

GENERAL CATALOG 2018-2019

ABOUT VERNON COLLEGE

Accreditation Information

Vernon College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools 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

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, 2022. 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.

Historical Data

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, Dr. David L. Norton was appointed as the College's first president by the College's Board of Trustees. 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. Additionally enrollment in credit courses, both on- and off-campus, increased to 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. A Student Residence Center, designed to house 128 students, opened in August 1980. Program offerings in the Wichita Falls area expanded through the 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. 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. In 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. That spring, 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 became 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. In 1999 two campus buildings were renamed. The Student Center was renamed 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. On May 23, 2001, Vernon Regional Junior College was renamed Vernon College. 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, consolidating 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 Alumni 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 Vernon College Learning Centers. In 2014 the Vernon College Rodeo Program saw the arrival of 16 new horse stalls bringing the total to 52 covered stalls, as well as the addition of a third practice arena.

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. In 2015, in recognition of his support over more than 25 years, the Vernon College Rodeo Complex was named in honor of Joe Chat Sumner III. Additionally, the Vernon College Rodeo Arena was named in honor of former Rodeo Coach, John Mahoney.

Since the College opened its doors over 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 115 scholarship funds are available to help students pursue their educational dreams.

Mission

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 support services by means of traditional and distance learning modes. Therefore, to fulfill its mission, the College will provide access, within its available resources, to:

- Career technical/workforce programs up to two years in length leading to associate degrees or certificates;
- Career technical/workforce 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;
- Ongoing 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;
- Career technical/workforce development programs designed to meet local and statewide needs;
- Support services for educational programs and college-related activities;
- 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.

Approved by College Effectiveness Committee on September 28, 2016
Officially approved and adopted by the Board of Trustees on October 19, 2016

Mission as adapted from the Texas Education Code, Sec. 130.003(e).

Philosophy

Vernon College is a constantly evolving institution, dedicated primarily to effective teaching and regional enhancement. With this dedication to teaching and to the community, the College encourages open inquiry, personal and social responsibility, critical thinking, and life-long learning for students, faculty, and other individuals within its service area. The College takes as its guiding educational principle the proposition that, insofar as available resources permit, instruction should be adapted to student needs. This principle requires both flexibility in instructional strategies and maintenance of high academic standards. Strong programs of assessment and accountability complement this educational principle. VC 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. It strives to provide every student with opportunities to develop the tools necessary to become a contributing, productive member of society.

Vision

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

Values

Vernon College promotes a culture of success through our shared values and commitment to:

- Accessibility
- Accountability
- Building Relationships
- Diversity
- Innovation
- Leadership
- Quality
- Student Success
- Teamwork

Our values define who we are and guide us in conducting our business every day. Our values are our morals - what are important to us at our college.

Board of Trustees

Todd Smith	Chairman
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Quality Enhancement Plan

As directed by the Southern Association of Colleges and Schools Commission on Colleges, Vernon College is in the development phase of creating a second Quality Enhancement Plan. A requirement for accreditation reaffirmation purposes, the

Quality Enhancement Plan describes a course of action for enhancing educational quality. The specific compliance requirements are as follows:

- CR 2.12: The institution has developed an acceptable Quality Enhancement Plan (QEP) that includes an institutional process for identifying key issues emerging from institutional assessment and focuses on learning outcomes and/or the environment supporting student learning and accomplishing the mission of the institution.
- CS 3.3.2: The institution has developed a Quality Enhancement Plan that (1) demonstrates institutional capability for the initiation, implementation, and completion of the QEP; (2) includes broad-based involvement of institutional constituencies in the development and proposed implementation of the QEP; and (3) identifies goals and a plan to assess their achievement.

Federal Compliance (non-discriminatory statement)

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.

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

Seymour Learning Center

200 Stadium Drive, Seymour Texas 76380, Telephone: 940-889-3133

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 public schools and other facilities in the Vernon College service area. Among the locations are those at Burkburnett, City View, Holliday, Iowa Park, Paducah, Quanah, Vernon, and Wichita Falls.

FACILITIES

Barrier Free Campus

The College recognizes that individuals with disabilities should be encouraged to further their education and has made available facilities free of barriers and which aide and assist students with physical disabilities.

Campus Police

The VC Campus 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 may also employ additional security officers to provide safety for faculty, staff and students. The Vernon campus and Wichita Falls centers are subject to electronic surveillance as well as regular physical security measures. Please visit the Campus Police web-page on the Vernon College website for information about: Emergency Procedures, Campus Carry, Clery Act, Annual Fire Safety Report, Security Report & Crime Awareness Statistics, Sexual Assault Policy, Parking Permits, and Ways to Report a Crime to Campus Police. The Campus Police are under the supervision of the Dean of Student Services.

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 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.

Bookstore

The College 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.

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.

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 teams (men's and women's) compete 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. It is a requirement for all student athletes to perform an initial drug test at the start of the fall season, as well as random screens throughout the rest of the year. 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.

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.

Century City Fitness Center

The Century City Fitness Center is designed to serve the needs of VC students, employees, and community members. To accomplish this purpose, the CCC Fitness Center is open Monday through Saturday (hours vary) to provide access to our gym facilities for weight training, cardiovascular workouts, and many diverse exercise classes. Dressing rooms and shower facilities are available.

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 GED, CLEP, and HESI. The Testing Centers also provide entrance exams to specific programs as requested. Students enrolled in Internet and Hybrid courses may use the Instructional Testing Centers for required proctored tests. The Testing Centers have flexible hours and offer all entrance testing by appointment. For more information regarding hours of operation and fees consult the Vernon College website or contact the Wichita Falls (ext. 3278) or Vernon (ext. 2317) Testing Center. The Testing Centers are under the supervision of the Dean of Student Services.

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 on campus and at all major center locations with over 29,000 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 research guides, 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.

COLLEGE CALENDAR 2018-2019

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center*^	August 8
College Wide Faculty and Staff Development	August 20
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	August 21
On-site Advising, Course Scheduling & Final Registration at Century City Center^	August 22-23
Instructional Services Faculty Development	August 24
Fall 16-week & Fall I Classes Begin	August 27
Fall 16-week & Fall I Schedule Changes	August 27-29
Labor Day - No Classes & All VC Locations Closed	September 3
Vernon College Sports Day	October 9
Fall I Final Examinations	October 16-17
Fall II On-site Advising, Course Scheduling & Final Registration at Century City Center^	October 17
Fall II On-site Advising, Course Scheduling & Final Registration at Vernon campus^	October 18
Fall II Classes Begin	October 22
Fall II Schedule Changes ^	October 22-23
Thanksgiving Holidays - No Classes & All VC Locations Closed	November 21-24
Fall 16-week & Fall II Final Examinations~	December 10-13
December Mini On-site Advising, Course Scheduling & Final Registration^	December 13
December Mini Classes Begin	December 14
December Mini Schedule Changes	December 14
Commencement - No Ceremony	December 15
Christmas Break & All VC Locations Closed	Dec. 22- Jan. 6
December Mini Final Examinations~	January 3, 2019

SPRING SEMESTER, 2019

On-site Advising, Course Scheduling & Registration at Sheppard Learning Center*^	December 4, 2018
College Wide Faculty and Staff Development	January 14
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	January 15
On-site Advising, Course Scheduling & Final Registration at Century City Center^	January 16-17
Instructional Services Faculty Development	January 18
Martin Luther King Jr. Birthday Observed - No Classes & All VC Locations Closed	January 21
Spring 16-week & Spring I Classes Begin	January 22
Spring 16-week & Spring I Schedule Changes	January 22-24
Spring I Final Examinations~	March 13-14
Spring II On-site Advising, Course Scheduling & Final Registration at Century City Center^	March 13
Spring II On Site Advising, Course Scheduling & Final Registration at Vernon campus^	March 14
Spring Break - No Classes & All VC Locations Closed	March 18-23
Spring II Classes Begin	March 25
Spring II Schedule Changes	March 25-26
Easter Holiday - No Classes & All VC Locations Closed	April 19-20
Spring 16-week & Spring II Final Examinations~	May 13-16
Commencement - Ceremony at 10:30 a.m.	May 18
SUMMER SEMESTER, 2019	
On-site Advising, Course Scheduling & Registration at Sheppard Learning Center^	May 7
On-site Advising, Course Scheduling & Final Registration at Vernon campus^	May 22
On-site Advising, Course Scheduling & Final Registration at Century City Center^	May 23
Memorial Day Holiday - All VC Locations Closed	May 27
Summer 11-week and Summer I Classes Begin	June 3
Summer 11-week and Summer I Schedule Changes ^	June 3-4

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
Summer I Final Examinations~	July 2-3
Independence Day Holiday - No Classes & All VC Locations Closed	July 4
Summer II Classes Begin	July 8
Summer II Schedule Changes	July 8-9
Summer 11-week & Summer II Final Examinations~	August 7-8
Commencement - No Ceremony	August 10

ADMISSIONS/REGISTRAR

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 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 ID 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. Provide immunization documentation if required. (Please see "Immunizations" section (p. 16) below)
5. 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.
6. 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.
7. 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).

