instructional Locations - Vernon Campus, Century City Center and Seymour

### CERTIFICATE OF COMPLETION (Probable Completion Time - 1 year)

#### Major Requirements (44 SH)

#### Semester Hours

##### Fall Semester

VNSG	1115#	Disease Control and Prevention (TP)	1
VNSG	1122	Vocational Nursing Concepts (TP)	1
VNSG	1133	Growth and Development (TP)	1
VNSG	1161	Clinical - Licensed Vocational Nursing (LVN) Training	1
VNSG	1162+	Clinical - Licensed Vocational Nursing (LVN) Training	1
VNSG	1227	Essentials of Medication Administration	2
VNSG	1320#	Anatomy and Physiology for Allied Health	3
VNSG	1423	Basic Nursing Skills	4
VNSG	2431	Advanced Nursing Skills	4

##### Spring Semester

VNSG	1126+	Gerontology (TP)	1
VNSG	1201+#	Mental Health and Mental Illness	2
VNSG	1216+#	Nutrition	2
VNSG	1329+	Medical - Surgical Nursing I	3
VNSG	1330+	Maternal - Neonatal Nursing	3
VNSG	1331+	Pharmacology	3
VNSG	1362+	Clinical - Licensed Vocational Nursing (LVN) Training	3

##### Summer Semester

VNSG	1234+	Pediatrics	2
VNSG	1332+	Medical - Surgical Nursing II	3
VNSG	1460+	Clinical - Licensed Vocational Nursing (LVN) Training	4

TOTAL .....44

+ Successful completion of previous courses

# These courses may be substituted assuming Texas Success Initiative requirements are met: BIOL 2401 and BIOL 2402 for VNSG 1320; BIOL 2421 for VNSG 1115; PSYC 2301 for VNSG 1201; and BIOL 1322 for VNSG 1216.

TP means Tech Prep articulated course

Verification of Workplace Competencies: Credentialing Exam - NCLEX Examination

**Vocational Nursing Marketable Skills Achievement Award (9 Semester Hours): VNSG 1423, VNSG 2431, and VNSG 1163 or any VNSG Clinical successful completion of the written and practical certified nurse examination**

# LICENSED VOCATIONAL NURSING

TECH PREP PLAN

CIP 51.3901

## DAY PROGRAM

### Spring Start Date

Instructional Location - Century City Center

## CERTIFICATE OF COMPLETION (Probable Completion Time - 1 year)

### Major Requirements (44 SH)

### Semester Hours

#### Spring Semester

VNSG	1115#	Disease Control and Prevention (TP)	1
VNSG	1122	Vocational Nursing Concepts (TP)	1
VNSG	1133	Growth and Development (TP)	1
VNSG	1161	Clinical - Licensed Vocational Nursing (LVN) Training	1
VNSG	1162+	Clinical - Licensed Vocational Nursing (LVN) Training	1
VNSG	1227	Essentials of Medication Administration	2
VNSG	1320#	Anatomy and Physiology for Allied Health	3
VNSG	1423	Basic Nursing Skills	4
VNSG	2431	Advanced Nursing Skills	4

#### Summer Semester

VNSG	1329+	Medical - Surgical Nursing I	3
VNSG	1331+	Pharmacology	3
VNSG	1362+	Clinical - Licensed Vocational Nursing (LVN) Training	3

#### Fall Semester

VNSG	1126+	Gerontology (TP)	1
VNSG	1201+#	Mental Health and Mental Illness	2
VNSG	1216+#	Nutrition	2
VNSG	1234+	Pediatrics	2
VNSG	1330+	Maternal - Neonatal Nursing	3
VNSG	1332+	Medical - Surgical Nursing II	3
VNSG	1460+	Clinical - Licensed Vocational Nursing (LVN) Training	4

TOTAL .....44

+ Successful completion of previous courses

# These courses may be substituted assuming Texas Success Initiative requirements are met: BIOL 2401 and BIOL 2402 for VNSG 1320; BIOL 2421 for VNSG 1115; PSYC 2301 for VNSG 1201; and BIOL 1322 for VNSG 1216. See course descriptions for prerequisites.

TP means Tech Prep articulated course

Verification of Workplace Competencies: Credentialing Exam - NCLEX Examination

**Vocational Nursing Marketable Skills Achievement Award (9 Semester Hours): VNSG 1423, VNSG 2431, and VNSG 1163 or any VNSG Clinical successful completion of the written and practical certified nurse examination**

# LICENSED VOCATIONAL NURSING

TECH PREP PLAN

CIP 51.3901

## EVENING PROGRAM

July 2012 Start Date

Instructional Locations - Vernon Campus, Century City Center

### CERTIFICATE OF COMPLETION (Probable Completion Time - 18 months)

#### Major Requirements (44 SH) Semester Hours

##### Summer II Semester

VNSG	1122	Vocational Nursing Concepts (TP)	1
VNSG	1423	Basic Nursing Skills	4

##### Fall Semester

VNSG	1115+#	Disease Control and Prevention (TP)	1
VNSG	1133+	Growth and Development (TP)	1
VNSG	1163+	Clinical - Licensed Vocational Nursing (LVN) Training	1
VNSG	1216+#	Nutrition	2
VNSG	1227+	Essentials of Medication Administration	2
VNSG	1320+#	Anatomy and Physiology for Allied Health	3
VNSG	2431+	Advanced Nursing Skills	4

##### Spring Semester

VNSG	1330+	Maternal - Neonatal Nursing	3
VNSG	1331+	Pharmacology	3
VNSG	1360+	Clinical - Licensed Vocational Nursing (LVN) Training	3

##### Summer Semester

VNSG	1234+	Pediatrics	2
VNSG	1263+	Clinical - Licensed Vocational Nursing (LVN) Training	2
VNSG	1329+	Medical - Surgical Nursing I	3

##### Fall Semester

VNSG	1126+	Gerontology (TP)	1
VNSG	1201+#	Mental Health and Mental Illness	2
VNSG	1332+	Medical - Surgical Nursing II	3
VNSG	1363+	Clinical - Licensed Vocational Nursing (LVN) Training	3

TOTAL .....44

+ Successful completion of previous courses

# These courses may be substituted assuming Texas Success Initiative requirements are met: BIOL 2401 and BIOL 2402 for VNSG 1320; BIOL 2421 for VNSG 1115; PSYC 2301 for VNSG 1201; and BIOL 1322 for VNSG 1216. See course descriptions for prerequisites.

TP means Tech Prep articulated course

Verification of Workplace Competencies: Credentialing - NCLEX Examination

**Vocational Nursing Marketable Skills Achievement Award (9 Semester Hours): VNSG 1423, VNSG 2431, and VNSG 1163 or any VNSG Clinical with successful completion of the written and practical certified nurse examination**

# LICENSED VOCATIONAL NURSING

TECH PREP PLAN

CIP 51.3901

## EVENING PROGRAM January 2014 Start Date

Instructional Locations - Vernon Campus, Century City Center

### CERTIFICATE OF COMPLETION (Probable Completion Time – 18 months)

#### Major Requirements (44 SH) Semester Hours

##### Spring Semester

VNSG	1115+#	Disease Control and Prevention (TP)	1
VNSG	1122	Vocational Nursing Concepts (TP)	1
VNSG	1133+	Growth and Development (TP)	1
VNSG	1320+#	Anatomy and Physiology for Allied Health	3
VNSG	1423	Basic Nursing Skills	4
VNSG	2431+	Advanced Nursing Skills	4

##### Summer Semester

VNSG	1227+	Essentials of Medication Administration	2
VNSG	1263+	Clinical - Licensed Vocational Nursing (LVN) Training	2
VNSG	1330+	Maternal - Neonatal Nursing	3

##### Fall Semester

VNSG	1201+#	Mental Health and Mental Illness	2
VNSG	1216+#	Nutrition	2
VNSG	1331+	Pharmacology	3
VNSG	1363+	Clinical - Licensed Vocational Nursing (LVN) Training	3

##### Spring Semester

VNSG	1126+	Gerontology (TP)	1
VNSG	1234+	Pediatrics	2
VNSG	1329+	Medical - Surgical Nursing I	3
VNSG	1360+	Clinical - Licensed Vocational Nursing (LVN) Training	3

##### Summer I

VNSG	1163+	Clinical - Licensed Vocational Nursing (LVN) Training	1
VNSG	1332+	Medical - Surgical Nursing II	3

TOTAL .....44

+ Successful completion of previous courses

# These courses may be substituted assuming Texas Success Initiative requirements are met: BIOL 2401 and BIOL 2402 for VNSG 1320; BIOL 2421 for VNSG 1115; PSYC 2301 for VNSG 1201; and BIOL 1322 for VNSG 1216. See course descriptions for prerequisites.

TP means Tech Prep articulated course

Verification of Workplace Competencies: Credentialing Exam - NCLEX Examination

**Vocational Nursing Marketable Skills Achievement Award (9 Semester Hours): VNSG 1423, VNSG 2431, and VNSG 1163 or any VNSG Clinical with successful completion of the written and practical certified nurse examination**

# PHARMACY TECHNICIAN

## Certificate of Completion

Pharmacy Technicians are Allied Health professionals who assist Licensed Pharmacists to provide health care and medications to patients. They must have a broad knowledge of pharmacy practice and techniques required to fill prescriptions, constitute IV solutions, and prepare medications. Typical job duties include reading and interpreting prescriptions, preparing and packaging medications, managing pharmacy inventory, and mixing non-sterile and sterile pharmaceuticals. Good communication and interpersonal skills are essential to interact with patients and other health care professionals on a daily basis. Students attend specialized classes and complete clinical rotations. Upon successful completion of the program, graduate will be eligible to take the National Pharmacy Technician Certification Examination administered by the Pharmacy Technician Certification Board (PTCB) to become a Certified Pharmacy Technician (CPhT).

Certified Pharmacy Technicians can find career opportunities in community pharmacies, drug manufacturing companies, drug wholesale companies, home-health care, hospital pharmacies, nuclear pharmacies, nursing homes, mail-order pharmacies, pharmacy state board and educational institutions.

The Vernon College Pharmacy Technician Program is fully accredited by the American Society of Health-System Pharmacists (ASHP), and the classes are designed in accordance with their guidelines.

For further information, contact the Program Coordinator, Katrina Brasuell 940.696.8752 ext. 3231.

## PROGRAM ADMISSIONS REQUIREMENTS

### Pharmacy Technician Program

1. Complete the Vernon College admission procedure. A student must be first accepted by the College before being accepted by the Pharmacy Technician Program.
2. Submit an application for admission to the Pharmacy Technician Program. Application deadline is June 30 for the day program beginning in August of each year and November 30 for the night program beginning in January of each year. Applications are available from the program coordinator and on the Vernon College web site.
3. The applicant needs to register with Texas State Board of Pharmacy as a pharmacy technician trainee at [www.tsbp.state.tx.us](http://www.tsbp.state.tx.us). There is a \$47.00 non-refundable online processing fee. You will also have to have your fingerprints taken and this will cost approximately \$45.00. The Texas State Board of Pharmacy will complete a criminal background check and persons with felony convictions or drug and alcohol charges may be denied registration. The applicant will not be able to enter the program without this registration.
4. All applicants will be required to take the Accuplacer Exam. You will need to take reading (minimum score of 56), math (minimum score of 49) and writing (minimum score of 66). If you have taken another entrance exam and have met the TSI requirements on that test, you will not have to take the Accuplacer Exam.
5. Provide evidence that the following immunization requirements have been met prior to enrollment in the Pharmacy Technician Program: tetanus/diphtheria toxoid (TD), measles (students born after January 1, 1957), rubella, mumps (students born after January 1, 1957),

Tuberculosis test (TB), Varicella, and Hepatitis B (three shots). Bacterial Meningitis vaccine is also required for students 29 years and younger. (Read the vaccine requirement and exemptions on the VC website.) For immunizations exclusions and waivers and acceptable documentation of immunizations see shot records on the Pharmacy Technician home page.

6. Once all the forms have been sent to the Pharmacy Technician Program Coordinator and the student meets the requirements for the program, an interview will be scheduled with the Program Coordinator.
7. The Pharmacy Technician Admission and Review Committee will rank students to determine acceptance into the program based upon completion of the application process, completion of the technician trainee registration process, interview, and Accuplacer scores.
8. In the event the application is rejected by the Pharmacy Technician Admission and Review Committee, the applicant may request a hearing before the College Admissions Committee. Such a request is to be submitted in writing and include reasons why the College Admissions Committee should review the petition.
9. Information regarding program standards and policies is printed in the *Pharmacy Technician Handbook*.

## PHARMACY TECHNICIAN

CIP 51.0805

Instructional Locations - Century City Center

### DAY PROGRAM

Fall Start Date

### CERTIFICATE OF COMPLETION (Probable Completion Time – 2 Semesters)

<b>Major Requirements (24 SH)</b>	<b>Semester Hours</b>
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**Fall Semester**

PHRA	1102+	Pharmacy Law .....	1
PHRA	1209+	Pharmaceutical Mathematics I.....	2
PHRA	1247+	Pharmaceutical Mathematics II .....	2
PHRA	1313+	Community Pharmacy Practice .....	3
PHRA	1449+	Institutional Pharmacy Practice .....	4

**Spring Semester**

PHRA	1243+	Pharmacy Technician Certification Review .....	2
PHRA	1441+	Pharmacy Drug Therapy and Treatment .....	4
PHRA	1445+	Compounding Sterile Preparations and Aseptic Technique .....	4
PHRA	2265+	Practicum (or Field Experience)- Pharmacy Technician/ Assistant .....	2

TOTAL..... 24

+See course description for prerequisite

External certifying agency – American Society of Health - System Pharmacists

Verification of Workplace Competencies: Credentialing Examination - PTCB for CPhT

# PHARMACY TECHNICIAN

CIP 51.0805

Instructional Locations - Century City Center

## EVENING PROGRAM

Spring 2013 Start Date

**CERTIFICATE OF COMPLETION** (Probable Completion Time – 3 Semesters)

### Major Requirements (24 SH)

### Semester Hours

#### Spring Semester

PHRA	1102+	Pharmacy Law .....	1
PHRA	1209+	Pharmaceutical Mathematics I.....	2
PHRA	1247+	Pharmaceutical Mathematics II .....	2
PHRA	1313+	Community Pharmacy Practice .....	3

#### Summer Semester

PHRA	1445+	Compounding Sterile Preparations and Aseptic Technique .....	4
PHRA	1449+	Institutional Pharmacy Practice.....	4

#### Fall Semester

PHRA	1243+	Pharmacy Technician Certification Review .....	2
PHRA	1441+	Pharmacy Drug Therapy and Treatment .....	4
PHRA	2265+	Practicum (or Field Experience)- Pharmacy Technician/ Assistant .....	2
TOTAL.....			24

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+See course description for prerequisite

External certifying agency – American Society of Health - System Pharmacists

Verification of Workplace Competencies: Credentialing Examination - PTCB for CPhT

# **SURGICAL TECHNOLOGY**

## Certificate of Completion

Surgical Technologists are Allied Health professionals that work as a member of the surgical team. Surgical Technologists are responsible for helping to prepare the operating room, creating and maintaining the sterile field, preparing and counting surgical supplies and instrumentation, anticipating the needs of the surgeon and surgical patient in passing instruments during the surgical procedure. The Surgical Technologist also supports the Registered Nurse circulator and anesthesia provider in assisting with pre- and post-operative surgical patient care. Vernon College's Surgical Technology Program prepares students for entry-level knowledge and skills required for employment as a Surgical Technologist.

Upon successful completion of the program, graduates will be eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) examination.

Surgical Technologists are primarily employed in the surgical services department of hospitals and surgery centers. Employment opportunities also exist in surgeon's offices, central/sterile supply departments, sales representatives, education, and as a traveler for a temporary staffing agency.

The Vernon College Surgical Technology Program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

For further information, contact the Program Coordinator, Jeff Feix 940.696.8752 ext. 3266.

## **PROGRAM ADMISSIONS REQUIREMENTS**

### **Surgical Technology Traditional Program**

1. Complete the Vernon College admission procedure. A student must first be accepted by the College before being accepted by the Surgical Technology Program.
2. Submit an application for admission to the Surgical Technology Program. Applications are available and accepted the first business day of May until the last business day of June each academic year for the fall program.
3. Once accepted into the program must show evidence that a physical examination has been performed within six months of acceptance to the surgical technology program. The physical examination must be performed by a licensed health care provider who will verify that the student is free of any communicable disease that would be detrimental to the patient while performing direct patient care. Included in the physical exam are results of a tuberculin skin test or chest x-ray. Pre-admission drug screening may be required.
4. Provide evidence that the following immunization requirements have been met prior to enrollment in the surgical technology program: tetanus/diphtheria toxoid (TD), varicella measles (students born after January 1, 1957), rubella, and mumps (students born after January 1, 1957). Bacterial Meningitis vaccine is also required for students 29 years and younger. (Read the vaccine requirements and exemptions on the VC website.) For immunization exclusions and waivers and acceptable documentation of immunizations, students should contact the coordinator of the program. Hepatitis B Vaccination (HBV) series must be started before fall Registration. Failure to have the first injection completed may jeopardize placement in the program.
5. Obtain a Healthcare Provider CPR card from the American Heart Association. CPR Classes are offered through Continuing Education in order to obtain this card.

6. Meet Texas Success Initiative requirements, including passing all three sections; reading, writing, and mathematics of a THECB approved placement test (like Accuplacer), and successfully complete BIOL 2401 Anatomy and Physiology I, BIOL 2402 Anatomy and Physiology II, and COSC 1301 Introduction to Computing in order to be considered for placement into the Surgical Technology Program.
7. The Surgical Technology Program Committee will review each applicant's packet and make a determination as to acceptance into the surgical technology program based upon pre-entrance test results, interview, and timely completion of the application process.
8. In the event the application is rejected by the Surgical Technology Program Committee, the applicant may request a hearing before the College Admissions Committee. Such request is to be submitted in writing and include reasons why the College Admissions Committee should review the petition.
9. Information regarding program standards and policies is printed in the *Surgical Technology Program Handbook*

## SURGICAL TECHNOLOGY

CIP 51.0909

Instructional Location - Century City Center

**CERTIFICATE OF COMPLETION** (Probable Completion Time - 12 months)

<b>Pre-Requisite Requirements (11 SH)</b>			<b>Semester Hours</b>
BIOL	2401+	Anatomy & Physiology I .....	4
BIOL	2402+	Anatomy & Physiology II .....	4
COSC	1301	Introduction to Computing .....	3
<b>Major Requirements (34 SH)</b>			
<b>Fall Semester</b>			
<b>Fall I—8-Weeks</b>			
HPRS	1206+	Essentials of Medical Terminology.....	2
SRGT	1405+	Introduction to Surgical Technology .....	4
<b>Fall II—8-Weeks</b>			
SRGT	1160+	Clinical - Surgical Technology/Technologist.....	1
SRGT	1409+	Fundamentals of Perioperative Concepts and Techniques .....	4
<b>Fall—16-Weeks</b>			
BIOL	2420+	Microbiology for Non-Science Majors .....	4
<b>Spring Semester</b>			
<b>Spring I—8-Weeks</b>			
SRGT	1441+	Surgical Procedures I.....	4
<b>Spring II—8-Weeks</b>			
SRGT	1442+	Surgical Procedures II.....	4
<b>Spring—16-Weeks</b>			
SRGT	1560+	Clinical - Surgical Technology/Technologist.....	5
<b>Summer Semester</b>			
SRGT	2660+	Clinical - Surgical Technology/Technologist.....	6
	<b>TOTAL</b>	.....	<b>45</b>

+ See course description for prerequisite

This program is CAAHEP accredited. The CAAHEP Headquarters are located at 35E. Wacker Drive #1970, Chicago, Illinois 60601.

The Surgical Technology Certificate is a level 2 certificate program. Level 2 certificates are not exempt from TSI requirements.

Verification of Workplace Competencies: Credentialing Examination CST Examination

# WELDING

## TECH PREP PLAN

CIP 48.0508

Students in this program learn the skills essential for using welding equipment to permanently join metal parts. Training includes arc welding techniques for SMAW, GMAW, GTAW, FCAW and pipe welding. Blueprints or specifications are used for project layout and welding equipment setup. Welding certification testing is available.

# WELDING

Instructional Location – Skills Training Center

## CERTIFICATE OF COMPLETION (Probable Completion Time - 1½ years)

### Major Requirements (34 SH) Semester Hours

WLDG	1327+	Welding Codes .....	3
WLDG	1337	Introduction to Welding Metallurgy .....	3
WLDG	1413	Introduction to Blueprint Reading for Welders .....	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW) <b>(TP)</b> .....	4
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW) <b>(TP)</b> .....	4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding .....	4
WLDG	1435+	Introduction to Pipe Welding.....	4
WLDG	2413+	Intermediate Welding Using Multiple Processes.....	4
WLDG	2453+	Advanced Pipe Welding.....	4

### Related Requirements (6 SH)

COSC	1301	Introduction to Computing.....	3
OSHT	1309	Physical Hazards Control .....	3
TOTAL.....			40

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+ See course description for prerequisite

TP means Tech Prep articulated course

**Welding Marketable Skills Achievement Award (12 Semester Hours): WLDG 1413, WLDG 1428, and WLDG 1430**

# WELDING

## TECH PREP PLAN

CIP 48.0508

Instructional Location - Skills Training Center

**ASSOCIATE IN APPLIED SCIENCE DEGREE** (Probable completion Time - 2 years)

### General Education Requirements (18 SH) Semester Hours

COSC	1301	Introduction to Computing.....	3
ENGL	1301+	Composition I.....	3
GOVT	2305	Federal Government (Federal Constitution and Topics).....	3
MATH	1314+#	College Algebra.....	3
<b>or</b>			
MATH	1332+	Contemporary Mathematics I	
SPCH	1315	Public Speaking.....	3
	SFF>	Humanities/Fine Arts Elective.....	3

### Major Requirements (38 SH)

WLDG	1327+	Welding Codes.....	3
WLDG	1337	Introduction to Welding Metallurgy.....	3
WLDG	1413	Introduction to Blueprint Reading for Welders.....	4
WLDG	1417+	Introduction to Layout and Fabrication.....	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW) <b>(TP)</b>	.4
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW) <b>(TP)</b>	.....4
WLDG	1434	Introduction to Gas Tungsten Arc (GTAW) Welding.....	4
WLDG	1435+	Introduction to Pipe Welding.....	4
WLDG	2413+	Intermediate Welding Using Multiple Processes.....	4
WLDG	2453+	Advanced Pipe Welding.....	4

### Related Requirements (6-7 SH)

OSHT	1309	Physical Hazards Control.....	3
	TBA**	Approved Elective.....	3-4

**TOTAL** ..... 62-63

+ See course description for prerequisite

\*\* TBA means approved elective to be selected from the following courses: MCHN, 1438, MCHN 2403, WLDG 1457, WLDG 2380

# MATH 1414 will be accepted for college-level math requirement

SFF> means to be selected from the following: ARTS 1301, DRAM 1310, ENGL 1302, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2332, ENGL 2333, MUSI 1306

TP means Tech Prep articulated course

Verification of Workplace Competencies: Capstone Experience: WLDG 1327

# COURSE DESCRIPTIONS

The following pages contain the descriptions of transfer and Career and Technical Education (CATE) courses offered by Vernon College. The courses are listed in alphabetical order by prefix.

The first digit of the course number indicates whether the course is usually taken during the first or second year. The second digit refers to the value of each course in credit hours. The third and fourth digits refer to a sequence within the subject field. After the title of a course, lecture and lab hours are noted. At the end of the course description, any required prerequisites and lab/special fees are listed.

In order to offer a wide spectrum of courses to meet individual interests and needs, certain courses in specialized fields may be offered in alternate years or only at a specific VC location. The student should take this into consideration when developing a long-range program. The printed schedules of classes list the specific offering of courses for each VC location each semester.

Vernon College is a member of the Texas Common Course Numbering System (TCCNS), which is a cooperative effort among Texas community colleges and universities to facilitate the transfer of freshman-level and sophomore-level general academic course work. The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis.

## **ACCT 2401 PRINCIPLES OF ACCOUNTING I - FINANCIAL (3-2).....TRANSFER**

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Lab Fee: \$24.00; Special Fee: \$12.00

## **ACCT 2402 PRINCIPLES OF ACCOUNTING II - MANAGERIAL (3-2).....TRANSFER**

A continuation of Accounting 2401. Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Prerequisite: ACCT 2401. Lab Fee: \$24.00; Special Fee: \$12.00

## **ACNT 1303 INTRODUCTION TO ACCOUNTING I (2-2).....WORKFORCE**

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliation, and payroll. (May count either ACNT 1303 or ACNT 1425 in an A.A.S. degree, but may not use both courses to satisfy the accounting requirement in the degree. Successful completion of both ACNT 1303 and ACNT 1304 may be substituted for ACNT 1425.) Lab Fee: \$16.00; Special Fee: \$12.00

## **ACNT 1304 INTRODUCTION TO ACCOUNTING II (2-2).....WORKFORCE**

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. (May count either ACNT 1304 or ACNT 1425 in an A.A.S. degree, but may not use both courses to satisfy the accounting requirement in the degree. Successful completion of ACNT 1303 and ACNT 1304 may be substituted for ACNT 1425.) Prerequisite: ACNT 1303. Lab Fee: \$16.00; Special Fee: \$12.00

## **ACNT 1425 PRINCIPLES OF ACCOUNTING I (3-2).....WORKFORCE**

A study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasis on accounting cycle for service and merchandising enterprises. (ACNT 1303 and ACNT 1304 may be substituted for ACNT 1425.) Lab Fee: \$24.00; Special Fee: \$12.00

## **ACNT 1426 PRINCIPLES OF ACCOUNTING II (3-2).....WORKFORCE**

A study of the fundamentals of managerial accounting. Emphasis on budgeting, planning, management decision making, and analysis of financial reports. (ACNT 1303 and ACNT 1304 may not be substituted for ACNT 1426.) Prerequisite: ACNT 1425. Lab Fee: \$24.00; Special Fee: \$12.00

- ACRW 0302 INTEGRATED READING/WRITING (IRW).....**  
**DEVELOPMENTAL**  
 Integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing. Prerequisites: See counselor for scores required for this course. Special Fee: \$17.00
- AGAH 1453 BEEF CATTLE PRODUCTION (3-3).....WORKFORCE**  
 An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing. Lab Fee: \$24.00; Special Fee: \$17.00
- AGCR 1407 RANGE MANAGEMENT (3-2).....WORKFORCE**  
*(Formerly AGCR 1307)* Study of the practical problems of managing native pastures and range lands. Topics include range land ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing. Lab Fee: \$24.00; Special Fee: \$2.00
- AGEQ 1219 HORSEMANSHIP I (0-4).....WORKFORCE**  
 Instruction in basic horsemanship skills including handling, saddling, bridling, mounting, riding, grooming, safety, and basic health care. Student must furnish a horse. Lab Fee: \$24.00; Special Fee: \$2.00
- AGEQ 1315 HORSE EVALUATION I (2-2).....WORKFORCE**  
 Instruction in evaluation and selection of horses based on breed/performance criteria. Topics include basic anatomy and its relation to function, breed type and characteristics, and standard performance classes. Lab Fee: \$24.00; Special Fee: \$27.00
- AGEQ 1411 EQUINE SCIENCE I (3-2).....WORKFORCE**  
 An introduction to the horse industry. Topics include breeds and breeding, selection, and management practices. Lab Fee: \$24.00; Special Fee: \$2.00
- AGEQ 2239 HORSEMANSHIP II (0-4).....WORKFORCE**  
 Instruction in advanced horsemanship skills including cues, lead changes, head-set, side-pass, and pivots. Student must furnish a horse. Lab Fee: \$24.00; Special Fee: \$2.00
- AGEQ 2315 HORSE EVALUATION II (2-2).....WORKFORCE**  
 Study of advanced concepts on evaluation and selection of horses. Prerequisite: AGEQ 1315. Lab Fee: \$24.00; Special Fee: \$52.00
- AGME 1315 FARM & RANCH SKILLS I (2-2) ..... WORKFORCE**  
 Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing and concrete. Special Fee: \$2.00
- AGMG 1311 INTRODUCTION TO AGRIBUSINESS (3-0).....WORKFORCE**  
 Introduction to agribusiness management, marketing, and sales in the free enterprise system. Topics include economic principles, finance, risk management, record keeping, budgeting, employee/employer responsibilities, communications, human relation skills, and agricultural career opportunities. Special Fee: \$2.00
- AGMG 1364, 2364, 2365 PRACTICUM (OR FIELD EXPERIENCE) - FARM/FARM AND RANCH  
 MANAGEMENT (0-24).....WORKFORCE**  
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: Eight semester hours of major requirements and consent of instructor. Special Fee: \$2.00
- AGRI 1131 THE AGRICULTURAL INDUSTRY (1-0).....TRANSFER**  
 Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing. Special Fee: \$2.00
- AGRI 1325 MARKETING OF AGRICULTURAL PRODUCTS (3-0).....TRANSFER**  
 Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. Special Fee: \$2.00
- AGRI 1407 AGRONOMY (3-2).....TRANSFER**  
 Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control. Lab Fee: \$24.00; Special Fee: \$2.00
- AGRI 1419 INTRODUCTORY ANIMAL SCIENCE (3-2).....TRANSFER**  
 Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses. Lab Fee: \$24.00; Special Fee: \$2.00