8. 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.
9. 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 (p. 38) 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 - 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 should 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 22 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.

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 Vernon College does not guarantee acceptance into individual career and technical education programs (such as, nursing, surgical technology, and others) which may have additional outside accreditation requirements. For specific “Program Admission Requirements” please see that program’s outline 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 date, and individual courses completed must be presented for admission. The holder of a high school certificate of completion is not considered a graduate for admission purposes.

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), is eligible for admission. A copy of the student’s test scores must be presented for admission.

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 chair, program director or coordinator, instructional administrator, and/or the 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 students may be admitted to concurrent enrollment (taking college courses for credit before graduation from high school) by receiving permission from their high school principal, parent, and designated college administrators.

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 of the Texas Success Initiative assessment. 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 U.S. Immigration and Customs Enforcement (ICE) to accept students seeking Associate Degrees at the Vernon Campus and Century City Center.

Students who still reside in the U.S. and have fallen out of F-1 status at a previous institution will need to apply for reinstatement to F-1 status at that institution before applying to Vernon College. Students who have fallen out of F-1 status will not be

accepted to Vernon College until F-1 status has occurred or the student has departed the country.

Admission Requirements for Foreign Student

1. Complete the application for admission and include the \$50 application fee.
2. Provide 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 accessible in the U.S. in an amount not less than \$17,000.00 per year of anticipated enrollment. Financial aid programs are not available to foreign students. The U.S. Immigration and Customs Enforcement 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 60 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, including Bacterial Meningitis (Texas) requirement, 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 state that a student admitted under provisions such as individual approval are not eligible for Federal 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 information for requirements.

Conditional Admission

Conditional (temporary) admission may be granted to applicants who have not provided all documents required by the on-site registration dates. Students admitted as conditional are considered a regular student. A regular student is someone who is enrolled or accepted for enrollment for the purpose of obtaining a degree or certificate offered by Vernon College. 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. 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.

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 currently 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. No refunds based on residency changes will be issued to a student after the current semester census date.

Vernon College Baseball Scrimmage Fall 2015

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.

Vernon College Staff handing out t-shirts on Sports Day 2015 on the Vernon Campus

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:
 - i. 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
 - ii. is self-employed in Texas or is living off his/her earnings; or
 - iii. 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.

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.

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 online 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 classes, including online courses, are available online.

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 web page. 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.

COURSE AVAILABILITY Select Course Availability and choose the semester and department you wish to view. Press the Display Schedule 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.

CLASS SCHEDULE Select Schedule and choose the semester you wish to view. Press the Display Schedule 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. 2291 in Vernon or (940) 696-8752 ext. 3208 in Wichita Falls.

GRADE VIEWER Select Grade Viewer 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 Academic Transcript. If you need your semester grades for employment or other verification, please request an official transcript at the Admissions and Records Office.

ACADEMIC (UNOFFICIAL) TRANSCRIPT View and print your unofficial transcript during your Vernon College enrollment.

DEMOGRAPHIC INFO View your personal information, address, email 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.

STUDENT HOLDS Lists any holds that a student may have on his/her grades, registration, or official transcript.

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 Used Saved Plan 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.

ACCOUNT INFO 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. 2291 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.

FINANCIAL AID TRANSCRIPT View the student's financial aid cumulative completion numbers and GPA for financial aid Satisfactory Academic Progress (SAP) requirements.

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

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

OPEN REGISTRATION

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.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school 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 school 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding

the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the school also 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 the College 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

Areas in which student records are maintained include the following: admission and academic records (Office of Admissions and Records), financial aid records (Office of Financial Aid), financial records (Business Office), advising, disciplinary, and placement records (Office of Student Services), housing records (Housing Director's Office), testing records (Testing Centers), student health records (Health Clinic), athletic records (Athletic Director's Office) and progress records (faculty offices).

Directory Information Directory information is information that 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 semester or the first four class days of a five and one-half week summer semester. This request will apply only to the current enrollment period; therefore, the student must file a written request for each subsequent enrollment. 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.

Forms

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.

Current Students

OFFICIAL COMMUNICATIONS

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

EARLY ALERT

An Early Alert is a student notification early warning system utilized by the faculty to inform students when they are concerned about the student's academic progress in their class. Early Alerts can be sent for unsatisfactory academic progress, frequent absenteeism, or other concerns of the instructor. If a student receives an Early Alert, it is because the instructor is concerned about progress in the class. This could be due to: an excessive number of absences, not turning in assignments, low grades, or students who indicate they are struggling with social or personal issues. Instructors are not required to send Early Alerts. Early Alerts are sent only to the Vernon College issued student email address. Early Alert warnings can also be monitored by other Vernon College departments including but not limited to Student Success and Financial Aid but are not seen by other Vernon College instructors or advisors. Instructors can also use the Early Alert system to notify Student Services of students who appear to be in crisis or students who breach the Academic Integrity Policy. The purpose of the Early Alert is so that the student realizes their success in class is at risk and that the student will seek assistance through Vernon College student support services.

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 sixty semester hours and has not earned an associate degree. The unclassified category is for the student with sixty 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.

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 courses, labs, and other one-semester-hour courses are not included. The maximum load for a student is six regular courses or no more than 18 total hours in a Fall or Spring 16-week semester, and/or two (2) 8-week semesters (maximum load is restricted to three regular courses during each eight-week semester), without the approval of the Vice President of Instructional Services.

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 Vice President of Instructional Services for an additional enrollment. No more than fourteen total hours may be attempted in a summer semester of eleven (11) weeks or two (2) summer semesters of five and one-half weeks each.

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 can be made through the Admissions and Records Office at either the Vernon Campus or the Century City Center. 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 load 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.

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 Vice President 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 other Texas public institutions 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.

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 official 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 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.

REPEATING COURSES

A course may be repeated if a student desires to improve a grade received in the course. All grades earned will remain on the student's transcript, but the higher grade will be considered the grade of record included in the GPA. Students planning to transfer to another college or university should check with the Registrar's Office at that institution to determine the repetition policy at the receiving institution.

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 students are recognized each fall and spring semester.

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 may vary from the above guidelines. Students should review departmental handbooks for specific requirements.

REVERSE TRANSFER

The opportunity to earn an Associate in Arts or Associate in Science degree at Vernon College is also available after the student has transferred to a Texas public university. This process is designed for students who transfer before completion of their associate degree. A student must earn at least twenty-five (25%) percent of the college-level courses for the degree in residence at Vernon College. Please contact the transfer university, after completion of the required course work, for additional information regarding reverse transfer.

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. Texas public senior colleges and universities will usually accept up to sixty-six (66) hours of credit from a two-year 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 Vice President 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.

Graduation

GRADUATION APPLICATION AND CEREMONY ATTENDANCE

In order to receive a diploma for a degree or certificate, and to facilitate planning for the graduation ceremony, students are required to apply for graduation before the published deadlines. The application for graduation is filed with the Office of Admissions and Records. Degrees or Certificates which are not applied for may be awarded and posted on the student's transcript when earned. 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.

<http://www.vernoncollege.edu/Resources/Admissions/Application%20for%20Graduation.pdf>

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.

Designation	GPA
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.

Designation	GPA
High Honors	3.8 – 4.0
Honors	3.5 – 3.79

For the May spring graduation ceremony only, the above honors may be based on the student's GPA at the close of 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.

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. Return all properties of the College, including library books.
6. 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.
7. Pass all sections of the state approved placement test (Level I 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.

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. 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. Students 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 identity and statement of educational purpose, and verification of high school completion status. If the student's FAFSA is flagged for unusual enrollment history, the student must submit the required unusual enrollment history form and official academic transcripts from all schools attended during 2014-15, 2015-16, 2016-17 and 2017-18. Students must complete the verification process by the deadline published in the Federal Register. The 2018-19 deadline is September 21, 2019, or 120 days after the last day of the student's enrollment, whichever is earlier. 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 applied 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 student's cost of attendance and the expected family contribution (EFC), as calculated by the Department of Education. The average cost of attendance at Vernon College is available at www.vernoncollege.edu/financial-aid-home-page.

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. 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.

Financial Aid Priority Deadlines

SEMESTER	CLASSES BEGIN	PRIORITY DEADLINE
Fall and Fall I	August 27, 2018	June 27, 2018
Fall II	October 22, 2018	August 22, 2018
December Mini	December 14, 2018	October 14, 2018
Spring and Spring I	January 22, 2019	November 1, 2018
Spring II	March 25, 2019	January 25, 2019
Summer and Summer I	June 3, 2019	April 3, 2019
Summer II	July 8, 2019	May 8, 2019

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 applied for admission to Vernon College 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 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 www.vernoncollege.edu/financial-aid-forms.

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.