- AGRI 2317 INTRODUCTION TO AGRICULTURAL ECONOMICS (3-0).....TRANSFER**  
 Fundamental economic principles and their applications to the problems of the industry of agriculture. Special Fee: \$2.00
- AGRI 2321 LIVESTOCK EVALUATION I (2-2).....TRANSFER**  
 Selection, evaluation, and classification of livestock and livestock products. Lab Fee: \$24.00; Special Fee: \$2.00
- AGRI 2330 WILDLIFE CONSERVATION & MANAGEMENT (3-0).....TRANSFER**  
 Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands. Special Fee: \$2.00
- ARTS 1301 ART APPRECIATION (3-0).....TRANSFER**  
 Exploration of purposes and processes in the visual arts including evaluation of selected works. Special Fee: \$2.00
- AUMT 1267 PRACTICUM (OR FIELD EXPERIENCE) - AUTOMOBILE/AUTOMOTIVE MECHANICS TECHNOLOGY/TECHNICIAN (0-14).....WORKFORCE**  
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: Eight semester hours of major requirements and consent of instructor. Special Fee: \$2.00
- AUMT 1407 AUTOMOTIVE ELECTRICAL SYSTEMS (3-3).....WORKFORCE**  
 An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer specific. Lab Fee: \$24.00; Special Fee: \$52.00
- AUMT 1410 AUTOMOTIVE BRAKE SYSTEMS (3-3).....WORKFORCE**  
 Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer specific instructions. Lab Fee: \$24.00; Special Fee: \$52.00
- AUMT 1416 AUTOMOTIVE SUSPENSION AND STEERING (3-3).....WORKFORCE**  
 Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific. Lab Fee \$24.00; Special Fee: \$52.00
- AUMT 1419 AUTOMOTIVE ENGINE REPAIR (3-3).....WORKFORCE**  
 Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. Lab Fee: \$24.00; Special Fee: \$52.00
- AUMT 1445 AUTOMOTIVE CLIMATE CONTROL SYSTEMS (3-3).....WORKFORCE**  
 Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific. Lab Fee: \$24.00; Special Fee: \$52.00
- AUMT 1472 HIGH PERFORMANCE MODIFICATION: THEORY AND EXECUTION (3-2).....WORKFORCE**  
 Evaluate a vehicle to determine its overall potential for increased performance, determine an attainable goal, set a course of action to reach the goal, and execute the modifications within set budget constraints. Through lecture and hands-on lab experiences, students will plan and implement modifications that will deliver increased performance and be legal for use on public streets. Students will also be provided the ability to demonstrate and test modification through controlled environment testing (Dynamometer, Drag strip). Prerequisite: AUMT 2417. Lab Fee: \$24.00; Special Fee: \$77.00.
- AUMT 2310 AUTOMOTIVE SERVICE CONSULTANT (3-0).....WORKFORCE**  
 Automotive service consulting skills and procedures. Includes vehicle identification, product knowledge, shop operations, warranty service contracts, communications, customer relations, internal relations, and sales skills. Emphasizes customer satisfaction through courtesy, professionalism, and communications. Special Fee: \$2.00
- AUMT 2417 AUTOMOTIVE ENGINE PERFORMANCE ANALYSIS I (3-3).....WORKFORCE**  
 Theory, operation, diagnosis of drivability concerns, and repair ignition, and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions. Prerequisite: AUMT 1407. Lab Fee: \$24.00; Special Fee: \$52.00

- BCIS 1305 BUSINESS COMPUTER APPLICATIONS (2-2).....TRANSFER**  
 Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. *(This course is part of the Business Field of Study Curriculum)* Prerequisite: Consent of instructor. Lab Fee: \$24.00; Special Fee: \$17.00
- BIOL 1322 NUTRITION & DIET THERAPY I (3-0).....TRANSFER**  
 Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Prerequisite: Texas Success Initiative complete in reading. Special Fee: \$2.00
- BIOL 1406 BIOLOGY FOR SCIENCE MAJORS I (3-3).....TRANSFER**  
 Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Prerequisite: Texas Success Initiative complete in reading and writing. Lab Fee: \$24.00; Special Fee: \$12.00
- BIOL 1407 BIOLOGY FOR SCIENCE MAJORS II (3-3).....TRANSFER**  
 The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: Texas Success Initiative complete in reading and writing. Lab Fee: \$24.00; Special Fee: \$12.00
- BIOL 1416 LIFE/EARTH SCIENCE (3-3).....TRANSFER**  
 An integrated survey of life and earth science, ecology, and the scientific method. Credible only for students seeking grades EC-6 and 4-8 education certification; this course will not be counted toward the 8 hours of required science courses within the A.A., A.S., or the core curriculum. Prerequisite: Texas Success Initiative complete in reading and writing. Lab Fee: \$24.00; Special Fee: \$12.00
- BIOL 2401 ANATOMY & PHYSIOLOGY I (3-3).....TRANSFER**  
 Study of cells, tissues, and the structure and function of human anatomy, including the integumentary, musculoskeletal, and digestive systems. Systems to include basic nutrition and metabolism Prerequisite: Texas Success Initiative complete in reading and writing. Highly recommended: BIOL 1406 and/or CHEM 1406. Lab Fee: \$24.00; Special Fee: \$12.00
- BIOL 2402 ANATOMY & PHYSIOLOGY II (3-3).....TRANSFER**  
 Study of the structure and function of human anatomy, including the neuroendocrine, urinary, reproductive, pregnancy, heredity, lymphatic, immune, respiratory, and circulatory systems. Prerequisites: Texas Success Initiative complete in reading and writing; and BIOL 2401 with a grade of "C" or better. Lab Fee: \$24.00; Special Fee: \$12.00
- BIOL 2406 ENVIRONMENTAL BIOLOGY (3-3).....TRANSFER**  
 Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Prerequisite: Texas Success Initiative complete in reading and writing. Lab Fee: \$24.00; Special Fee: \$2.00
- BIOL 2420 MICROBIOLOGY FOR NON-SCIENCE MAJORS (3-3).....TRANSFER**  
 Study of the morphology, physiology and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. Prerequisites: Texas Success Initiative complete in reading, writing, and math; BIOL 1406 or BIOL 2401 or concurrent enrollment. Highly recommended: CHEM 1406. Lab Fee: \$24.00; Special Fee: \$12.00
- BMGT 1327 PRINCIPLES OF MANAGEMENT (3-0).....WORKFORCE**  
*(Formerly BMGT 1303)* Concepts, terminology, principles, theories, and issues in the field of management. Special Fee: \$2.00
- BMGT 2303 PROBLEM SOLVING AND DECISION MAKING (3-0).....WORKFORCE**  
 Decision making and problem solving processes in organizations utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. Prerequisite: Capstone course, to be taken in the student's last semester prior to graduation. Special Fee: \$2.00

- BUSG 1366, 2366, 2367 PRACTICUM (OR FIELD EXPERIENCE) - BUSINESS/COMMERCE, GENERAL (0-21).....WORKFORCE**  
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: Eight semester hours of major requirements and consent of instructor. Special Fee: \$2.00
- BUSI 1301 BUSINESS PRINCIPLES (3-0).....TRANSFER**  
 Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. Special Fee: \$2.00
- BUSI 2301 BUSINESS LAW (3-0).....TRANSFER**  
 Principles of law which form the legal framework for business activity. Special Fee: \$2.00
- BUSI 2304 BUSINESS REPORT WRITING AND CORRESPONDENCE (3-0).....TRANSFER**  
*(Formerly BMGT 1305)* Theory and applications for technical reports and correspondence in business. Special Fee: \$2.00
- CETT 1402 ELECTRICITY PRINCIPLES (3-2).....WORKFORCE**  
 Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation. Lab Fee: \$24.00; Special Fee: \$52.00
- CETT 1407 FUNDAMENTALS OF ELECTRONICS (3-2) .....WORKFORCE**  
 Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics. Lab Fee: \$24.00; Special Fee: \$52.00
- CHEF 1001 BASIC FOOD PREPARATION (80 Class Hours).....CONTINUING EDUCATION**  
 A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Prerequisite: CHEF 1005
- CHEF 1005 SANITATION AND SAFETY (32 Class Hours).....CONTINUING EDUCATION**  
 A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.
- CHEF 2001 INTERMEDIATE FOOD PREP (80 Class Hours).....CONTINUING EDUCATION**  
 Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Prerequisites: CHEF 1001 and CHEF 1005
- CHEM 1406 INTRODUCTORY CHEMISTRY I (3-3).....TRANSFER**  
 Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry and environmental/consumer chemistry. Designed for non-science and allied health students. Prerequisite: Texas Success Initiative complete in reading and mathematics. Lab Fee: \$24.00; Special Fee: \$8.00
- CHEM 1411 GENERAL CHEMISTRY I (3-3).....TRANSFER**  
 Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: Texas Success Initiative complete in reading and MATH 1314 or MATH 1414. Lab Fee: \$24.00; Special Fee: \$8.00
- CHEM 1412 GENERAL CHEMISTRY II (3-3).....TRANSFER**  
 Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in CHEM 1312; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Prerequisites: CHEM 1411. Lab Fee: \$24.00; Special Fee: \$8.00
- CJLE 1003 POLICE SPEED MEASURING DEVICE CERTIFICATION (RADAR) (8 Class Hours).....CONTINUING EDUCATION**  
 Proper use of the Police Traffic speed measuring devices. Includes detection of speed violations, apprehension of violators, and securing convictions.
- CJLE 1006 BASIC PEACE OFFICER I (176 Class Hours).....CONTINUING EDUCATION**  
 Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE\*\*\*

- CJLE 1012 BASIC PEACE OFFICER II (176 Class Hours).....CONTINUING EDUCATION**  
 Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE\*\*\*
- CJLE 1018 BASIC PEACE OFFICER III (176 Class Hours).....CONTINUING EDUCATION**  
 Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE\*\*\*
- CJLE 1024 BASIC PEACE OFFICER IV (160 Class Hours).....CONTINUING EDUCATION**  
 Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE\*\*\*
- CJLE 1029 BASIC PEACE OFFICER V (48 Class Hours).....CONTINUING EDUCATION**  
 Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy Course #1000. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE\*\*\*
- CJLE 2004 TACTICAL SKILLS WITH A LESS-THAN-LETHAL WEAPON (OC SPRAY) (8 Class Hours).....CONTINUING EDUCATION**  
 Defensive techniques utilizing a selected less-than-lethal weapon necessary to control a violent person.
- COSC 1301 INTRODUCTION TO COMPUTING (2-2).....TRANSFER**  
 Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. This course is based on Microsoft PC compatible computer systems and the Microsoft Office Suite which is currently available for the PC compatible systems. MAC/Apple users may use their MAC systems; however, they must be aware that there are many differences, inconsistencies, and lack of all required applications to complete the course curriculum when using a MAC/Apple computer system. The student is responsible for having or acquiring the required equipment and appropriate software to complete course requirements. Lab Fee: \$24.00; Special Fee: \$17.00
- CPMT 1451 IT ESSENTIALS: PC HARDWARE AND SOFTWARE (2-4).....WORKFORCE**  
 An introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and also provides an introduction to advanced concepts. Hands-on labs and Virtual Laptop and Virtual Desktop learning tools help students develop critical thinking and complex problem-solving skills. Cisco Packet Tracer simulation-based learning activities promote the exploration of network and networking security concepts and allow students to experiment with network behavior.  
 Lab Fee: \$24.00; Special Fee: \$50.00
- CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE (3-0).....TRANSFER**  
 History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00
- CRIJ 1306 COURT SYSTEMS AND PRACTICES (3-0).....TRANSFER**  
 Study of the judiciary in the American criminal justice system and the adjudication processes and procedures. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00
- CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW (3-0).....TRANSFER**  
 Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00

- CRIJ 2313 CORRECTIONAL SYSTEMS AND PRACTICES (3-0).....TRANSFER**  
 Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00
- CRIJ 2328 POLICE SYSTEMS AND PRACTICES (3-0).....TRANSFER**  
 The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00
- CSME 1401 ORIENTATION TO COSMETOLOGY (2-8).....WORKFORCE**  
 An overview of the skills and knowledge necessary for the field of cosmetology. Prerequisite: Consent of instructor. Lab Fee: \$24.00; Special Fee: \$22.00; Liability Insurance: \$22.00 (charged once each academic year)
- CSME 1405 FUNDAMENTALS OF COSMETOLOGY (2-8).....WORKFORCE**  
 A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, comb out. Prerequisite: Consent of instructor. Lab Fee: \$24.00; Special Fee: \$22.00
- CSME 1434 COSMETOLOGY INSTRUCTOR I (2-8).....WORKFORCE**  
 The fundamentals of instructing cosmetology students. Prerequisites: Consent of instructor and valid operator license, Texas Department of Licensing and Regulations. Lab Fee: \$24.00; Special Fee: \$22.00
- CSME 1435 ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY (2-6).....WORKFORCE**  
 An overview of the skills and knowledge necessary for the instruction of cosmetology students. Prerequisites: Consent of instructor and valid operator license, Texas Department of Licensing and Regulations. Lab Fee: \$24.00; Special Fee: \$22.00; Liability Insurance: \$22 (charged once each academic year)
- CSME 1451 ARTISTRY OF HAIR, THEORY AND PRACTICE (2-8).....WORKFORCE**  
 Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. Prerequisites: CSME 1401 or concurrent enrollment in CSME 1401 and consent of instructor. Lab Fee: \$24.00; Special Fee: \$22.00
- CSME 1543 MANICURING AND RELATED THEORY (3-8).....WORKFORCE**  
 Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services. Prerequisite: Consent of instructor. Lab Fee: \$24.00; Special Fee: \$22.00
- CSME 1547 PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY (3-8)....WORKFORCE**  
 In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Prerequisite: CSME 1405 or consent of instructor. Lab Fee: \$24.00; Special Fee: \$22.00
- CSME 1553 CHEMICAL REFORMATION AND RELATED THEORY (3-8).....WORKFORCE**  
 Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. Prerequisite: CSME 1405 or consent of instructor. Lab Fee: \$24.00; Special Fee \$22.00
- CSME 2244 PREPARATION FOR THE STATE LICENSING  
 WRITTEN EXAMINATION (1-4).....WORKFORCE**  
 Preparation for the state licensing written examination. Prerequisite: Consent of instructor. Lab Fee: \$10.00; Special Fee: \$2.00
- CSME 2245 PREPARATION FOR THE STATE LICENSING  
 PRACTICAL EXAMINATION (1-4).....WORKFORCE**  
 Preparation for the state licensing practical examination. Prerequisite: Consent of instructor. Lab Fee: \$24.00; Special Fee: \$22.00
- CSME 2310 ADVANCED HAIRCUTTING AND RELATED THEORY (1-8).....WORKFORCE**  
 Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. Prerequisite: Concurrent enrollment in CSME 1405 and/or consent of instructor. Lab Fee: \$24.00; Special Fee: \$22.00
- CSME 2343 SALON DEVELOPMENT (2-4).....WORKFORCE**  
 Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping. Prerequisite: CSME 1405 or consent of instructor. Lab Fee: \$24.00; Special Fee: \$22.00; Liability Insurance: \$22.00 (charged once each academic year)

- CSME 2414 COSMETOLOGY INSTRUCTOR II (2-8).....WORKFORCE**  
 A continuation of the fundamentals of instructing cosmetology students. Prerequisites: Consent of instructor and valid operator license, Texas Department of Licensing and Regulations. Lab Fee: \$24.00; Special Fee: \$22.00
- CSME 2415 COSMETOLOGY INSTRUCTOR III (2-8).....WORKFORCE**  
 Presentation of lesson plan assignments and evaluation techniques. Prerequisites: Consent of instructor and valid operator license, Texas Department of Licensing and Regulations. Lab Fee: \$24.00; Special Fee: \$22.00; Liability Insurance \$22.00 (charged once each academic year)
- CSME 2444 COSMETOLOGY INSTRUCTOR IV (2-8).....WORKFORCE**  
 Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques. Prerequisites: Consent of instructor and valid operator license, Texas Department of Licensing and Regulations. Lab Fee: \$24.00; Special Fee: \$22.00
- CSME 2501 THE PRINCIPLES OF HAIR COLORING AND RELATED THEORY (3-8).....WORKFORCE**  
 Presentation of the theory, practice, and chemistry of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color. Prerequisite: CSME 1405 or consent of instructor. Lab Fee: \$24.00; Special Fee: \$22.00; Liability Insurance: \$22.00 (charged once each academic year)
- DFTG 1315 ARCHITECTURAL BLUEPRINT READING (3-0).....WORKFORCE**  
 The fundamentals of blueprint reading for the construction industry will be examined. Special Fee: \$24.00
- DFTG 2340 SOLID MODELING/DESIGN (3-1).....WORKFORCE**  
 A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Lab Fee: \$24.00; Special Fee: \$62.00
- DRAM 1120 THEATER PRACTICUM I (0-6).....TRANSFER**  
 Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Lab Fee: \$24.00; Special Fee: \$2.00
- DRAM 1121 THEATER PRACTICUM II (0-6).....TRANSFER**  
 Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Lab Fee: \$24.00; Special Fee: \$2.00
- DRAM 1310 INTRODUCTION TO THEATER (3-0).....TRANSFER**  
 Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Participation in major productions may be required. Special Fee: \$18.00
- DRAM 2120 THEATER PRACTICUM III (0-6).....TRANSFER**  
 Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Lab Fee: \$24.00; Special Fee: \$2.00
- DRAM 2121 THEATER PRACTICUM IV (0-6).....TRANSFER**  
 Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Lab Fee: \$24.00; Special Fee: \$2.00
- ECON 2301 PRINCIPLES OF MACROECONOMICS (3-0).....TRANSFER**  
 An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00
- ECON 2302 PRINCIPLES OF MICROECONOMICS (3-0).....TRANSFER**  
 Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00
- EDUC 1300 LEARNING FRAMEWORK (3-0).....TRANSFER**  
 A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners.

**EDUC 1301 INTRODUCTION TO THE TEACHING PROFESSION (2-2).....TRANSFER**

An enriched integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and course includes a 32 contact hour lab component, of which a minimum of 16 contact hours is field experience in P-12 classrooms. Lab Fee: \$16.00; Special Fee: \$2.00

**EDUC 2301 INTRODUCTION TO SPECIAL POPULATIONS (2-2).....TRANSFER**

An enriched integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of exceptional individuals of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; course includes a 32 contact hour lab component; of which a minimum of 16 contact hours is field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301. Lab Fee: \$16.00; Special Fee: \$2.00

**EEIR 2366 PRACTICUM (OR FIELD EXPERIENCE) - ELECTRICAL/ELECTRONICS EQUIPMENT INSTALLATION AND REPAIRER, GENERAL (0-21).....WORKFORCE**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The guided external experiences may be paid or unpaid. Prerequisites: Eight semester hours of major requirements and consent of instructor. Special Fee: \$2.00

**ELMT 2433 INDUSTRIAL ELECTRONICS (3-2).....WORKFORCE**

Devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Includes presentation of programming schemes. Prerequisites: ELPT 1457. Lab Fee: \$24.00; Special Fee: \$52.00

**ELMT 2441 ELECTROMECHANICAL SYSTEMS (3-2).....WORKFORCE**

Covers the application of electromechanical systems, including linear and rotational positioning systems, and their associated control systems, and the methods employed to operate them. Students will devise open and closed loop control solutions for a variety of positioning and power transformation problems. Emphasis is placed on programmable control devices and solid state systems. Prerequisites: Consent of instructor. Lab Fee: \$24.00; Special Fee: \$52.00

**ELPT 1441 MOTOR CONTROL (3-2).....WORKFORCE**

Operating principles of solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, and safety interlocks, wiring, and schematic diagram interpretations. Prerequisite: CETT 1402 or concurrent enrollment. Lab Fee: \$24.00; Special Fee: \$52.00

**ELPT 1457 INDUSTRIAL WIRING (3-2).....WORKFORCE**

Wiring methods used for industrial installations. Includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures. Prerequisite: CETT 1402. Lab Fees: \$24.00; Special Fee: \$52.00

**ELPT 2339 ELECTRICAL POWER DISTRIBUTION (3-1).....WORKFORCE**

Design, operation, and technical details of modern power distribution systems including generating equipment, transmission lines, plant distribution, and protective devices. Includes calculations of fault current, system load analysis, rates, and power economics. Prerequisite: ELPT 1457. Lab Fee: \$24.00; Special Fee: \$52.00

**ELPT 2419 PROGRAMMABLE LOGIC CONTROLLERS I (3-2).....WORKFORCE**

Fundamental concepts of programmable logic controllers, principles of operation, and numbering system as applied to electrical controls. Prerequisite: ELPT 1441. Lab Fee: \$24.00; Special Fee: \$52.00

**ELPT 2443 ELECTRICAL SYSTEMS DESIGN (3-2).....WORKFORCE**

Electrical design of commercial and/or industrial projects including building layout, types of equipment, placement, sizing of electrical equipment, and all electrical calculations according to the requirements of the National Electrical Code (NEC). Prerequisite: ELPT 1457 Lab Fee: \$24.00; Special Fee: \$52.00

**ELPT 2449 INDUSTRIAL AUTOMATION (3-2).....WORKFORCE**

Electrical control systems, applications, and interfacing utilized in industrial automation. Prerequisite: ELPT 2419. Lab Fee: \$24.00; Special Fee: \$52.00

- EMSP 1162 CLINICAL - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN  
(EMT PARAMEDIC) (A) (0-6).....WORKFORCE**  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Student may be required to travel to fulfill course requirements. Prerequisite: Consent of instructor. Must make arrangements prior to enrollment. Liability Insurance: \$89.00 (Charged once each academic year.); Special Fee: \$2.00
- EMSP 1163 CLINICAL - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN  
(EMT PARAMEDIC) (A) (0-6).....WORKFORCE**  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Student may be required to travel to fulfill course requirements. Prerequisite: Consent of instructor. Must make arrangements prior to enrollment. Liability Insurance: \$89.00 (Charged once each academic year.); Special Fee: \$102.00
- EMSP 1260 CLINICAL - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN  
(EMT PARAMEDIC) (B) (0-6).....WORKFORCE**  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Student may be required to travel to fulfill course requirements. Prerequisite: EMSP 1501. Liability Insurance: \$89.00 (Charged once each academic year.); Special Fee: \$72.00
- EMSP 1338 INTRODUCTION TO ADVANCED PRACTICE (3-0).....WORKFORCE**  
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. Prerequisites: Texas Success Initiative complete in reading, writing, and math, EMSP 1501, concurrent enrollment, or consent of instructor. Lab Fee: \$24.00; Special Fee: \$50.00
- EMSP 1355 TRAUMA MANAGEMENT (2-2).....WORKFORCE**  
Knowledge and skills in the assessment and management of patients with traumatic injuries. Prerequisite: EMSP 1356, concurrent enrollment, or consent of instructor. Lab Fee: \$24.00; Special Fee: \$50.00
- EMSP 1356 PATIENT ASSESSMENT AND AIRWAY MANAGEMENT (2-2).....WORKFORCE**  
Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. Prerequisite: EMSP 1338, concurrent enrollment, or consent of instructor. Lab Fee: \$24.00; Special Fee: \$50.00
- EMSP 1501 EMERGENCY MEDICAL TECHNICIAN (4-4).....WORKFORCE**  
Preparation for certification as an Emergency Medical Technician (EMT). Prerequisites: Texas Success Initiative complete in reading, writing, and math. Current American Heart Association Health Care Provider or American Red Cross Professional Rescuer or equivalent course completion. Lab Fee: \$24.00; Special Fee: \$50.00
- EMSP 2143 ASSESSMENT BASED MANAGEMENT (0-2).....WORKFORCE**  
A capstone experience covering comprehensive, assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients. Prerequisites: EMSP 1355, EMSP 1356, EMSP 2330, EMSP 2434, and EMSP 2444, concurrent enrollment, or consent of instructor. Lab Fee: \$24.00; Special Fee: \$50.00
- EMSP 2161 CLINICAL - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN  
(EMT PARAMEDIC) (P) (0-6).....WORKFORCE**  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisite: Consent of instructor. Must make arrangements prior to enrollment. Student may be required to travel to fulfill course requirements. Liability Insurance: \$89.00 (Charged once each academic year.); Special Fee: \$112.00
- EMSP 2238 EMS OPERATIONS (2-0).....WORKFORCE**  
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize aid medical resources; identify hazardous material and other specialized incidents. Prerequisites: EMSP 1338, EMSP 1355, EMSP 1356, and EMSP 2248, concurrent enrollment, or consent of instructor. Special Fee \$50.00
- EMSP 2248 EMERGENCY PHARMACOLOGY (1-3).....WORKFORCE**  
Utilization of medications in treating emergency situations. Prerequisite: Texas Success Initiative complete in reading, writing, and math or consent of instructor. Lab Fee: \$24.00; Special Fee: \$12.00

- EMSP 2260 CLINICAL - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC) (P) (0-8).....WORKFORCE**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisite: Consent of instructor. Must make arrangements prior to enrollment. Student may be required to travel to fulfill course requirements. Liability Insurance: \$89.00 (Charged once each academic year); Special Fee: \$2.00
- EMSP 2330 SPECIAL POPULATIONS (3-1).....WORKFORCE**  
 Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. Prerequisites: EMSP 1338, EMSP 1355, EMSP 1356, and EMSP 2248, concurrent enrollment, or consent of instructor. Lab Fee: \$24.00; Special Fee: \$50.00
- EMSP 2434 MEDICAL EMERGENCIES (3-2).....WORKFORCE**  
 Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. Prerequisites: EMSP 1338, EMSP 1355, EMSP 1356, and EMSP 2248, concurrent enrollment, or consent of instructor. Lab Fee: \$24.00; Special Fee: \$50.00
- EMSP 2444 CARDIOLOGY (3-2).....WORKFORCE**  
 Assessment and management of patients with cardiac emergencies. Includes single and multi-level ECG interpretations. Prerequisites: EMSP 1338, EMSP 1355, EMSP 1356, and EMSP 2248. Lab Fee: \$24.00; Special Fee: \$50.00
- ENGL 0300 BASIC WRITING SKILLS I (3-0).....DEVELOPMENTAL**  
 A study of the fundamental principles of grammar and language conventions needed in composition. Emphasis on sentence structure, short essay and summary writing. Course designed for students who score 0-189 on the writing section of THEA or below 80 with an essay score of 0-3 on Accuplacer. Special Fee: \$17.00
- ENGL 0301 BASIC WRITING SKILLS II (3-0).....DEVELOPMENTAL**  
 Review of basic principles of grammar and composition within the essay. Study of topic sentences; logical support and elaboration; organization of ideas; transition devices; editing for correctness; unity and coherence; prewriting, outlining and revising; methods of paragraph development. Prerequisite: Score of 190-210 on writing section of THEA or 80 or below with an essay score of 4 on Accuplacer, or grade of C or better in ENGL 0300. Special Fee: \$17.00
- ENGL 0302 BASIC WRITING SKILLS III (3-0).....DEVELOPMENTAL**  
 Review of grammar and composition. Study of special paragraph types (introductory, supporting, transition, and concluding), thesis sentences, model essays, outlining, dictionary use, word choice and sentence variety. Prerequisite: Score of 211-219 on essay section of THEA or 79 and below with an essay score of 5 on Accuplacer, or grade of C or better in ENGL 0301. Special Fee: \$17.00
- ENGL 1301 COMPOSITION I (3-0).....TRANSFER**  
 Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$22.00
- ENGL 1302 COMPOSITION II (3-0).....TRANSFER**  
 Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301. Special Fee: \$22.00
- ENGL 2322 BRITISH LITERATURE I (3-0).....TRANSFER**  
 A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1302 or consent of instructor. Special Fee: \$12.00
- ENGL 2323 BRITISH LITERATURE II (3-0).....TRANSFER**  
 A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1302 or consent of instructor. Special Fee: \$12.00