Enrollment Status

For most students, the amount of financial aid they will receive is based on his or her enrollment status on the day after the census date, and awards will be adjusted accordingly. For students who are awarded after the census date, the amount of financial aid they will receive is based on his or her enrollment status as of the date they are awarded. 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. 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. Audit means to attend a course without working for or expecting to receive formal credit; therefore, audit classes cannot be included to determine a student's 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 web page. 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 Vernon College (VC) Office of Financial Aid, must demonstrate satisfactory academic progress. The VC Financial Aid Satisfactory Academic Progress policy is separate and stricter than VC Admissions and Records academic standards. Coursework attempted and grades earned in semesters forgiven through the state of Texas' "Academic Fresh Start" program will be included in the satisfactory academic progress calculation. The student's Financial Aid Transcript that is located in Campus Connect under the Account Information option, and not the VC academic transcript, is the transcript used for all satisfactory academic progress calculations. The financial aid cumulative GPA and the number of hours attempted and earned could be different than the student's academic cumulative GPA and number of hours attempted and earned. All periods of enrollment at VC must be counted, including any semester in which the student did not receive financial aid. 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. There are three standards for satisfactory progress: qualitative, quantitative and maximum time frame.

Qualitative – The qualitative measure evaluates the quality of academic work using standards measurable against a norm. Students must maintain a cumulative GPA of at least 2.0. Grades of A, B, C, D, F and WF contribute toward the GPA. Grades of W, P, I, AU and U do not. With the exception of all developmental math classes, all grades are included in the student's GPA. This includes all other developmental coursework and repeated courses. All developmental math classes are taken on a pass/fail basis and are not included in the student's GPA. However, pass fail grades (P/U) are counted in the quantitative measure and are considered the qualitative measure for these courses. All grades, including developmental coursework and repeated courses, are included in the student's GPA. Transfer grades are not included in the GPA calculation

Quantitative – The quantitative measure is the pace of completion required to make sure the student completes within maximum time frame. Students must have a successful pace of completion rate that is at least sixty-seven (67%) percent of all courses attempted at VC. This includes both developmental and college-level coursework. Successful completion is measured by grades of A, B, C, D, and P. Grades of F, W, WF, U, I, and AU are counted toward the total hours attempted but not successfully completed. Repeated courses are included in the pace of completion calculation. Pace of completion is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. The VC Office of Financial Aid will use standard rounding rules when calculating percentages under the quantitative measurement.

FAILURE TO MAINTAIN SATISFACTORY PROGRESS

Financial Aid Warning. Students who fail to meet one or more of the satisfactory academic progress 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 satisfactory academic progress 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 the satisfactory academic progress standards are not met, the student will be placed on financial aid suspension. Students cannot appeal a financial aid warning status.

Financial Aid Suspension. Financial aid suspension occurs when the student does not meet the satisfactory academic standards for two consecutive semesters. Financial aid suspension also occurs if the student receives all F's, WF's or U's or a combination of all F's, WF's, W's and/or U's for attempted classes in a semester. The Director of Financial Aid also reserves the right, through professional judgement, to place a student of financial aid suspension. Students will not receive financial aid, including student loans, while on financial aid suspension. Students placed on financial aid suspension may continue to enroll at VC, but must pay for their coursework and expenses from their own funds. Enrolling and paying for courses as well as successfully completing courses can assist in regaining the student's eligibility. Financial aid suspension will last a minimum of one semester. Students can regain eligibility by reenrolling at VC and having a cumulative GPA of at least 2.0, a cumulative successful pace of completion of at least 67%, and remain within the 150% maximum time frame. When this is accomplished, the student will be removed from financial aid suspension and therefore eligible for financial aid. **STUDENTS ARE RESPONSIBLE FOR NOTIFYING THE OFFICE OF FINANCIAL AID WHEN THEY BELIEVE THEY HAVE REGAINED ELIGIBILITY FOR FINANCIAL ASSISTANCE.**

Financial Aid Probation. Students who successfully appeal their financial aid suspension status will be placed on financial aid probation for one semester. Vernon College can require that a student on financial aid 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. 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. Failure to do so will result in the student being placed on financial aid suspension.

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 satisfactory academic progress 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 satisfactory academic progress 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 satisfactory academic standards by a specific point in time. Students, who are appealing the maximum time frame limit, must be meeting the requirements for 67% completion and a 2.0 cumulative GPA in order for this appeal to be approved. 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.

Maximum Time Frame

Federal regulations specify that the maximum time frame for program completion may not exceed 150 percent (150%) 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, Vernon College 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 accepted transfer credits that apply toward the new or current program in the maximum time frame calculation. 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 immediately becomes ineligible for aid.

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.

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 that is below the cap as defined by the Texas Higher Education Coordinating Board; are registered with selective service (if required); and have not been convicted of a felony or crime involving a controlled substance. Initial recipients must be enrolled in the first 30 hours of an associate's degree or certificate program and must meet Vernon College's satisfactory academic progress standards. Continuing eligibility requires the student to have a financial aid cumulative GPA of 2.5 or higher and a 75% successful completion rate in his or her most recent academic year. The maximum time frame for receiving the grant is the first of: 4 years from the start of the semester in which the student received the first award through the program; 75 semester credit hours attempted while receiving the grant; or completion of an associate degree. The maximum TEOG Grant is determined by the Texas Higher Education Coordinating Board. Award amounts will be prorated in relation to the student's enrollment status on the day after the census date. In order for eligible recipients to receive a renewal award for the 2018-19 school year, they must complete their financial aid file by August 1, 2018. Students who fail to meet this deadline cannot be guaranteed a renewal award.

College Work-Study Employment Programs. Both the federal and state 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 work-study program does not make the student eligible for unemployment compensation when the job is terminated and/or the school term ends. Students in the state work-study program 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. Federal regulations limit the benefits of the direct loan subsidy to an aggregate period of no more than 150% of program length and applies only to first-time borrowers as of July 1, 2013. Once that limit has been exceeded, a student may borrow only unsubsidized loans, and will begin to incur interest charges on outstanding subsidized loans. 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 online 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. 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/financial-aid-forms.

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.

Veterans Education Assistance

Vernon College recognizes the significant value that service members and veterans bring to our college. We believe it is important that they receive the best possible educational experience. We are committed to the practices set forth in the Principles of Excellence and The 8 Keys to Veterans' Success.

Principles of Excellence

- Provide students with a personalized Financial Aid Shopping Sheet covering the total cost of an education program.
- Inform students who are eligible to receive Veterans education benefits of the availability and potential eligibility of Federal financial aid before packaging or arranging private student loans or alternative financing programs.
- Avoid fraudulent and unduly aggressive recruiting techniques as well as misrepresentations, payment of incentive compensation, and failure to meet State authorization requirements.
- Obtain the approval of the institution's accrediting agency for new courses or program offerings prior to enrolling students.
- Accommodate service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements.
- Align institutional refund policies with those under Title IV, which governs the administration of Federal student financial aid programs.
- Provide educational plans for all military and Veteran education beneficiaries.
- Designate a point of contact to provide academic and financial advising.

The 8 Keys to Veterans' Success

1. Create a culture of trust and connectedness across the campus community to promote well-being and success for veterans.
2. Ensure consistent and sustained support for veterans from campus leadership.
3. Implement an early alert system to ensure all veterans receive academic, career, and financial advice before challenges become overwhelming.
4. Coordinate and centralize campus efforts for all veterans, together with the creation of a designated space (even if limited in size).
5. Collaborate with local communities and organizations, including government agencies, to align and coordinate various services for veterans.
6. Utilize a uniform set of data tools to collect and track information on veterans, including demographics, retention and degree completion.
7. Provide comprehensive professional development for faculty and staff on issues and challenges unique to veterans.
8. Develop systems that ensure sustainability of effective practices for veterans.

Veterans Benefits

Vernon College is an approved training institution for VA education benefits. The Veterans Services Office at Vernon College assists eligible service persons, veterans and their dependents 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 33 - Post 9/11 GI Bill®
- Chapter 35 - Survivors' and Dependents' Educational Assistance Program
- Chapter 1606 - Montgomery GI Bill® for Selected Reserve

Information on education benefits for veterans and dependents is available on the Vernon College Veterans Services website at www.vernoncollege.edu/handbook-for-veterans, including links to the Department of Veteran Affairs and the Texas Veterans Commission. Applications should be submitted directly to the Department of Veterans Affairs, preferably electronically.

Additional Information regarding the use of VA benefits at Vernon College is available in the Vernon College Handbook for Veterans. This document is available on the Vernon College Veterans Services page referenced above.

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.tvc.texas.gov/Hazlewood-Act.aspx as well as from the Vernon College Veterans Services webpage at www.vernoncollege.edu/handbook-for-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).

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. The required Hazlewood paperwork must be submitted as a complete packet prior to the last date of the semester. Incomplete packets will not be accepted. Information on Hazlewood benefits and a checklist of required documentation is available at the Vernon College Veterans Services Office web page.

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.

Scholarships and Awards

Deadline for Application. The deadline for applying for scholarships is **March 1**. The online scholarship applications are available on the Vernon College Website at, <https://vernoncollege.academicworks.com/> during the application period.

The Vernon College Scholarship Committee offers 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 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. The online scholarship application must be completed annually.