- ENGL 2327 AMERICAN LITERATURE I (3-0).....TRANSFER**  
 A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Recommended for English majors and minors. Prerequisite: ENGL 1302 or consent of instructor. Special Fee: \$12.00
- ENGL 2328 AMERICAN LITERATURE II (3-0).....TRANSFER**  
 A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Recommended for English majors and minors. Prerequisite: ENGL 1302 or consent of instructor. Special Fee: \$12.00
- ENGL 2331 WORLD LITERATURE (3-0).....TRANSFER**  
 A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 Special Fee: \$2.00
- ENGL 2332 WORLD LITERATURE I (3-0).....TRANSFER**  
 A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301. Special Fee: \$12.00
- ENGL 2333 WORLD LITERATURE II (3-0).....TRANSFER**  
 A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301. Special Fees: \$12.00
- FIRS 1001 FIREFIGHTER CERTIFICATION I (112 Class Hours).....CONTINUING EDUCATION**  
 One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Prerequisite: EMT Certification. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP) \*\*\* Prerequisite: EMT certification.
- FIRS 1007 FIREFIGHTER CERTIFICATION II (144 Class Hours).....CONTINUING EDUCATION**  
 One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION\*\*\*
- FIRS 1013 FIREFIGHTER CERTIFICATION III (96 Class Hours).....CONTINUING EDUCATION**  
 One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION\*\*\*
- FIRS 1019 FIREFIGHTER CERTIFICATION IV (48 Class Hours).....CONTINUING EDUCATION**  
 One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION\*\*\*
- FIRS 1023 FIREFIGHTER CERTIFICATION V (96 Class Hours).....CONTINUING EDUCATION**  
 One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION\*\*\*
- FIRS 1029 FIREFIGHTER CERTIFICATION VI (128 Class Hours).....CONTINUING EDUCATION**  
 One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION\*\*\*

**FIRS 1033 FIREFIGHTER CERTIFICATION VII (128 Class Hours).....CONTINUING EDUCATION**

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION\*\*\*

**GOVT 2304 INTRODUCTION TO POLITICAL SCIENCE (3-0).....TRANSFER**

Introductory survey of the discipline of political science focusing on the history, scope, and methods of the field, and the substantive topics in the discipline. This course will **not** satisfy the government class requirements for graduation. It is highly recommended for potential government and social science majors. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00

**GOVT 2305 FEDERAL GOVERNMENT (Federal Constitution and Topics) (3-0).....TRANSFER**

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Special Fee: \$2.00

**GOVT 2306 TEXAS GOVERNMENT (Texas Constitution and Topics) (3-0).....TRANSFER**

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public, policy, and the political culture of Texas. This course may not be accepted by out-of-state colleges. Special Fee: \$2.00

**HAMG 1021 INTRODUCTION TO HOSPITALITY**

**INDUSTRY (48 Class Hours).....CONTINUING EDUCATION**

Introduction to the elements of the hospitality industry.

**HAMG 1024 HOSPITALITY HUMAN RESOURCE**

**MANAGEMENT (48 Class Hours).....CONTINUING EDUCATION**

Principles and procedures of human resource management in the hospitality industry.

**HAMG 2037 HOSPITALITY FACILITIES**

**MANAGEMENT (32 Class Hours).....CONTINUING EDUCATION**

Identification of building systems, facilities and sustainability management, security, and safety procedures.

**HART 1401 BASIC ELECTRICITY FOR HVAC (3-2).....WORKFORCE**

Principles of electricity as required by HVAC technician including proper use of test equipment, electrical circuits, and component theory and operation. Lab Fee: \$24.00; Special Fee: \$60.00

**HART 1403 AIR CONDITIONING CONTROL PRINCIPLES (3-2).....WORKFORCE**

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits. Lab Fee: \$24.00; Special Fee: \$60.00

**HART 1407 REFRIGERATION PRINCIPLES (3-2).....WORKFORCE**

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety. Lab Fee: \$24.00; Special Fee: \$60.00

**HART 1441 RESIDENTIAL AIR CONDITIONING (3-2).....WORKFORCE**

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisite: Consent of instructor. Lab Fee: \$24.00; Special Fee: \$60.00

**HART 1445 GAS AND ELECTRIC HEATING (3-2).....WORKFORCE**

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Prerequisite: Consent of instructor. Lab Fee: \$24.00; Special Fee: \$60.00

**HART 2368 PRACTICUM (OR FIELD EXPERIENCE) - HEATING, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY/TECHNICIAN (0-21).....WORKFORCE**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The guided external experiences may be paid or unpaid. Prerequisite: Consent of instructor. Special Fee: \$10.00

**HART 2434 ADVANCED A/C CONTROLS (3-2).....WORKFORCE**

Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls. Prerequisites: Consent of Instructor. Lab Fee: \$24.00; Special Fee: \$60.00

- HART 2436 AIR CONDITIONING TROUBLESHOOTING (3-2).....WORKFORCE**  
 An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Prerequisites: Consent of instructor. Lab Fee: \$24.00; Special Fee: \$60.00
- HART 2441 COMMERCIAL AIR CONDITIONING (3-2).....WORKFORCE**  
 A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Prerequisite: Consent of instructor. Lab Fee: \$24.00; Special Fee: \$60.00; ICE Test Fee: \$30.00
- HART 2449 HEAT PUMPS (3-2).....WORKFORCE**  
*(Formerly HART 1449)* A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Prerequisite: Consent of instructor. Lab Fee: \$24.00; Special Fee: \$60.00
- HIST 1301 UNITED STATES HISTORY I (3-0).....TRANSFER**  
 A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00.
- HIST 1302 UNITED STATES HISTORY II (3-0).....TRANSFER**  
 A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00
- HIST 2311 WESTERN CIVILIZATION I (3-0).....TRANSFER**  
 A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00
- HIST 2312 WESTERN CIVILIZATION II (3-0).....TRANSFER**  
 A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00
- HITT 1301 HEALTH DATA CONTENT AND STRUCTURE (2-2).....WORKFORCE**  
 Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. Lab Fee: \$24.00; Special Fee: \$50.00
- HITT 1305 MEDICAL TERMINOLOGY I (3-0).....WORKFORCE**  
 Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Special Fee: \$50.00
- HITT 1311 HEALTH INFORMATION SYSTEMS (2-2).....WORKFORCE**  
 Introduction to health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health. Prerequisite: COSC 1301, concurrent enrollment, or consent of instructor. Lab Fee: \$24.00; Special Fee: \$50.00
- HITT 1341 CODING AND CLASSIFICATION SYSTEMS (2-2).....WORKFORCE**  
 Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. Prerequisites: HITT 1305 and MDCA 1302. Lab Fee: \$24.00; Special Fee: \$50.00
- HITT 1345 HEALTH CARE DELIVERY SYSTEMS (2-2).....WORKFORCE**  
 Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies. Lab Fee: \$24.00; Special Fee: \$50.00

**HITT 1353 LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION (3-0).....WORKFORCE**

Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. Special Fee: \$50.00

**HITT 2260 CLINICAL - HEALTH INFORMATION/MEDICAL RECORDS TECHNOLOGY/TECHNICIAN (0-6).....WORKFORCE**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: Consent of instructor; criminal background check required. Student may be required to travel to fulfill course requirements. Liability insurance: \$22.00 (charged once each academic year); Special Fee: \$37.00

**HITT 2335 CODING AND REIMBURSEMENT METHODOLOGIES (2-2).....WORKFORCE**

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisites: HITT 1341, BIOL 2401 and BIOL 2402. Lab Fee: \$24.00; Special Fee: \$50.00

**HITT 2339 HEALTH INFORMATION ORGANIZATION AND SUPERVISION (3-0).....WORKFORCE**

Principles of organization and supervision of human, fiscal, and capital resources. Prerequisite: Must have completed Health Information Technology Medical Coding certificate of completion. Special Fee: \$50.00

**HITT 2340 ADVANCED MEDICAL BILLING AND REIMBURSEMENT (2-2).....WORKFORCE**

Skill development in coding to prepare reimbursement forms in various health care settings for submission to payors. Prerequisites: HITT 1341 and HITT 2335. Lab Fee: \$24.00; Special Fee: \$50.00

**HITT 2343 QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT (2-2).....WORKFORCE**

Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation, and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues, and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems. Prerequisite: HITT 1301. Lab Fee: \$24.00; Special Fee: \$50.00

**HITT 2361 CLINICAL - HEALTH INFORMATION/MEDICAL RECORDS TECHNOLOGY/TECHNICIAN (0-9).....WORKFORCE**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: Consent of instructor; criminal background check required. Student may be required to travel to fulfill course requirements. Liability insurance: \$22.00 (charged once each academic year); Special Fee: \$37.00; Certification Test Fee: \$229.00 (includes AHIMA membership)

**HPRS 1206 ESSENTIALS OF MEDICAL TERMINOLOGY (SRGT) (1-2).....WORKFORCE**

A study of medical terminology, word origin, structure, and application. Areas of instruction include anatomy, physiology, and pathophysiology as it relates to surgically treatable diseases and disorders. Medical term components related to all body systems are covered in this course. Prerequisites: Must be admitted to the Surgical Technology program prior to registration. Lab Fees: \$24.00 Special Fee: \$2.00

**HRPO 2301 HUMAN RESOURCES MANAGEMENT (3-0).....WORKFORCE**

Behavioral and legal approaches to the management of human resources in organizations. Special Fee: \$2.00

**HRPO 2307 ORGANIZATIONAL BEHAVIOR (3-0).....WORKFORCE**

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. Special Fee: \$2.00

**IFWA 1010 NUTRITION AND MENU PLANNING (64 Class Hours).....CONTINUING EDUCATION**

Application of principles of nutrition in planning menus for the food service industry.

**ITCC 1301 CISCO EXPLORATION 1- NETWORK FUNDAMENTALS (2-3).....WORKFORCE**

A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Lab Fee: \$24.00; Special Fee: \$137.00

**ITCC1304 CISCO EXPLORATION 2 - ROUTING PROTOCOLS AND CONCEPTS (2-3).....WORKFORCE**

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes. Prerequisite: ITNW 1325 or ITCC 1301. Lab Fee: \$24.00; Special Fee: \$137.00

**ITCC 2308 CISCO EXPLORATION 3 - LAN SWITCHING AND WIRELESS (2-3).....WORKFORCE**

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. Prerequisite: ITCC 1304. Lab Fee: \$24.00; Special Fee: \$137.00

**ITCC2310 CISCO EXPLORATION 4 - ACCESSING THE WAN (2-3).....WORKFORCE**

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). Prerequisite: ITCC 1301 and ITCC 1304. Lab Fee: \$24.00; Special Fee: \$137.00

**ITCC 2443 NETWORK SECURITY (3-2).....WORKFORCE**

Overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies; products and solutions; firewall and secure router design, installation, configuration, and maintenance; AAA and VPN implementation using routers and firewalls. Prerequisites: ITCC 1301 and ITCC 1304. Requires ability to configure switches and routers. Lab Fees: \$24.00; Special Fee: \$140.00

**ITNW 1325 FUNDAMENTALS OF NETWORKING TECHNOLOGIES (2-2).....WORKFORCE**

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Lab Fees: \$24.00; Special Fee: \$17.00

**ITNW 1454 IMPLEMENTING AND SUPPORTING SERVERS (3-2).....WORKFORCE**

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Prerequisite: Knowledge of operating systems. Lab Fees: \$24.00; Special Fee: \$50.00

**ITNW 2435 NETWORK TROUBLESHOOTING AND SUPPORT (3-2).....WORKFORCE**

Troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software. Prerequisite: ITNW 1325 or ITCC 1301. Lab Fee: \$24.00; Special Fee: \$17.00

**ITSC 1409 INTEGRATED SOFTWARE APPLICATIONS I (3-2).....WORKFORCE**

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Prerequisites: ITSW 1401, ITSW 1407, and POFI 1349, or consent of instructor. Lab Fee: \$24.00; Special Fee: \$17.00

**ITSC 2335 APPLICATION SOFTWARE PROBLEM SOLVING (2-4).....WORKFORCE**

Utilization of appropriate application software to solve advanced problems and generate customized solutions. Prerequisite: Consent of instructor. Lab Fee: \$24.00; Special Fee: \$17.00

**ITSC 2339 PERSONAL COMPUTER HELP DESK SUPPORT (3-0).....WORKFORCE**

Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. Special Fee: \$17.00

**ITSC 2364 PRACTICUM (OR FIELD EXPERIENCE) - COMPUTER AND INFORMATION SCIENCES, GENERAL (0-21).....WORKFORCE**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The guided external experiences may be paid or unpaid. Prerequisites: Eight semester hours of major requirements and consent of instructor. Special Fee: \$12.00

**ITSE 1401 WEB DESIGN TOOLS (3-2).....WORKFORCE**

Designing and publishing Web documents according to World Wide Web Consortium (W3C) standards. Emphasis on optimization of graphics and images and exploration of tools available for creating and editing Web documents. Lab Fee: \$24.00; Special Fee: \$50.00

- ITSE 1402 COMPUTER PROGRAMMING (3-2).....WORKFORCE**  
Introduction to computer programming including design, development, testing, implementation, and documentation. Lab Fee: \$24.00; Special Fee: \$17.00
- ITSE 1450 SYSTEM ANALYSIS AND DESIGN (3-2).....WORKFORCE**  
Introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Prerequisites: COSC 1301 and ITNW 1325; or consent of instructor. Lab Fee: \$24.00; Special Fee: \$50.00
- ITSW 1401 INTRODUCTION TO WORD PROCESSING (3-2).....WORKFORCE**  
An overview of the production of documents, tables, and graphics. Lab Fee: \$24.00; Special Fee: \$17.00
- ITSW 1407 INTRODUCTION TO DATABASE (3-2).....WORKFORCE**  
Introduction to database theory and the practical applications of a database. Lab Fee: \$24.00; Special Fee: \$17.00
- MATH 0111 DEVELOPMENTAL MATHEMATICS NCBO FOR INTERMEDIATE ALGEBRA (1-0).....TRANSFER**  
Topics in mathematics, such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. Prerequisites: Placement test score of 56-62 on the Accuplacer, 215-229 on the THEA, or 2150-2199 on the TAKS; and concurrent enrollment in MATH 0302. Designed to give just-in-time review for Intermediate Algebra students.
- MATH 0302 INTERMEDIATE ALGEBRA (3-1).....TRANSFER**  
A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Prerequisites: A “C” or better in MATH 0310, or Texas Success Initiative complete in math. Lab Fees: \$24.00; Special Fees: \$27.00
- MATH 0310 DEVELOPMENTAL MATHEMATICS (2-2).....TRANSFER**  
Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. May get a “G” grade one time to re-enroll and continue in this course. Prerequisites: This course is designed for students who are not TSI clear in math. Students scoring 56-62 on the Accuplacer may enroll in MATH 0302 concurrently with MATH 0110, a non-course based option for Intermediate Algebra. Lab Fees: \$24.00; Special Fees: \$27.00
- MATH 1314 COLLEGE ALGEBRA (3-0).....TRANSFER**  
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisites: A “C” or better in MATH 0302, or a minimum score as indicated on one of the following tests: THEA 270, Accuplacer 84, TAKS 2400, SAT math section 618, or ACT math section 26. Students who have completed Algebra II or Pre-calculus within one year with at least a “B” may take MATH 1314 if they meet one of the following minimum scores: THEA 230, Accuplacer 63, TAKS 2200, SAT math section 601, or ACT math section 21. Graphing Calculator required. Special Fee: \$2.00
- MATH 1316 PLANE TRIGONOMETRY (3-0).....TRANSFER**  
In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Prerequisite: MATH 1314 or MATH 1414. Special Fee: \$2.00
- MATH 1332 CONTEMPORARY MATHEMATICS I (3-0).....TRANSFER**  
Topics may include introductory treatment of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. Prerequisite: A “C” or better in MATH 0310 or Texas Success Initiative complete in math. Special Fee: \$2.00
- MATH 1342 ELEMENTARY STATISTICAL METHODS (3-0).....TRANSFER**  
Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. Prerequisites: MATH 1332; or “C” or better in MATH 0302; or a minimum score as indicated on one the following tests: THEA 270, Accuplacer 84, TAKS 2400, SAT math section 618, or ACT math section 26. Special Fee: \$2.00
- MATH 1350 FUNDAMENTALS OF MATHEMATICS I (3-0).....TRANSFER**  
Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking and the use of manipulatives. Designed for students who seek early childhood through grade 8 teacher certification. Prerequisite: MATH 1314 or MATH 1414 with a “C” or better. Special Fee: \$2.00

- MATH 1351 FUNDAMENTALS OF MATHEMATICS II (3-0).....TRANSFER**  
 Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking and the use of manipulatives. Designed for students who seek early childhood through grade 8 teacher certification. Prerequisite: MATH 1350. Special Fee: \$2.00
- MATH 1414 COLLEGE ALGEBRA WITH REVIEW (4-0).....TRANSFER**  
 In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisite: A "C" or better in MATH 0302, or a minimum score as indicated on one of the following tests: THEA 270, Accuplacer 84, TAKS 2400, SAT math section 618, or ACT math section 26. Students who have completed Algebra II or Pre-calculus within one year with at least a "B" may take MATH 1414 if they meet one of the following minimum scores: THEA 230, Accuplacer 63, TAKS 2200, SAT math section 501, or ACT math section 21. Graphing calculator required. Special Fee: \$2.00
- MATH 2413 CALCULUS I (4-0).....TRANSFER**  
 Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 1316 or consent of instructor. Special Fee: \$2.00
- MATH 2414 CALCULUS II (4-0).....TRANSFER**  
 Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413. Special Fee: \$2.00
- MCHN 1320 PRECISION TOOLS AND MEASUREMENTS (3-1).....WORKFORCE**  
 An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools. Lab Fee: \$24.00; Special Fee: \$50.00
- MCHN 1426 INTRODUCTION TO COMPUTER-AIDED MANUFACTURING (CAM) (3-2).....WORKFORCE**  
 A study of Computer-Aided Manufacturing (CAM) systems. Software is used to develop applications for manufacturing. Emphasis on tool geometry, tool selection, and the tool library. Lab Fee: \$24.00; Special Fee: \$62.00
- MCHN 1438 BASIC MACHINE SHOP I (3-2).....WORKFORCE**  
 An introductory course that assists the student in understanding the machinist occupation in industry. The student begins by using basic machine tools such as the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance. Lab Fee: \$24.00; Special Fee: \$62.00
- MCHN 1458 INTERMEDIATE LATHE OPERATIONS (3-2).....WORKFORCE**  
 Continuation of Basic Lathe Operations with emphasis on continued proficiency in lathe operations. Identification and operation of lathe machine tools, including basic tapered form turning and basic threading operations. Prerequisite: MCHN 1438. Lab Fee: \$24.00; Special Fee: 62.00
- MCHN 2366 PRACTICUM (OR FIELD EXPERIENCE) - MACHINE TOOL TECHNOLOGY/MACHINIST (0-21).....WORKFORCE**  
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The guided external experiences may be paid or unpaid. Prerequisites: Eight semester hours of major requirements and consent of instructor. Special Fee: \$12.00
- MCHN 2402 INTERMEDIATE MILLING OPERATIONS (3-2).....WORKFORCE**  
 A continuation of Basic Milling Operations with emphasis on continued proficient in mill operation. Identification and operation of milling machines and support tooling including keyseat cutter, staggetooth cutters, rotary table and dividing heads. Prerequisite: MCHN 1438. Lab Fee: \$24.00; Special Fee: \$62.00
- MCHN 2403 FUNDAMENTALS OF COMPUTER NUMERICAL CONTROLLED (CNC) MACHINE CONTROLS (3-2).....WORKFORCE**  
 Programming and operation of Computer Numerically Controlled (CNC) machine shop equipment. Lab Fee: \$24.00; Special Fee: \$62.00

- MCHN 2433 ADVANCED LATHE OPERATIONS (3-2).....WORKFORCE**  
 An advanced study of lathe operations. Identify and use of special cutting tools and support tooling, such as, form tools, carbide inserts, taper attachments, follower and steady rest. Close tolerance machining required. Prerequisite: MCHN 1458. Lab Fee: \$24.00; Special Fee: \$62.00
- MCHN 2441 ADVANCED MACHINING I (3-2).....WORKFORCE**  
 A study of advanced lathe and milling operations. Emphasis on advanced cutting operations of the lathe and milling machines, including the use of special tooling, bench assembly, and materials identification. Prerequisite: MCHN 2444. Lab Fee: \$24.00; Special Fee: \$62.00
- MCHN 2444 COMPUTERIZED NUMERICAL CONTROL PROGRAMMING (3-2).....WORKFORCE**  
 An introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled (CNC) machines. Prerequisite: MCHN 2403. Lab Fee: \$24.00; Special Fee: \$62.00
- MDCA 1302 HUMAN DISEASE/PATHOPHYSIOLOGY (3-0).....WORKFORCE**  
 A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. Prerequisite: HITT 1305. Special Fee: \$12.00
- MRKG 1311 PRINCIPLES OF MARKETING (3-0).....WORKFORCE**  
 Introduction to the marketing mix functions and processes. Includes identification of consumer and organizational needs and explanation of environmental issues. Special Fee: \$2.00
- MUEN 1151 CHAMBER (SMALL) VOCAL ENSEMBLES (0-4).....TRANSFER**  
 Vocal ensemble, glee club, madrigals, or small swing choir. Designed for those students interested in participating in a vocal group. Includes the study of various styles of music. Requires public performance. May be repeated once for credit. Lab Fee: \$16.00; Special Fee: \$2.00
- MUEN 1152 CHAMBER (SMALL) VOCAL ENSEMBLES (0-4).....TRANSFER**  
 Vocal ensemble, glee club, madrigals, or small swing choir. Designed for those students interested in participating in a vocal group. Includes the study of various styles of music. Requires public performance. May be repeated once for credit. Lab Fee: \$16.00; Special Fee: \$2.00
- MUSI 1304 FOUNDATIONS OF MUSIC (3-0).....TRANSFER**  
 Study of the fundamentals of music for prospective classroom teachers with an introduction to melodic, rhythmic, and harmonic instruments. Emphasis on participation in singing and reading music. Special Fee: \$2.00
- MUSI 1306 MUSIC APPRECIATION (3-0).....TRANSFER**  
 Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. Designed for non-music majors. Special Fee: \$2.00
- MUSIC - APPLIED.....TRANSFER**  
 Individual instruction in voice or brass, percussion, woodwind, stringed, or keyboard instruments. One-half hour private lesson per week and two hours outside practice per week are awarded one semester hour credit; one hour or two half hour private lessons per week and four hours outside practice per week are awarded two semester hours of credit. Courses may be repeated for credit. Fee for one semester hour of credit - Special Fee: \$162.00. Fee for two semester hours of credit - Special Fee \$302.00.
- Freshman Level:** MUAP 1161 and MUAP 1261 Guitar; MUAP 1169 and MUAP 1269 Piano; MUAP 1181 and 1281 Voice. **Sophomore Level:** MUAP 2161 and MUAP 2261 Guitar; MUAP 2169 and MUAP 2269 Piano; MUAP 2181 and MUAP 2281 Voice. Other applied music courses may be taught depending on requests and instructor availability.
- OSHT 1309 PHYSICAL HAZARDS CONTROL (3-0) .....WORKFORCE**  
 A study of the common physical hazards in industry and methods of workplace design and redesign to control hazards. Emphasis on the regulation codes and standards associated with the control of physical hazards. Special Fee: \$2.00
- PHED 1105 WEIGHT TRAINING AND CONDITIONING (0-3).....TRANSFER**  
 Fundamentals of weight training as well as evaluation of physical fitness and activities designed to improve the fitness level of the student. Lab Fee: \$5.00; Special Fee: \$2.00
- PHED 1106 PHYSICAL CONDITIONING (0-3).....TRANSFER**  
 Jogging, weight training, and flexibility exercises designed to be a part of an overall adult fitness program. Development and progression on an individual basis. Regular monitoring of progress throughout the semester. Lab Fee: \$5.00; Special Fee: \$2.00

- PHED 1107 FITNESS WALKING (0-3).....TRANSFER**  
 Exercise program developed for individual needs of students. Emphasis on knowledge and skills necessary for participation in a fitness walking program. Lab Fee: \$5.00; Special Fee: \$2.00
- PHED 1108 VARSITY ATHLETICS (0-3).....TRANSFER**  
 Regular workouts, strategy sessions, weight training, and conditioning for varsity athletic teams. Workouts will be supervised by varsity coaches and scheduled meeting times will be posted in appropriate locations. Lab Fee: \$5.00; Special Fee: \$2.00
- PHED 1109 VARSITY ATHLETICS (0-3).....TRANSFER**  
 Regular workouts, strategy sessions, weight training, and conditioning in either rodeo, baseball or volleyball. Workouts will be supervised by varsity coaches and scheduled meeting times will be posted in appropriate locations. Lab Fee: \$5.00; Special Fee: \$2.00
- PHED 1112 AQUATIC CONDITIONING (0-3).....TRANSFER**  
 Workouts designed to improve cardio-respiratory fitness, muscular strength and toning through pool exercises. Lab Fee: \$5.00
- PHED 1120 SPINNING (0-3)..... TRANSFER**  
 Participation in cardio-respiratory development and muscular toning and strengthening through bicycling exercises. Lab Fee: \$5.00; Special Fee: \$2.00
- PHYSICAL EDUCATION THEORY COURSES**
- PHED 1301 INTRODUCTION TO PHYSICAL FITNESS & SPORT (3-0).....TRANSFER**  
 Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness with emphasis on historical development, philosophical implications, physical fitness, and kinesiology. Special Fee: \$2.00
- PHED 1304 PERSONAL/COMMUNITY HEALTH I (3-0).....TRANSFER**  
 Investigation of the principles and practices in relation to personal and community health. Special Fee: \$2.00
- PHED 1306 FIRST AID (3-0).....TRANSFER**  
 Instruction in and practice of first aid techniques. Students may earn National Safety Council Certificates in First Aid and CPR. Special Fee: \$27.00
- PHED 1308 SPORTS OFFICIATING I (2-2).....TRANSFER**  
 Instruction in rules, interpretation, and mechanics of officiating selected sports. Lab Fee: \$16.00; Special Fee: \$2.00
- PHED 1321 COACHING/SPORTS/ATHLETICS I (3-0).....TRANSFER**  
 Study of the history, theories, philosophies, rules and terminology of competitive sports. Includes coaching techniques. Special Fee: \$2.00
- PHED 1346 DRUG USE & ABUSE (3-0).....TRANSFER**  
 Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. Special Fee: \$2.00
- PHED 2156 TAPING AND BANDAGING (1-0).....TRANSFER**  
 This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries. Liability Insurance: \$22.00; Special Fee: \$12.00
- PHED 2356 CARE AND PREVENTION OF ATHLETIC INJURIES (3-0).....TRANSFER**  
 Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training. Prerequisite: PHED 1306. Liability Insurance: \$22.00; Special Fee: \$2.00
- PHRA 1102 PHARMACY LAW(1-0).....WORKFORCE**  
 Overview of federal and state laws governing the practice of pharmacy. The legal and ethical constraints governing pharmacy technician and pharmacist responsibilities in practice settings. Prerequisites: Texas Success Initiative requirement complete in all sections; acceptance into Pharmacy Technician program. Special Fee: \$50.00
- PHRA 1209 PHARMACEUTICAL MATHEMATICS I (1-3).....WORKFORCE**  
 Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Prerequisite: Texas Success Initiative requirement complete in all sections. Lab Fee: \$24.00; Special Fee: \$42.00