VERNON COLLEGE SCHOLARSHIPS

General Academic Scholarships

AEP Texas

AT & T Scholarship

American Association of University Women

Harold and Ann Beam Memorial

M. K. Berry

Electra Waggoner Biggs

Bradley James Bolton
Orlin Brewer
Central Christian Church/Elizabeth Justin Memorial
Colley Family
The Troy Clement Family
Ryan Collins Memorial
Susan and Kelly Couch
Nancy and Carl Craighead
Daughters of the American Revolution, Western Trail Chapter
Pauline Mitchell Dunn and Husband, H. A. Dunn
Ann Thurston Embry
Jack and Elizabeth Eure
Dr. Jim Farber Phi Theta Kappa
Carl and Edith Claire Flores
Mr. and Mrs. J. N. Fulcher
D. O. and Alma Fulton Memorial
Dr. A. C. Gettys Memorial
Blake and Ruth Gooch Memorial
Curtis Graf
Kathleen and Frank Grima
Dr. and Mrs. John B. Hardin
Elray and Margaret Hardy Annual Scholarship
W. S. "Bill" Heatly Memorial
Cheryl and Bill Henry and Robert and Hazel Henry
Herring Bank
Roy and Gretta Hogan Foundation
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
Tiffany Dawn Mason Memorial
Mr. and Mrs. Clarence McCaleb Memorial
James N. McCoy Foundation Scholarship

Pinky McCully
 Clinton "Bud" and June McLain
 Emmet and Janet Maxon
 Meads Family
 John H. Mikkelsen
 John Mikkelsen First National Bank of Wichita Falls
 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
 Rock Crossing Baptist Church
 Rotary Club of Vernon
 Lola Agness Russell
 W. P. and Jimmie L. Seale Family
 Snell Charitable Foundation
 Jim and Pat Spears
 Grady Douglas Stowe Memorial
 James and Lou Sullivan
 Linton and Jewel Sullivan and Charles F. Sullivan
 Texoma Business Woman Scholarship
 Gene and Naomi Thomas
 Gene and Jo Ann Tyra
 United Supermarkets Employees and Dependents
 Fredericka "Rikki" Boyd Van Pelt
 Vernon Business and Professional Women's Club
 Vernon College Employees
 Vernon College Employees Forum
 Vernon College Faculty Senate
 Vernon College Foundation General
 Vernon College Memorial
 Vernon College 25th Anniversary/Vernon Lions Club
 Vernon Lions Club Memorial
 Vernon Retired Teachers Association
 Vernon Street Machine & Classics Association
 VFW Ladies Auxiliary Post 4747, Scholarship 1
 VFW Ladies Auxiliary Post 4747, Scholarship 2
 VFW Ray Cox Post 4747
 Waggoner National Bank
 Wilbarger Soil and Water Conservation District
 Bill and Betty Wright
 Bob and Anna Wright Area High Schools
 Cecelia and Kelly Wright
 Janet Gail Wright
 Wright Brand Foods, Inc.
 Wyvon L. Wright

Athletic Scholarships

L. L. "Monk" Chiles Rodeo
Robert Mitchell Rodeo
Santa Rosa Roundup
Joe Chat Sumner Athletic
Jackie and Barbara White Memorial

Allied Health and Nursing Scholarships

Cindy Asher Memorial (Surgical Technology)
Bonnie Barnard Memorial (Surgical Technology)
Tom and Mary Elliott
Al Garcia Memorial EMS
C. V. Morgan Memorial
Mary Anderson Sumner Nursing
E. Paul and Helen Buck Waggoner Foundation
Erle and Emma White Foundation Nursing
Wichita County Educational Foundation

Career and Technical Education Scholarships

Mr. and Mrs. Clois B. Morris; Mr. and Mrs. G. C. Morris
Altrusa Pat Nice Memorial
Stanley and Betty Ray - HVAC
Phillip Lawrence Sund Memorial
Vernon College Law Enforcement/EMT
Vernon College Cosmetology

Music Scholarships

Vicki Pennington Music
Jeanne Ross Endowed Music

ANNUAL SCHOLARSHIPS

Cindy Asher Memorial
Bonnie Barnard Memorial
Colley Family
Daughters of the American Revolution, Western Trail Chapter
Frankie Lee Ann Foster Memorial
Elray and Margaret Hardy
Roy and Gretta Hogan Foundation
James N. McCoy Foundation
Vernon College Law Enforcement/EMT

Vernon College Cosmetology
E. Paul and Helen Buck Waggoner Foundation
Wichita County Educational Foundation
Wilbarger County Farm Bureau
Wilbarger Soil and Water Conservation District

TUITION AND FEES

Schedule of Charges

VERNON CAMPUS

Fiscal Year 2018 - 2019

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		
	Tuition	Fees	Total	Tuition	Fees	Total
1	\$ 50.00	\$ 50.00	\$ 100.00	\$ 95.00	\$ 50.00	\$ 145.00
2	100.00	100.00	200.00	190.00	100.00	290.00
3	150.00	150.00	300.00	285.00	150.00	435.00
4	200.00	200.00	400.00	380.00	200.00	580.00
5	250.00	250.00	500.00	475.00	250.00	725.00
6	300.00	300.00	600.00	570.00	300.00	870.00
7	350.00	350.00	700.00	665.00	350.00	1,015.00
8	400.00	400.00	800.00	760.00	400.00	1,160.00
9	450.00	450.00	900.00	855.00	450.00	1,305.00
10	500.00	500.00	1,000.00	950.00	500.00	1,450.00
11	550.00	550.00	1,100.00	1,045.00	550.00	1,595.00
12	600.00	600.00	1,200.00	1,140.00	600.00	1,740.00
13	650.00	650.00	1,300.00	1,235.00	650.00	1,885.00
14	700.00	700.00	1,400.00	1,330.00	700.00	2,030.00
15	750.00	750.00	1,500.00	1,425.00	750.00	2,175.00
16	800.00	800.00	1,600.00	1,520.00	800.00	2,320.00
17	850.00	850.00	1,700.00	1,615.00	850.00	2,465.00
18	900.00	900.00	1,800.00	1,710.00	900.00	2,610.00
19	950.00	950.00	1,900.00	1,805.00	950.00	2,755.00
20	1,000.00	1,000.00	2,000.00	1,900.00	1,000.00	2,900.00

Semester Hours	Non-Texas or Foreign Resident		
	Tuition	Fees	Total
1	\$ 200.00	\$ 50.00	\$ 250.00
2	320.00	100.00	420.00
3	480.00	150.00	630.00
4	640.00	200.00	840.00
5	800.00	250.00	1,050.00
6	960.00	300.00	1,260.00
7	1,120.00	350.00	1,470.00
8	1,280.00	400.00	1,680.00
9	1,440.00	450.00	1,890.00
10	1,600.00	500.00	2,100.00
11	1,760.00	550.00	2,310.00
12	1,920.00	600.00	2,520.00
13	2,080.00	650.00	2,730.00
14	2,240.00	700.00	2,940.00
15	2,400.00	750.00	3,150.00
16	2,560.00	800.00	3,360.00
17	2,720.00	850.00	3,570.00
18	2,880.00	900.00	3,780.00
19	3,040.00	950.00	3,990.00
20	3,200.00	1,000.00	4,200.00

2. Other General Student Fees

A. Late Registration Fee (nonrefundable)	\$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. Liability Insurance Fee (nonrefundable)	\$20.00
E. Excess Developmental Course Work Fee (exceeding 18 hours) per semester credit hour	\$75.00
F. 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.

Books and supplies are additional out-of-pocket expenses. Therefore, students must bring money for the purchase of books and supplies. These expenses should not be included with payments for tuition and other related expenses. Such expenses may range from \$500 to \$1,000 per semester, depending on a student's major and class load.