- PHRA 1243 PHARMACY TECHNICIAN CERTIFICATION REVIEW (2-0).....WORKFORCE**  
 A review of major topics covered on the National Pharmacy Technician Certification examination. Prerequisites: PHRA 1441 and PHRA 1445. Special Fee: \$50.00
- PHRA 1247 PHARMACEUTICAL MATHEMATICS II (1-3).....WORKFORCE**  
 Advanced concepts of Pharmaceutical Mathematics. Prerequisites: PHRA 1209 or concurrent enrollment. Lab Fees: \$24.00; Special Fee: \$42.00
- PHRA 1313 COMMUNITY PHARMACY PRACTICE (2-4).....WORKFORCE**  
 Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. Prerequisites: PHRA 1102, PHRA 1209, and PHRA 1215 or concurrent enrollment. Lab Fee: \$24.00; Special Fee: \$50.00
- PHRA 1441 PHARMACY DRUG THERAPY AND TREATMENT (3-2).....WORKFORCE**  
 Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Prerequisites: PHRA 1313 and PHRA 1449. Lab Fee: \$24.00; Special Fee: \$50.00
- PHRA 1445 COMPOUNDING STERILE PREPARATIONS AND ASEPTIC TECHNIQUE (2-6).....WORKFORCE**  
 The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. Prerequisites: PHRA 1102, PHRA 1209, and PHRA 1449 or concurrent enrollment in PHRA 1449. Lab Fee: \$24.00; Special Fee: \$50.00
- PHRA 1449 INSTITUTIONAL PHARMACY PRACTICE (3-4).....WORKFORCE**  
 Fundamentals of the diverse rules and practice of pharmacy technicians in an institutional pharmacy setting. In depth coverage of hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, pharmaceutical compounding, inpatient drug distribution systems, continuous quality improvement, and inventory control. Prerequisites: PHRA 1102 and PHRA 1209 or concurrent enrollment. Lab Fee: \$24.00; Special Fee: \$50.00
- PHRA 2265 PRACTICUM (OR FIELD EXPERIENCE) - PHARMACY TECHNICIAN/ASSISTANT (0-20).....WORKFORCE**  
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: PHRA 1441 and PHRA 1445 or concurrent enrollment. Liability Insurance: \$22.00; Special Fee: \$129.00
- PHYS 1401 COLLEGE PHYSICS I (3-3).....TRANSFER**  
 Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Prerequisites: MATH 1314 and MATH 1316. Lab Fee: \$24.00; Special Fee: \$6.00
- PHYS 1402 COLLEGE PHYSICS II (3-3).....TRANSFER**  
 Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1401. Lab Fee: \$24.00; Special Fee: \$6.00
- PHYS 1403 STARS AND GALAXIES (3-3).....TRANSFER**  
 (Replaces PHYS 1412)  
 Study of stars, galaxies, and the universe outside our solar system. Includes a laboratory. Lab Fee: \$24.00; Special Fee: \$6.00
- PHYS 1404 SOLAR SYSTEM (3-3).....TRANSFER**  
 (Replaces PHYS 1411)  
 Study of the sun and its solar system, including its origin. May or may not include a laboratory. Lab Fee: \$24.00; Special Fee: \$6.00
- PHYS 1415 PHYSICAL SCIENCE I (3-3).....TRANSFER**  
 Course designed for non-science majors that surveys topics from physics, chemistry, geology, astronomy, and meteorology. May or may not include a laboratory. Prerequisite: Texas Success Initiative complete in reading. Lab Fee: \$24.00; Special Fee: \$2.00

- POFI 1349 SPREADSHEETS (2-2).....WORKFORCE**  
Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency. Lab Fee: \$24.00; Special Fee: \$17.00
- POFI 2431 DESKTOP PUBLISHING (3-2).....WORKFORCE**  
In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. This course is designed to be repeated multiple times to improve student proficiency. Prerequisite: ITSW 1401. Lab Fee: \$24.00; Special Fee: \$17.00
- POFM 1164 PRACTICUM (OR FIELD EXPERIENCE) - MEDICAL ADMINISTRATIVE/ EXECUTIVE ASSISTANT AND MEDICAL SECRETARY (0-7).....WORKFORCE**  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The guided external experiences may be paid or unpaid. Prerequisites: Eight semester hours of major requirements and consent of instructor. Must make arrangements prior to enrolling. Liability Insurance: \$22.00 (charged once each academic year); Special Fee: \$12.00
- POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I (2-2).....WORKFORCE**  
Study of current office procedures, duties, and responsibilities applicable to an office environment. Prerequisite: POFT 1429 or consent of instructor. Lab Fee: \$24.00; Special Fee: \$12.00
- POFT 1325 BUSINESS MATH USING TECHNOLOGY (2-2).....WORKFORCE**  
Skill development in business math problem-solving using electronic technology. Lab Fee: \$24.00; Special Fee: \$12.00
- POFT 1349 ADMINISTRATIVE OFFICE PROCEDURES II (2-2).....WORKFORCE**  
*(Formerly POFT 1313)* In-depth coverage of office procedures with emphasis on decision making, goal setting, management theories, and critical thinking. Prerequisites: ITSW 1401 and POFT 1309 or HITT 1311. Lab Fee: \$24.00; Special Fee: \$12.00
- POFT 1364 PRACTICUM (OR FIELD EXPERIENCE) - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE, GENERAL (0-21).....WORKFORCE**  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The guided external experiences may be paid or unpaid. Prerequisites: Eight semester hours of major requirements and consent of instructor. Must make arrangements prior to enrolling. Liability Insurance: \$22.00 (charged once each academic year); Special Fee: \$12.00
- POFT 1429 BEGINNING KEYBOARDING (3-2).....WORKFORCE**  
Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Lab Fee: \$24.00; Special Fee: \$17.00
- POFT 2203 SPEED AND ACCURACY BUILDING (1-2).....WORKFORCE**  
Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy. This course is designed to be repeated multiple times to improve student proficiency. Prerequisite: POFT 1429. Lab Fee: \$24.00; Special Fee: \$17.00
- POFT 2312 BUSINESS CORRESPONDENCE AND COMMUNICATIONS (2-2).....WORKFORCE**  
*(Formerly POFT 2212)* Development of writing and presentation skills to produce effective business communications. Prerequisites: COSC 1301 and POFT 1429. Lab Fee: \$24.00; Special Fee: \$12.00
- POFT 2401 INTERMEDIATE KEYBOARDING (3-2).....WORKFORCE**  
A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Prerequisite: POFT 1429 or consent of instructor. For students typing less than 40 WPM. Lab Fee: \$24.00; Special Fee: \$17.00
- PSYC 2301 GENERAL PSYCHOLOGY (3-0).....TRANSFER**  
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00
- PSYC 2314 LIFESPAN GROWTH & DEVELOPMENT (3-0).....TRANSFER**  
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. Prerequisite: PSYC 2301. Special Fee: \$2.00
- RBTC 1405 ROBOTIC FUNDAMENTALS (3-2).....WORKFORCE**  
An introduction to flexible automation. Topics include installation, repair maintenance, and development of flexible robotic manufacturing systems. Lab Fee: \$24.00; Special Fee: \$52.00

- READ 0300 READING I (3-0).....DEVELOPMENTAL**  
 Emphasis on improved reading comprehension through development of vocabulary and practice in identification of main idea, supporting detail, and inference. Designed for the student whose independent reading level is below high school level. A unit on elementary study skills included. Course designed for students who score 0-199 on the reading section of THEA or 0-60 on the reading section of Accuplacer. Special Fee: \$17.00
- READ 0301 READING II (3-0).....DEVELOPMENTAL**  
 Emphasis on improved reading comprehension through development of vocabulary and practice in identification of main idea, supporting detail, and inference. Also study of writer's purpose, point of view, intent, organizational patterns, and critical reading. Designed for the student whose overall independent reading level is at the high school level. A unit on intermediate study skills included. Prerequisite: Score of 200-219 on the reading section of the THEA or 61-69 on the reading section of Accuplacer, or C or better in READ 0300. Special Fee: \$17.00
- READ 0302 ADVANCED READING (3-0).....DEVELOPMENTAL**  
 Emphasis on improved reading comprehension through development of vocabulary and reading speed. Practice in identification of main idea, supporting detail, and inference. Also study of critical reading techniques. Designed for the student who needs further development of college level reading skills. A unit of advanced study skills included. Prerequisite: Score of 220-229 on the reading section of THEA or 70-77 on the reading section of Accuplacer, or C or better in READ 0301. Special Fee: \$17.00
- RNSG 1105 NURSING SKILLS I (0-4).....WORKFORCE**  
 Study of the concepts and principles necessary to perform basic nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Texas Success Initiative complete in reading, writing and math, and admission to nursing program; concurrent enrollment in RNSG 1209 or consent of Director of Nursing. Lab Fee: \$24.00; Special Fee: \$122.00
- RNSG 1108 DOSAGE CALCULATIONS FOR NURSING (1-0).....WORKFORCE**  
 Read, interpret, and solve dosage calculation problems. This course lends itself to either a blocked or integrated approach. Special Fee: \$38.00
- RNSG 1110 INTRODUCTION TO COMMUNITY-BASED NURSING (1-0).....WORKFORCE**  
 Overview of the delivery of nursing care in a variety of community-based settings; application of systematic problem solving processes and critical thinking skills, focusing on the examination of concepts and theories relevant to community-based nursing; and development of judgment, skill, and professional values within a legal/ethical framework. Prerequisites: RNSG 1441, concurrently enrolled in RNSG 1443 and RNSG 2360. Special Fee: \$113.00
- RNSG 1115 HEALTH ASSESSMENT (0-3).....WORKFORCE**  
 Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Texas Success Initiative complete in reading, writing and math; admission to ADN program or licensed nurse; or consent of the Director of Nursing. Lab Fee: \$24.00; Special Fee: \$97.00
- RNSG 1166 PRACTICUM (OR FIELD EXPERIENCE) - NURSING - REGISTERED NURSE TRAINING (INTRODUCTION TO NURSING) (0-8).....WORKFORCE**  
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The guided external experiences may be paid or unpaid. Prerequisites: Concurrent enrollment in RNSG 1105 and RNSG 1209 or consent of Director of Nursing. Student may be required to travel to fulfill course requirements. Special Fee: \$22.00
- RNSG 1208 DOSAGE CALCULATIONS FOR NURSING (2-1).....WORKFORCE**  
 Read, interpret, and solve dosage calculation problems. This course lends itself to either a blocked or integrated approach. Lab Fee: \$24.00; Special Fee: \$22.00
- RNSG 1209 INTRODUCTION TO NURSING (2-2).....WORKFORCE**  
 Overview of nursing and the role of the professional nurse as a provider in patient-centered care, patient safety advocate, member of the health care team, and member of profession. Content includes knowledge, judgment, skills and professional values with a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Texas Success Initiative complete in reading, writing, and math, and concurrent enrollment in RNSG 1166. Liability Insurance: \$22.00; Lab Fee: \$24.00; Special Fee: \$22.00

**RNSG 1246 LEGAL AND ETHICAL ISSUES IN NURSING (2-0).....WORKFORCE**

Study of the laws and regulations related to the provision of safe and effective professional nursing care. Content includes confidentiality, the Nursing Practice Act, professional boundaries, ethics, and health care legislation. Prerequisites: Texas Success Initiative complete in reading, writing and math. BIOL 2401, BIOL 2402, BIOL 2421, PSYC 2301, and MATH 1314, MATH 1414, or MATH 1332 or consent of Director of Nursing. Special Fee: \$136.00

**RNSG 1263 CLINICAL - NURSING - REGISTERED**

**NURSE TRAINING (Common Concepts) (0-12).....WORKFORCE**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisite: Concurrent enrollment in RNSG 1441. Student may be required to travel to fulfill course requirements. Special Fee: \$22.00

**RNSG 1301 PHARMACOLOGY (3-1).....WORKFORCE**

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of drug classifications. Content includes the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Prerequisites: Texas Success Initiative complete in reading, writing and math; admission to nursing program or licensed nurse; concurrent enrollment in RNSG 1209 or consent of Director of Nursing. Lab Fee: \$24.00; Special Fee: \$22.00

**RNSG 1311 NURSING PATHOPHYSIOLOGY (3-0).....WORKFORCE**

Basic principles of pathophysiology emphasizing nursing applications. Content includes principles of homeostasis related to body systems. This course lends itself to either a blocked or integrated approach. Prerequisites: Texas Success Initiative complete in reading and writing; BIOL 2401, BIOL 2402 (both with a grade of "C" or better) or consent of Director of Nursing. Special Fee: \$131.00

**RNSG 1327 TRANSITION FROM VOCATIONAL TO**

**PROFESSIONAL NURSING (2-4).....WORKFORCE**

Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span. This course lends itself to either a blocked or integrated approach. Prerequisites: BIOL 2401, BIOL 2402, BIOL 1322, BIOL 2421, PSYC 2301, and MATH 1314, MATH 1414, or MATH 1332 or consent of Director of Nursing. Lab Fee: \$24.00; Special Fee: \$158.00

**RNSG 1393 SPECIAL TOPICS IN NURSING - REGISTERED NURSE TRAINING (3-0)...WORKFORCE**

Involves a theoretical review of skills and knowledge relevant to the professional development of the student. Prerequisite: Successful completion of a professional nursing program. Special Fee: \$12.00

**RNSG 1412 NURSING CARE OF THE CHILDBEARING AND**

**CHILDREARING FAMILY (4-0).....WORKFORCE**

Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childbearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: RNSG 1327 and RNSG 1443. Special Fee: \$133.00

**RNSG 1441 COMMON CONCEPTS OF ADULT HEALTH (4-0).....WORKFORCE**

Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Admission to the ADN program, BIOL 1322, MATH 1314, MATH 1414, or MATH 1332, PSYC 2301, RNSG 1105, RNSG 1115, RNSG 1166, RNSG 1209, RNSG 1246, and concurrent enrollment in RNSG 1263. Special Fee: \$58.00

**RNSG 1443 COMPLEX CONCEPTS OF ADULT HEALTH (4-0).....WORKFORCE**

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of a profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: RNSG 1441, RNSG 1263, and RNSG 1301 or RNSG 1327 and concurrent enrollment in RNSG 2360. Liability Insurance: \$22.00; Special Fee: \$133.00

**RNSG 2161 CLINICAL - NURSING - REGISTERED NURSE TRAINING (MENTAL HEALTH) (0-6).....WORKFORCE**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisite: Concurrent enrollment in RNSG 2213. Student may be required to travel to fulfill course requirements. Special Fee: \$109.00

**RNSG 2162 CLINICAL - NURSING - REGISTERED NURSE TRAINING (COMMUNITY) (0-3).....WORKFORCE**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisite: Concurrently enrolled in RNSG 1110. Student may be required to travel to fulfill course requirements. Special Fee: \$144.00

**RNSG 2166 PRACTICUM (OR FIELD EXPERIENCE) - NURSING - REGISTERED NURSE TRAINING (FAMILY) (0-8).....WORKFORCE**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisite: Concurrent enrollment in RNSG 1412. Student may be required to travel to fulfill course requirements. Special Fee: \$99.00

**RNSG 2213 MENTAL HEALTH NURSING (2-0).....WORKFORCE**

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families. This course lends itself to a blocked approach. Prerequisites: RNSG 1327, RNSG 1443, and RNSG 1441. Special Fee: \$133.00

**RNSG 2360 CLINICAL - NURSING - REGISTERED NURSE TRAINING (COMPLEX CONCEPTS) (0-12).....WORKFORCE**

*(Formerly RNSG 2460)* A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisite: Concurrent enrollment in RNSG 1443. Student may be required to travel to fulfill course requirements. Special Fee: \$99.00