CENTURY CITY CENTER, SKILLS TRAINING CENTER AND INTERNET COURSES

Fiscal Year 2018 - 2019

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 Texas Resident			Non-Wilbarger County Texas Resident		
	Tuition	Fees	Total	Tuition	Fees	Total
1	\$ 50.00	\$ 120.00	\$ 170.00	\$ 95.00	\$ 120.00	\$ 215.00
2	100.00	240.00	340.00	190.00	240.00	430.00
3	150.00	360.00	510.00	285.00	360.00	645.00
4	200.00	480.00	680.00	380.00	480.00	860.00
5	250.00	600.00	850.00	475.00	600.00	1,075.00
6	300.00	720.00	1,020.00	570.00	720.00	1,290.00
7	350.00	840.00	1,190.00	665.00	840.00	1,505.00
8	400.00	960.00	1,360.00	760.00	960.00	1,720.00
9	450.00	1,080.00	1,530.00	855.00	1,080.00	1,935.00
10	500.00	1,200.00	1,700.00	950.00	1,200.00	2,150.00
11	550.00	1,320.00	1,870.00	1,045.00	1,320.00	2,365.00
12	600.00	1,440.00	2,040.00	1,140.00	1,440.00	2,580.00
13	650.00	1,560.00	2,210.00	1,235.00	1,560.00	2,795.00
14	700.00	1,680.00	2,380.00	1,330.00	1,680.00	3,010.00
15	750.00	1,800.00	2,550.00	1,425.00	1,800.00	3,225.00
16	800.00	1,920.00	2,720.00	1,520.00	1,920.00	3,440.00
17	850.00	2,040.00	2,890.00	1,615.00	2,040.00	3,655.00
18	900.00	2,160.00	3,060.00	1,710.00	2,160.00	3,870.00
19	950.00	2,280.00	3,230.00	1,805.00	2,280.00	4,085.00
20	1,000.00	2,400.00	3,400.00	1,900.00	2,400.00	4,300.00

Semester Hours	Non-Texas or Foreign Resident		
	Tuition	Fees	Total
1	\$ 200.00	\$ 120.00	\$ 320.00
2	320.00	240.00	560.00
3	480.00	360.00	840.00
4	640.00	480.00	1,120.00
5	800.00	600.00	1,400.00
6	960.00	720.00	1,680.00
7	1,120.00	840.00	1,960.00
8	1,280.00	960.00	2,240.00
9	1,440.00	1,080.00	2,520.00
10	1,600.00	1,200.00	2,800.00
11	1,760.00	1,320.00	3,080.00
12	1,920.00	1,440.00	3,360.00
13	2,080.00	1,560.00	3,640.00
14	2,240.00	1,680.00	3,920.00
15	2,400.00	1,800.00	4,200.00
16	2,560.00	1,920.00	4,480.00
17	2,720.00	2,040.00	4,760.00
18	2,880.00	2,160.00	5,040.00
19	3,040.00	2,280.00	5,320.00
20	3,200.00	2,400.00	5,600.00

2. Other General Student Fees

A.	Late Registration Fee (nonrefundable)	\$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.	Liability Insurance Fee (nonrefundable)	\$20.00
E.	Excess Developmental Course Work Fee (exceeding 18 hours) per semester credit hour	\$75.00
F.	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.

Books and supplies are additional out-of-pocket expenses. Therefore, students must bring money for the purchase of books and supplies. These expenses should not be included with payments for tuition and other related expenses. Such expenses may range from \$500 to \$1,000 per semester, depending on a student's major and class load.

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

Fiscal Year 2018 - 2019

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 Texas Resident			Non-Wilbarger County Texas Resident			Non-Texas or Foreign Resident		
	Tuition	Fees	Total	Tuition	Fees	Total	Tuition	Fees	Total
1	\$ 50.00	\$ 65.00	\$ 115.00	\$ 95.00	\$ 65.00	\$ 160.00	\$ 200.00	\$ 65.00	\$ 265.00
2	100.00	130.00	230.00	190.00	130.00	320.00	320.00	130.00	450.00
3	150.00	195.00	345.00	285.00	195.00	480.00	480.00	195.00	675.00
4	200.00	260.00	460.00	380.00	260.00	640.00	640.00	260.00	900.00
5	250.00	325.00	575.00	475.00	325.00	800.00	800.00	325.00	1,125.00
6	300.00	390.00	690.00	570.00	390.00	960.00	960.00	390.00	1,350.00
7	350.00	455.00	805.00	665.00	455.00	1,120.00	1,120.00	455.00	1,575.00
8	400.00	520.00	920.00	760.00	520.00	1,280.00	1,280.00	520.00	1,800.00
9	450.00	585.00	1,035.00	855.00	585.00	1,440.00	1,440.00	585.00	2,025.00
10	500.00	650.00	1,150.00	950.00	650.00	1,600.00	1,600.00	650.00	2,250.00
11	550.00	715.00	1,265.00	1,045.00	715.00	1,760.00	1,760.00	715.00	2,475.00
12	600.00	780.00	1,380.00	1,140.00	780.00	1,920.00	1,920.00	780.00	2,700.00
13	650.00	845.00	1,495.00	1,235.00	845.00	2,080.00	2,080.00	845.00	2,925.00
14	700.00	910.00	1,610.00	1,330.00	910.00	2,240.00	2,240.00	910.00	3,150.00
15	750.00	975.00	1,725.00	1,425.00	975.00	2,400.00	2,400.00	975.00	3,375.00
16	800.00	1,040.00	1,840.00	1,520.00	1,040.00	2,560.00	2,560.00	1,040.00	3,600.00
17	850.00	1,105.00	1,955.00	1,615.00	1,105.00	2,720.00	2,720.00	1,105.00	3,825.00
18	900.00	1,170.00	2,070.00	1,710.00	1,170.00	2,880.00	2,880.00	1,170.00	4,050.00
19	950.00	1,235.00	2,185.00	1,805.00	1,235.00	3,040.00	3,040.00	1,235.00	4,275.00
20	1,000.00	1,300.00	2,300.00	1,900.00	1,300.00	3,200.00	3,200.00	1,300.00	4,450.00

2. Other General Student Fees

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| A. Late Registration Fee (nonrefundable) | \$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. Liability Insurance Fee (nonrefundable) | \$20.00 |
| E. Excess Developmental Course Work Fee (exceeding 18 hours) per semester credit hour | \$75.00 |
| F. 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.

Books and supplies are additional out-of-pocket expenses. Therefore, students must bring money for the purchase of books and supplies. These expenses should not be included with payments for tuition and other related expenses. Such expenses may range from \$500 to \$1,000 per semester, depending on a student's major and class load.

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

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 have attempted no more than three (3) hours in excess of the minimum number of semester credit hours required to complete the degree.

SPECIAL SERVICES

ADA Accommodations

Vernon College provides appropriate accommodations to qualified students in accordance with the Americans with Disabilities (ADA) Act. Accommodations are made on a case-by-case basis. Students with special needs are encouraged to contact the PASS Department Director/Office for Students with Disabilities (OSD) Coordinator as early as possible. Early notice is required to prepare for and provide certain accommodations during 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 provide documentation that qualifies the student as an individual with a disability, as defined by law, and supports the requested accommodation. For more information about documentation guidelines, please visit www.vernoncollege.edu/documentation-guidelines. The student is also responsible for providing current and accurate contact information and for meeting with PASS Department personnel to sign paperwork and receive instructor letters. Special arrangements may be made for distance education students who never travel to one of the Vernon College locations. 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-home. Students may also email jshoemaker@vernoncollege.edu or dlehman@vernoncollege.edu or call (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.

PASS DEPARTMENT TUTORING CENTERS

The PASS Department Tutoring Centers at the Vernon Campus and the Century City Center provide help in accessing the online tutoring service, Net Tutor, as well as information about group tutoring and study groups. The Tutoring Centers also provide free in-house essay tutoring, computer usage, including internet access, and a quiet place to study or read. In addition, tutoring service may be arranged at the Skills Training Center with advance notice. Students may request help at one of the following locations:

Vernon Campus: Room 217 - Amber Hunsaker, ahunsaker@vernoncollege.edu, (940) 552-6291, Ext 2309

Century City Center: Room 111 - Clinton Wagoner, cwagoner@vernoncollege.edu, (940) 696-8752, Ext. 3257

Skills Training Center: Room 105 - Debbie Richard, drichard@vernoncollege.edu, (940) 766-3369, Ext. 7100

For more information, please visit www.vernoncollege.edu/tutoring-centers.

Resource Center

The Resource Center provides students with information about agencies that may be able to provide financial assistance, such as help with utilities, house, child care, and educational expenses. More information and a Resource Information Request Form can be found at www.vernoncollege.edu/Additional-Resources. For more information contact Jane Robinson via email at (jrobinson@vernoncollege.edu) or by phone at 940-552-6291/940-696-8752, ext. 2325.

Interpreter Services

Students who are deaf may request interpreter services through the Office for Students with Disabilities (OSD). For information concerning this request, please see the Interpreter Requests page on the college website at www.vernoncollege.edu/interpreter-requests

Students with Disabilities and Attendance Issues Policy

Faculty determines class attendance policy at Vernon College. The Office for Students with Disabilities (OSD) 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/students-with-disabilities-and-attendance-issues.

Service Animal Policy

According to the amended ADA, the definition of a service animal is “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.” The work or tasks performed by a service animal must be directly related to the individual’s disability. Dogs whose sole function is “the provision of emotional support, well-being, comfort, or companionship” are **not** considered service dogs under the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. This policy can be seen in its entirety at the following website location: <http://www.vernoncollege.edu/service-animal-policy>.

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/ADA.

New Beginnings

The New Beginnings Program provides financial assistance in the form of textbooks and either child care or gas reimbursement for qualified economically disadvantaged students pursuing a Career and Technical Education certificate/degree or certain academic degrees approved by New Beginnings. Applications are available at the following locations: Century City Tutoring Center- Room 111; Vernon Campus - Wright Library, Room 223 or at the New Beginnings website: vernoncollege.edu/new-beginnings. For more information contact Jane Robinson via email at (jrobinson@vernoncollege.edu) or by phone at 940-552-6291/940-696-8752, ext 2325.

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.

Student Advisement

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 the Vernon and Century City Center 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. 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 GED, CLEP, and HESI. VC Testing Centers also provide entrance exams to specific programs as requested by the Vernon College program. Students enrolled in Internet and Hybrid courses may use the Instructional Testing Centers for required proctored tests. The Testing Centers have flexible hours and offer all entrance testing by appointment. For more information regarding hours of operation and fees consult the Vernon College website or contact the Wichita Falls (ext. 3278) or Vernon (ext. 2317) Testing Center. The VC Testing Centers are under the supervision of the Dean of Student Services.

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.

COURSE SCHEDULE ADVISOR (CSA)

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 the Vernon Campus and Century City Center. Dates and times the CSA centers are open are posted in the Advising and Registration Guide. 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) Law was substantially amended by the Texas Legislature effective August 26, 2013. If you have any questions please contact Vernon College Student Services. The Texas Success Initiative information is covered in depth during New Student Orientations.

The Texas Success Initiative intends to assess a student’s **College Readiness** for college level academic coursework by testing reading, writing, and math ability. **College Readiness** is a term designated by the State of Texas to indicate a student’s ability to successfully enroll and progress in first year college level academic coursework.

College Readiness Clear or Not Clear - Vernon College uses the terms “Clear” or “Complete” to designate if a student has passed all 3 areas of the TSI Assessment or is exempt. The terms “Not Clear” or “Incomplete” if the student has not passed all 3

sections of the TSI Assessment and is required to take developmental coursework. Vernon College will note on the students' official and unofficial records, if a student is College Readiness Clear or College Readiness Not Clear.

Vernon College participates in the Math Pathways for College Readiness by offering two distinct paths for Math Preparation. A student who chooses the Contemporary Math (Math 1332) Pathway will not be automatically prepared for College Algebra (Math 1314) and may be required to take additional Developmental Math courses for enrollment in College Algebra.

If you do not meet one of the TSI exemptions listed below and want to take academic coursework you must take the Texas Success Initiative Assessment before you enroll in coursework. The Texas Success Initiative Assessment is the only approved placement test after August 26, 2013.

The Texas Success Initiative Assessment is:

- mandatory for all public colleges and universities in Texas
- required by the State of Texas to measure your ability to read, write, and do math at a college level
- a computerized test consisting of a multiple choice exam as well as a writing sample you will receive your results as soon as you finish the exam
- will provide you a multi page print out so that you can see in what areas you did well as well as in what areas you did poorly and will be requiring developmental class work

If a student took another previously state-approved placement test and attended a college or university, those previously state-approved placement test scores can be used. These scores can only be used as a result of the previous college enrollment.

All students are now required to take the Texas Success Initiative Assessment unless they meet one of the exemptions listed below. We encourage you to read the exemptions below carefully to see if you are eligible to claim one of these state approved exemptions. If you are eligible for one of the exemptions you must bring proof of your exemption to the Vernon College Counseling Office.

Students may be College Readiness Clear if they qualify for one of the following exemptions:

Exemptions using other tests:

ACT/SAT/TAKS/STAAR EOC Tests—Students who meet the following standards may be exempt from taking the TSI Assessment test if they have valid ACT, SAT, TAKS, or STAAR EOC scores. It is the student's responsibility to provide official scores to VC to qualify for an exemption prior to enrollment in any college-level courses and prior to expiration of those specific scores.

The minimum exemption standards for these tests are:

Name of Test	Composite Score	English/Verbal Scores	Math Scores	Expiration Date from the date the test is taken
SAT -Taken before February 2016	Combined 1070	500 (Critical Reading Score)	500	5 Years
SAT - Taken after March 2016	N/A	480 (Evidenced Based Reading and Writing)	530	5 Years
ACT	23	19	19	5 Years
TAKS Exit Exam 11th Grade	N/A	2200 with Writing Sub-score of 3	2200	5 Years
STAAR EOC	N/A	4000 on the English III EOC Exam	4000 on Algebra II EOC Exam	5 Years

Other Exemptions:

- Student who transfers to Vernon College from a private institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework may be exempt for portions of the TSI law at Vernon College. The coursework from the private or out of state institution of higher education must have a prerequisite of reading, writing and/or math for the same class at Vernon College. A student may be partially TSI clear in reading and writing but not clear in math or vice versa.
- Previously graduated with an Associate or Baccalaureate degree from an accredited institution of higher education
- Enrolling in a certificate program of 1 year or less (less than 42 semester credit hours)
- Student serving as active duty or active reserves in the US Armed Forces
- Student honorably discharged from Active Duty in the US Armed Forces after August 1, 1990 (student should provide a copy of a DD214)
- High School students who are taking Vernon College coursework as dual credit or concurrent enrollment may be able to use their STAAR English II exam or STAAR Algebra I exam as an “eligibility score.” “Eligibility scores” are set by the Texas Higher Education Coordinating Board in conjunction with the Texas Education

Agency . Please contact the Associate Dean of Student Services for information on specific requirements for utilizing “eligibility scores.”

Students who are College Readiness Not Clear are mandated to be enrolled in developmental coursework until they have completed their developmental plan. Students will receive their Individual Developmental Plan from the Counseling Office. Students who are College Readiness Not Clear must have their schedules approved by the Vernon College Counseling Office each semester to verify they are following their Individual Developmental Plans and making progress toward completion of the plan. The Individual Developmental Plan will be designed on an individual basis to provide the student an appropriate measure to obtain College Readiness Clear status and include:

- career advising
- course based and/or non-course based developmental education options
- campus and/or community resources and support services
- degree plan or plan of study
- designated point of contact
- registration information for the next semester
- differentiated placement
- a description of the appropriate coursework to ensure college readiness

The Texas Success Initiative Law is administered through Student Services. Vernon College makes every effort to make sure the spirit of the law is upheld and the actions of Vernon College benefit the student. Any questions concerning the Texas Success Initiative Law can be directed to a Vernon College Counselor or the Associate Dean of Student Services. Any complaints concerning the law should be directed to the Texas Higher Education Coordinating Board, your local state legislators, or the Governor of Texas. The annual printing and publication of this catalog may prohibit recent changes to the law being reflected in this document. Please refer to the Vernon College website or the Vernon College Office of Student Services for more information.

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. Online New Student Orientation is available for students who qualify through various factors including, but not limited to, previous college credit at another institution or distance from a Vernon College location.

Student Success

The Office of Student Success is structured to help students maximize progress and reach their educational goals. Student Success Specialists work with students individually and in groups to provide intensive guidance, ongoing support, and intrusive advising to promote engagement, retention, persistence and completion.

Academic

Academic Coaching is a collaborative and interactive process intended to assist students in making an individualized plan for achieving academic success. It provides students with the opportunity to work individually with a Student Success Specialist to enhance their academic skills, increase awareness of educational resources, gain confidence and discover motivation. Academic Coaching is available year round. Sessions may vary based on student need.

Coaching

Chap

Chap Express is an interactive workshop offered early each semester. It is an opportunity for students requiring additional assistance to learn more about Vernon College programs and services. Chap Express is designed to guide students and equip them with the tools necessary to maximize their potential for success. Participants will connect with other students, access their VC3 accounts (Student Email, MyVC, and Canvas), determine personal learning styles, be introduced to proven study skills, learn about organizations and services, and engage in the college experience.

Express

Peer

The purpose of the Peer Mentor Program is to promote the improvement of academic success, persistence and successful completion of students. Vernon College Student Peer Mentors are selected through an application process based on criteria including proven success as a student and interest in helping others. The Peer Mentor Program is designed to provide support and guidance to students as they adjust to college life. Vernon College's Student Peer Mentors are committed to sharing their experiences to provide motivation and promote self-efficacy. Student Peer Mentors help students connect to college services and resources, find information on policies and dates, develop time management strategies, and take action regarding academic and career goals.

Mentor

Program

STEPS

Striving to End Probation Status (STEPS) is a targeted academic coaching opportunity with a Student Success Specialist. Individual participant sessions include but are not limited to goal setting and detailed discussion of tools and resources available to increase student success. STEPS is designed to include periodic progress checks throughout the semester with a Student Success Specialist.

Student

Success

Series

The Student Success Series provided by the Office of Student Success is workshops comprised of a variety of student success related topics (e.g. time management, note-taking, test anxiety, study skills). Workshop requests are initiated by faculty, staff or

student

organizations.

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 available 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.

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 on the VC web site at 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 recognizes that students have the right to file a complaint when they have a grievance against college policy or personnel. Vernon College defines "grievance" as a written student complaint submitted to the Dean of Student Services on the Vernon College Grievance Form. 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 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.

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.

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.

Student Government

The Student Government Associations in Vernon and Wichita Falls 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 these organizations, 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. For information on Student Government Associations please contact a Vernon College Student Services Office.

STUDENT 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, The National Society of Leadership and Success, Aggie Club, Chaparral Singers, Chaparral Christian Fellowship, Faith Factor Christian Fellowship, Nursing Students Association, Student Government Association, Student Forum, Lab Coat Posse, 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. Any student organization seeking recognition must be tied to an academic or workforce program, or college initiative, or standing department at Vernon College. For detailed information about Student Organizations please refer to the Vernon College Student Handbook.