**SOCI 1301 INTRODUCTORY SOCIOLOGY (3-0).....TRANSFER**

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. Prerequisite: Texas Success Initiative complete in reading and writing. Special Fee: \$2.00

**SPAN 1411 BEGINNING SPANISH I (3-2).....TRANSFER**

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Lab Fee: \$24.00; Special Fee: \$12.00

**SPAN 1412 BEGINNING SPANISH II (3-2).....TRANSFER**

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Prerequisite: SPAN 1411. Lab Fee: \$24.00; Special Fee: \$12.00

**SPAN 2311 INTERMEDIATE SPANISH I (3-0).....TRANSFER**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 1412. Special Fee: \$12.00

- SPAN 2312 INTERMEDIATE SPANISH II (3-0).....TRANSFER**  
Continuation of SPAN 2311. The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 2311. Special Fee: \$12.00
- SPCH 1315 PUBLIC SPEAKING (3-0).....TRANSFER**  
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Special Fee: \$2.00
- SPCH 1342 VOICE AND DICTION (3-0).....TRANSFER**  
Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation. Special Fee: \$2.00
- SRGT 1160 CLINICAL - SURGICAL TECHNOLOGY/TECHNOLOGIST (0-5).....WORKFORCE**  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: SRGT 1405. Students may be required to travel to fulfill course requirements. Liability Insurance \$22.00; Special Fee: \$2.00
- SRGT 1405 INTRODUCTION TO SURGICAL TECHNOLOGY (3-2).....WORKFORCE**  
Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts. Prerequisites: Must be accepted and enrolled in the Surgical Technology Program. Lab Fee: \$24.00; Special Fee: \$50.00
- SRGT 1409 FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES (2-6).....WORKFORCE**  
In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. Prerequisite: SRGT 1405. Lab Fee: \$24.00; Special Fee: \$50.00
- SRGT 1441 SURGICAL PROCEDURES I (2-4).....WORKFORCE**  
Introduction to surgical procedures and related pathologies. With emphasis on surgical procedures related to general, obstetrics/gynecology, genitourinary, and otorhinolaryngology and orthopedic surgical specialties incorporating instruments, equipment, and supplies. Prerequisite: SRGT 1405, SRGT 1409, and SRGT 1160. Lab Fee: \$24.00; Special Fee: \$50.00
- SRGT 1442 SURGICAL PROCEDURES II (2-4).....WORKFORCE**  
Introduction to surgical procedures and related pathologies with emphasis on surgical procedures related to thoracic, peripheral vascular, plastic/reconstructive, ophthalmology, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies. Prerequisite: SRGT 1441. Lab Fee: \$24.00; Special Fee: \$50.00
- SRGT 1560 CLINICAL - SURGICAL TECHNOLOGY/TECHNOLOGIST (0-30).....WORKFORCE**  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: SRGT 1160. Liability Insurance: \$22.00 (if not previously paid in current year); Special Fee: \$2.00
- SRGT 2660 CLINICAL - SURGICAL TECHNOLOGY/TECHNOLOGIST (0-24).....WORKFORCE**  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: SRGT 1160 and SRGT 1560. Liability Insurance: \$22.00 (if not previously paid in current year); Special Fee: \$282.00 (for certification test)
- TECA 1311 EDUCATING YOUNG CHILDREN (2-2).....TRANSFER**  
Introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues; course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; course includes a minimum of 16 hours of field experiences. Lab Fee: \$16.00; Special Fee: \$2.00
- TECA 1354 CHILD GROWTH AND DEVELOPMENT (3-0).....TRANSFER**  
A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Special Fee: \$18.00

- VNSG 1115 DISEASE CONTROL AND PREVENTION (1-0).....WORKFORCE**  
 Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions. Special Fee: \$2.00
- VNSG 1122 VOCATIONAL NURSING CONCEPTS (1-0).....WORKFORCE**  
 Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Prerequisite: Consent of instructor. Special Fee: \$2.00
- VNSG 1126 GERONTOLOGY (1-0).....WORKFORCE**  
 Overview of the physical, psychosocial, and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult. Special Fee: \$2.00
- VNSG 1133 GROWTH AND DEVELOPMENT (1-0).....WORKFORCE**  
 Study of the basic aspects of growth and development throughout the life span. Focus on growth and development of the individual's body, mind, and personality as influenced by the environment. Special Fee: \$2.00
- VNSG 1161 CLINICAL – LICENSED VOCATIONAL NURSE (LVN) TRAINING (0-6).....WORKFORCE**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Student may be required to travel to fulfill course requirements. Special Fee: \$96.00
- VNSG 1162 CLINICAL – LICENSED VOCATIONAL NURSE (LVN) TRAINING (0-6).....WORKFORCE**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: VNSG 1161 and VNSG 1423. Student may be required to travel to fulfill course requirements. Liability Insurance: \$22.00 (Charged once per academic year); Special Fee: \$96.00
- VNSG 1163 CLINICAL - LICENSED VOCATIONAL NURSE (LVN) TRAINING (0-6).....WORKFORCE**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisite: VNSG 1423. Student may be required to travel to fulfill course requirements. Liability Insurance: \$22.00 (Charged once per academic year); Special Fee: \$96.00
- VNSG 1201 MENTAL HEALTH AND MENTAL ILLNESS (2-0).....WORKFORCE**  
 Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy. Special Fee: \$2.00
- VNSG 1216 NUTRITION (2-1).....WORKFORCE**  
 Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health. Special Fee: \$2.00
- VNSG 1227 ESSENTIALS OF MEDICATION ADMINISTRATION (1-4).....WORKFORCE**  
 General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Special Fee: \$26.00.
- VNSG 1234 PEDIATRICS (2-1).....WORKFORCE**  
 Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and development needs utilizing the nursing process. Special Fee: \$2.00
- VNSG 1263 CLINICAL - LICENSED VOCATIONAL NURSE (LVN) TRAINING (0-12).....WORKFORCE**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Student may be required to travel to fulfill course requirements. Liability Insurance: \$22.00 (Charged once per academic year); Special Fee: \$96.00
- VNSG 1320 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH (3-0).....WORKFORCE**  
 Study of the structure (anatomy) and function (physiology) of the human body, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Prerequisite: Consent of instructor. Special Fee: \$2.00
- VNSG 1329 MEDICAL-SURGICAL NURSING I (3-1).....WORKFORCE**  
 Application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in a variety of health-care settings. Special Fee: \$26.00

- VNSG 1330 MATERNAL-NEONATAL NURSING (3-1).....WORKFORCE**  
 A study of the biological, psychological, and sociological concepts applicable to the basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Special Fee: \$26.00
- VNSG 1331 PHARMACOLOGY (2-2).....WORKFORCE**  
 Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Special Fee: \$26.00
- VNSG 1332 MEDICAL-SURGICAL NURSING II (3-1).....WORKFORCE**  
 Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. Special Fee: \$26.00
- VNSG 1360 CLINICAL - LICENSED VOCATIONAL NURSE (LVN) TRAINING (0-18)....WORKFORCE**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Student may be required to travel to fulfill course requirements. Special Fee: \$76.00
- VNSG 1362 CLINICAL - LICENSED VOCATIONAL NURSE (LVN) TRAINING (0-18).....WORKFORCE**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Student may be required to travel to fulfill course requirements. Special Fee: \$76.00
- VNSG 1363 CLINICAL - LICENSED VOCATIONAL NURSE (LVN) TRAINING (0-18)....WORKFORCE**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Student may be required to travel to fulfill course requirements. Liability Insurance: \$22.00; Special Fee: \$76.00
- VNSG 1423 BASIC NURSING SKILLS (3-4).....WORKFORCE**  
 Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions. Lab Fee: \$24.00; Special Fee: \$26.00
- VNSG 1460 CLINICAL - LICENSED VOCATIONAL NURSE (LVN) TRAINING (0-24).....WORKFORCE**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Student may be required to travel to fulfill course requirements. Liability Insurance: \$22.00 (Charged once per academic year); Special Fee: \$76.00
- VNSG 2431 ADVANCED NURSING SKILLS (3-4).....WORKFORCE**  
 Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Lab Fee: \$24.00; Special Fee: \$26.00
- WLDG 1327 WELDING CODES (2-2).....WORKFORCE**  
 An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods. Prerequisite: WLDG 2413. Lab Fee: \$24.00; Special Fee: \$126.00
- WLDG 1337 INTRODUCTION TO WELDING METALLURGY (2-3).....WORKFORCE**  
 A study of ferrous and nonferrous metal from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Lab Fee: \$24.00; Special Fee: \$126.00
- WLDG 1413 INTRODUCTION TO BLUEPRINT READING FOR WELDERS (4-0).....WORKFORCE**  
 A study of industrial blueprint. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Special Fee: \$2.00
- WLDG 1417 INTRODUCTION TO LAYOUT AND FABRICATION (2-4).....WORKFORCE**  
 A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Prerequisites: WLDG 1413, WLDG 1428, WLDG 1430, and WLDG 2413. Lab Fee: \$24.00; Special Fee: \$126.00

**WLDG 1428 INTRODUCTION TO SHIELDED METAL**

**ARC WELDING (SMAW) (2-6).....WORKFORCE**

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Lab Fee: \$24.00; Special Fee: \$126.00

**WLDG 1430 INTRODUCTION TO GAS METAL ARC WELDING (GMAW) (2-6).....WORKFORCE**

A study of the principles of gas metal arc welding; setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. Lab Fee: \$24.00; Special Fee: \$126.00

**WLDG 1434 INTRODUCTION TO GAS TUNGSTEN ARC (GTAW) WELDING (2-6).....WORKFORCE**

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Lab Fee: \$24.00; Special Fee: \$126.00

**WLDG 1435 INTRODUCTION TO PIPE WELDING (2-6).....WORKFORCE**

An introduction to welding of pipe using the shielded metal arc welding process, including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Prerequisite: WLDG 1428. Lab Fee: \$24.00; Special Fee: \$126.00

**WLDG 1457 INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW) (2-4).....WORKFORCE**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Lab Fee: \$24.00; Special Fee: \$126.00

**WLDG 2380, 2381 COOPERATIVE EDUCATION - WELDING**

**TECHNOLOGY/WELDER (1-20).....WORKFORCE**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The guided external experiences may be paid or unpaid. Prerequisites: Eight hours of major requirements and consent of instructor.

**WLDG 2413 INTERMEDIATE WELDING USING MULTIPLE PROCESSES (2-6).....WORKFORCE**

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux-core arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process. Prerequisite: WLDG 1434. Lab Fee: \$24.00; Special Fee: \$126.00

**WLDG 2453 ADVANCED PIPE WELDING (2-6).....WORKFORCE**

Advanced topics involving welding of pipe using the shielded metal arc welding process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Prerequisite: WLDG 1435. Lab Fee: \$24.00; Special Fee: \$126.00

# COLLEGE ORGANIZATION

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Gene Heatly .....	Vice Chairman
Vicki Pennington.....	Secretary
Norman Brints.....	Member
Bob Ferguson.....	Member
Irl Holt.....	Member
Joanie Rogers .....	Member

### ADMINISTRATION

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B.S., Texas Tech University	
M.Ed., Texas Tech University	
Ed. D., Texas Tech University	
<b>Garry David, CPA</b> .....	Dean of Administrative Services
B.S., Southwestern Oklahoma State University	
<b>John B. Hardin III</b> .....	Dean of Student Services/Athletic Director
B.A., University of Texas at Austin	
M.A., Goddard College	
<b>Gary Don Harkey</b> .....	Dean of Instructional Services
B.S., Texas A&M University	
M.S., Texas A&M University	
Ph.D., Texas A&M University	
<b>Kristin Harris</b> .....	Associate Dean of Student Services
B.A., Midwestern State University	
M.A., Midwestern State University	
<b>Joe Hite</b> .....	Dean of Admissions and Financial Aid/Registrar
B.B.A., Texas Tech University	
M.B.A., Midwestern State University	
<b>Shana Munson</b> .....	Associate Dean of Career and Technical Education
B.B.A., Midwestern State University	
M.A., Midwestern State University	

### ADMINISTRATIVE STAFF

<b>Debbie Alexander</b> .....	Coordinator of Veterans Affairs/Financial Aid, Wichita Falls
A.S., Vernon College	
A.A.S., Wayland Baptist University	
B.S.O.E., Wayland Baptist University	
<b>Michelle A. Alexander</b> .....	Director of Institutional Advancement
B.A., Wayne State University	
M.A., Midwestern State University	
<b>Jim Anthony</b> .....	Supervisor of Grounds
<b>Tina Baker</b> .....	Coordinator of Business and Industry Services
B.B.A., University of North Texas	
<b>Jeanne Ballard</b> .....	Assistant Director of Financial Aid
B.B.A., Midwestern State University	
<b>Kathy Barfield</b> .....	Bookstore Manager, Century City Center
<b>Kim Bateman</b> .....	Director of Bookstore Services
A.A.S., Vernon College	
<b>Iva Belew</b> .....	Director of Congregate Meals Program
<b>Chris Bell</b> .....	Director of Campus Police
A.A., Vernon College	
Certified Texas Peace Officer License	

<b>James Binion</b> .....	Institutional Support Specialist
<b>Jana Bohannon</b> .....	Bookstore Manager; Vernon
<b>Cathy Bolton</b> .....	Director of Associate Degree Nursing
B.S.N., University of Oklahoma	
M.S.N., West Texas A&M University	
<b>Lyle Bonner</b> .....	Maintenance Supervisor
<b>Brandi Brannon</b> .....	Director of Student Relations
B.S., Southwest Texas State University	
M.S., Texas A&M University	
<b>Carl Brinkley</b> .....	Facilities Manager/Wichita Falls
<b>Lana Carter</b> .....	Admissions & Records Computer Coordinator
A.A., Vernon College	
B.A.A.S., Midwestern State University	
<b>Sarah Davenport</b> .....	Assistant Registrar
A.A.S., Vernon College	
<b>Haven David</b> .....	Director of Human Resources
B.S., Texas A&M University	
<b>Melissa Elliott</b> .....	Director of Financial Aid
B.B.A., Tarleton State University	
M.B.A., Tarleton State University	
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English.....	89		
Government .....	89		
History.....	90		
Kinesiology .....	90		
Mathematics.....	90		
Music/Music Education.....	90		
Pre-Baccalaureate Degree Nursing .....	91		
Pre-Med/Pre-Dentistry .....	91		
Pre-Pharmacy.....	91		
Pre-Veterinary Medicine .....	91		

# NOTES

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