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 recognizes 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.

Career Placement

GradCast is a career placement service utilized by Vernon College for graduates of Career and Technical Education (CTE) programs. This service is free to qualifying students and provides for 100 free resumes sent anywhere in the United States among over 600,000 employers in over 30 career and technical education programs of study. Student directory information (permissible under FERPA law) released to GradCast upon graduation includes name, address, graduation date, type of award, phone number, email address, and program of study. GradCast will contact the graduates through a series of automated emails, text messages, and/or phone calls to initiate this career placement service.

Housing

BEHAVIOR

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 and deposits are received by June 1. Reservations will be held through the first class day, as published in the College Calendar. More detailed 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 (p. 56) of this catalog.

COST

Fees*

1. Room Deposit	\$100.00
2. Room and Board	
Fall Semester	\$2,028.00
Spring Semester	\$2,068.00
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.

GENERAL REGULATIONS AND INFORMATION

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/ or by contacting Student Services at 940.552.6291 ext. 2272 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

Fire Safety Report

The Director of Campus Police 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 Director of Campus Police 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 Athletic Department office at (940) 552-6291, ext. 2285; or by writing Government Mandated Information, Athletic Department, 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).

ACADEMIC POLICIES AND INFORMATION

Class Attendance

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:

Sixteen-Week Semester

Ten 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 three times a week

Four from a class that meets two times per week

Two from a class that meets one time per week

Eleven-Week Semester

Seven from a class that meets five times a week

Six from a class that meets four times a week

Four from a class that meets three times a week

Three from a class that meets two times a week

One from a class that meets one time a week

Labs are counted as a class meeting

Eight-Week Semester

Five 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 3 times a week

Two from a class that meets 2 times per week

One from a class that meets 1 time per week

Five and one-half-Week Semester

Four from a class that meets 5 times a week

Three from a class that meets 4 times a week

Two from a class that meets 3 times a week

One from a class that meets 2 times a 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, Pharmacy Technician, Medical Assisting, Dental Assisting, Culinary Arts/Hospitality and Cosmetology Programs must meet more stringent attendance regulations, as described in the respective program handbooks.

Students who are required to enroll in developmental courses must participate continuously in a developmental program until all Texas Success Initiative (TSI) requirements are satisfied. Students enrolled under TSI restrictions will be withdrawn from all Vernon College coursework if they exceed the allowed number of absences

in a developmental course(s), are withdrawn from the 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 15th 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).

CHILDREN IN CLASSROOMS

Children are not to accompany adults in classrooms or laboratories when classes are in session. Children are not to be left unattended in Vernon College facilities while parents or guardians attend class or utilize Vernon College services.

Course Offerings

FACE-TO-FACE CLASSES

Instruction is delivered in a traditional Face-to-Face classroom setting with the instructor present. However, supplemental information may be provided online and students may be required to complete/submit homework, quizzes, tests, etc. online.

ONLINE CLASSES

Instruction is delivered online with no Face-to-Face interaction with the instructor scheduled. Instructors will be available to students via email and/or online discussion boards in addition to their regularly scheduled office hours. Proctored testing at an approved testing site may be required.

HYBRID CLASSES

Instruction is delivered in a combination of Face-to-Face and Online delivery methods as defined above. Students will have assigned times and dates during which they will meet with the instructor in a traditional Face-to-Face classroom setting with the balance of the course being delivered in an online format.

ITV CLASSES

Instruction is delivered in an interactive television enabled classroom. Typically, there will be students and an instructor in a traditional Face-to-Face classroom setting with additional students at one or more remote locations “linked in” via interactive television. Students in remote locations interact with instructor and students through interactive television.

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 (in both online and hybrid formats) or by two-way interactive video (ITV) classrooms at area high schools and other selected sites. Interactive video (ITV) courses provide real-time instruction from Vernon College to the remote site. Hybrid courses contain both a traditional face-to-face component and an online component. Internet (online) courses allow students to take courses from remote locations by accessing courses online via a personal computer. While course content may be obtained online, proctored testing may be required for both hybrid and/or online courses.

Anyone eligible to enroll in a course at Vernon College may enroll in a distance education course. However, internet (online) courses require a significant amount of self-motivation, self-discipline, excellent study habits, and commitment for success.

All distance education students are authenticated through the use of a unique username and password. 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. A student must not disclose his/her username or password to any other person. Disclosure of a username and/or password may result in administrative withdrawal from Vernon College with forfeiture of tuition and fees. Any student who is aware of a violation of username and/or password security must immediately notify either the instructor of the course or the Learning Management System Administrator.

The privacy of distance education students is maintained in accordance to the Family Educational Rights and Privacy Act (FERPA). Communication precautions are taken to protect distance education students. Instructional and course communications between instructors and students are primarily accomplished using Vernon College issued electronic mail accounts which require authorized credentials and password securities. For more information, students may access the Vernon College Distance Education Student 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, eligible Vernon College students may register through Vernon College to take distance education courses from other community colleges throughout Texas. Student eligibility requirements and restrictions to VCT enrollment can be viewed on page 5 of the VC Distance Education Student Manual which is available on the VC website. For additional information about the Virtual College of Texas (VCT), students may access the VCT web site at <https://www.vct.org/new.php#>

Vernon College honored Veterans at Century City Center during Walk for Warriors 2015

Copyright Infringement

Vernon College prohibits the unauthorized use and distribution of copyrighted materials including unauthorized peer-to-peer file sharing. Violating this policy may subject the student to civil and criminal liabilities and appropriate disciplinary actions as specified in the Student Handbook.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

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:

Grade	Grade Point Value
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
F – Failed	(Computed in GPA)
I – Incomplete	(Not Computed in GPA) ²
W - Withdrew Passing	(Not Computed in GPA)
WF - Withdrew Failing	(Computed in GPA)
AU – Audit	(Not Computed in GPA) ³
P - Pass-Pass/Fail Grading	(Not Computed in GPA) ⁴
U - Fail-Pass/Fail Grading	(Not Computed in GPA) ⁴

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.

²Grade Changes for Incomplete

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.

³Audit

AUDIT means to attend a course without working for or expecting to receive formal credit. Audit status declaration is accepted at the time of 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.

⁴Pass/Fail Grading

College Level 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 last day to change schedules.

Grade Point Average (GPA)

The current semester 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 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. The GPA on developmental course work is not computed in the student's cumulative GPA. A student's cumulative GPA is only reflection of college level courses taken at Vernon College.

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.

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.

Academic Freedom

The Board of Vernon College believes that it is essential that the faculty have freedom in teaching, research, and publication. Faculty members are free from the fear that others might threaten their professional careers due to differences of opinion regarding such scholarly matters. To this end, the college has adopted the following mission statement on academic freedom and responsibility.

Vernon College, like all other institutions of higher education, serves the common good, which depends upon an uninhibited search for truth and its open expression. The points enumerated below constitute its position on academic freedom:

1. Faculty members at Vernon College are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.
2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities which should reside primarily with the faculty, with the advice and consent of the Vice President of Instructional Services: Planning and revising curricula, selection textbooks and readings, selecting classroom films and other teaching materials, choosing instructional methodologies, assigning grades, and maintaining classroom discipline.
3. Faculty members of Vernon College are citizens, and, therefore, possess the rights of citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.

4. Prior restraint of sanctions should not be imposed upon faculty members of Vernon College in the exercise of their rights as citizens or duties as teachers. Nor should faculty members fear reprisals for exercising their civic rights and academic freedom.
5. Faculty members of Vernon College have a right to expect the Board and the college's administrators to uphold vigorously the principles of academic freedom and to protect the faculty from harassment, censorship, or interference from outside groups and individuals.

Acceptable Use of Telecommunications Resources

Personal Responsibilities

Every student has personal responsibility for reporting any misuse of Vernon College's telecommunications facilities to the Institutional Support Specialist (940-552-6291 ext. 2242) or to his/her instructor. Misuse includes, but is not limited to, the following:

1. sharing of passwords any account access information;
2. invasion of privacy of other users;
3. unauthorized access to data belonging to other users;
4. downloading or installing any software (e.g. newer browser versions, instant messengers, games, add-ins) to the hard drive of a Vernon College computer;
5. changing the home page setup and/or any other settings on a Vernon College computer; and
6. violating any of the Inappropriate Network Use provisions listed below.

Inappropriate Network Use

On Vernon College computers and on personal computers connected to the Internet in the student residence centers, students may not download, upload, save, receive, send or publish web pages, e-mail, messages, social media content or other material related to, containing, or including any of the following:

1. offensive material of any kind, including pornographic, obscene or other inappropriate material (see Policy on Pornography);
2. material promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability;
3. information promoting, encouraging or facilitating illegal activities, including terrorism;
4. information or messages encouraging the use of illegal substances;
5. abusive, inflammatory, obscene or otherwise objectionable language;
6. information or messages threatening or encouraging violent behavior;
7. copyrighted materials, including but not limited to music, movies and software, subject to the following two exceptions:

- a. the student has paid for the downloaded item, and it is downloaded to a student-owned computer in a student residence center.
- b. the student has been directed to download the item by a Vernon College instructor.

Vernon College's Internet and e-mail services must not be used for any of the following:

1. commercial advertising;
2. publishing material or sending messages for personal financial gain;
3. unethical or illegal solicitation;
4. sending a message with someone else's name on it;
5. sending a large number of personal messages from computers on campus;
6. knowingly placing a computer virus, worm or Trojan on the network;
7. publishing or distributing unlawful information;
8. sending unsolicited bulk e-mail messages commonly known as spam;
9. gambling;
10. peer-to-peer networking, such as bittorrent (1st violation results in visit with the Dean of Student Services; second violation results in suspension of Internet access);
11. forwarding chain letters.

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 assessments 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 are serious academic violations and will not be tolerated. Violations of academic integrity and forms of scholastic dishonesty include but are not limited to the following:

Plagiarism, collusion, cheating and other acts designed to give an unfair academic advantage to the student.

“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.

“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 an 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.

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*.

Developmental Education

Students come to Vernon College from a variety of backgrounds and locations; however, all students are required to do college-level work. Vernon College designs and offers developmental courses to help students achieve college readiness in mathematics, reading, and writing. College readiness is a term designated by the state of Texas to indicate a student’s ability to successfully enroll and progress in first year college level academic courses. Students may be required to take one or more of the following developmental courses(s) to meet the published, state-wide Texas Success Initiative (TSI) college readiness standards:

- MATH 0400 Foundations of Math
- MATH 0332 Developing Contemporary Math Skills
- MATH 0313 Developing Algebra I Skills
- MATH 0314 Developing Algebra II Skills
- ACMS 0101 Academic Math Skills
- ENGL 0305 Integrated Reading and Writing I
- ENGL 0306 Integrated Reading and Writing II
- ACRW 0210 Academic Reading and Writing

Developmental Education students who have tested into more than one developmental course are required to concurrently enroll in EDUC 1100 or PSYC 1100.

Vernon College participates in the Math Pathways for College Readiness by offering two distinct paths for Math Preparation. A student who chooses the Non Algebra Pathway will be prepared for Contemporary Math (1332) and Statistics (Math 1342) and receive a designation of TSI Non Algebra. Further developmental coursework will may be required for enrollment in College Algebra.

For additional information regarding placement, please refer to the Student Services Counseling office.

Developmental courses may be repeated until TSI requirements are met. Vernon College does not receive state funding for developmental coursework taken by a student in excess of eighteen (18) 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 18 semester credit hours.

Developmental course grades will be posted on the student's Vernon College transcript but are not designed to transfer to another college or university. Successful completion of developmental courses will satisfy TSI requirements but will not count toward meeting graduation or residency requirements.

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, with appropriate scores, 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.

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 (CTE) course for a CTE 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 CTE 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, Vice President of Instructional Services, and Dean of Admissions and Financial Aid/Registrar. Any Vernon College student with a disability who wishes to request a reasonable substitution for a course should contact the Office for Students with Disabilities (OSD) at (940) 552-6291, ext. 2308 or come by the OSD coordinator's office in Suite 217 in the Wright Library on the Vernon campus.

ADVANCED TECHNICAL CREDIT

The Advanced Technical Credit (ATC) Program gives high school students a chance to receive credit at participating community colleges across Texas for taking certain enhanced technical courses during high school. The equivalent college courses are designated in this catalog by an (A). For a high school to offer an ATC course to its students the teacher of the course must meet the ATC teacher requirements, go through ATC training and teach the high school course so that it is enhanced to meet the content of the equivalent college course. ATC courses are only offered in technical or workforce areas - courses in academic areas such as English or History are not offered as ATC courses.

ARTICULATED CREDIT

Courses taken in grades 11 and 12 in a secondary school may 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 Vice President 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 nineteen (19) 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

All current and former members of the armed forces have earned education credits and have military training transcripts. Vernon College (VC) will evaluate the military transcript received for each student, and award applicable credit.

Air Force service members need to submit a Community College of the Air Force (CCAF) transcript. Since CCAF is an accredited college, the registrar's office will evaluate that document. All other military branches (Army, Marines, Navy, Coast Guard) will submit their Joint Services Transcript (JST). These transcripts will be evaluated by the certifying official in the VC Veterans Office.

Military transcripts may be obtained from the following websites:
 ARMY, NAVY / MARINE CORPS, and COAST GUARD:
<https://jst.doded.mil/smart/signIn.do>
 AIR FORCE: <http://www.au.af.mil/au/ccaf/transcripts.asp>

Vernon College is a participant in the COLLEGE CREDIT FOR HEROES (CC4H) program. VC highly encourages current and former military personnel to submit their military transcript to CC4H to have their transcript evaluated by subject matter experts for potentially more field specific credits from their military experiences. Information is available at www.collegecreditforheroes.org.

Students who are receiving Veterans Administration Education Benefits are required to submit military transcripts for prior credit evaluation 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.

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 Vice President 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, Vice President 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 Vice President of Instructional Services within 90 days of the graduate's initial employment.

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 Vice President 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.

EXPLANATION OF DEGREES, CERTIFICATES, AWARDS

Vernon College awards the Associate of Arts degree, the Associate of Arts in Teaching degree, the Associate of Science degree, the Associate in Applied Science degree, the Certificate of Completion, and the Occupational Skills Achievement Award.

Associate of Arts, Associate of Arts in Teaching, and Associate of Science Degrees. The Associate of Arts (AA) and Associate of 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 of completion while qualifying for an associate degree in some programs.

Occupational Skills Achievement Award. Occupational 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 Innovation and Opportunities Act (WIOA), but are too short to qualify as Certificates of Completion.

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 that 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 skills and knowledge necessary to become a contributing, productive member of society.

General education, in essence, provides the basis for the more advanced or specialized training which students receive in their chosen majors and cultivates a knowledgeable, informed, and literate human being.

Effective with the 2014-2015 academic year, the Texas Higher Education Coordinating Board (THECB) has identified and established the following college-level competencies which are generated from and addressed by the THECB approved Texas Core Curriculum:

GENERAL EDUCATION CORE OBJECTIVES

- **Critical Thinking Skills** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills** to include effective written, oral, and visual communication.
- **Empirical and Quantitative Skills** to include applications of scientific and mathematical concepts.
- **Teamwork** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Social Responsibility** to include intercultural competence, civic knowledge, and the ability to engage effectively in regional, national, and global communities.
- **Personal Responsibility** to include the ability to connect choices, actions, and consequences to ethical decision-making.

Based on the mission of Vernon College, the general education core objectives developed by the THECB represent the academic proficiencies and personal behaviors believed necessary for students to be successful in the 21st Century. Furthermore, Vernon College believes that every student who graduates with a degree should exhibit these proficiencies and behaviors regardless of their degree or field of study. To ensure that the College supports this belief, every degree program includes a minimum of 15 semester credit hours of general education courses as prescribed by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and in accordance with the THECB's Lower-Division Academic Course Guide Manual (ACGM) and Guidelines for Programs in Workforce Education (GIPWE).

Vernon College's Core Curriculum Statement of Purpose

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Vernon College's forty-two (42) semester credit hour Core Curriculum is approved by the Texas Higher Education Coordinating Board (THECB) and is designed to adequately address the THECB identified core objectives of **critical thinking skills**,

communication skills, empirical and quantitative skills, teamwork, social responsibility and personal responsibility. In addition to addressing these kinds of knowledge and skills which students need to be successful in the 21st Century, VC's core curriculum is also designed to serve students in terms of ensuring a seamless transition from Core Curriculum completion to degree completion. Thus, the 42 semester credit hours which comprise the core curriculum represent 70% of the requirements (60 SCH) of both Associate in Arts (AA) and Associate in Science (AS) degrees. Furthermore, in accordance with Texas Administrative Code (Title 19, Part 1, Chapter 4, Subchapter B, Rule 4.28 (c)), if a student successfully completes the 42 semester credit hour core curriculum at a Texas public institution of higher education, that block of courses may be transferred to any other Texas public institution of higher education and must be substituted for the receiving institution's core curriculum. 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. Consequently, the 42 semester credit hours which comprise the core curriculum also represent 35% of the coursework required by most Bachelor's degree programs (120 SCH) at Texas public institutions of higher education. Students who successfully complete the core curriculum will have their transcripts coded as "core complete" and are eligible to be awarded the program measure of Core Curriculum Completer as designated by the THECB.

Student Government Association Members

CORE CURRICULUM REQUIREMENTS

Pending Texas Higher Education Coordinating Board Approval

Component Area (THECB Codes)

Communications (010)

ENGL 1301	Composition I	3
SPCH 1315	Public Speaking	3
		Subtotal: 6

Mathematics (020)

MATH 1314	College Algebra	3
MATH 1414		
MATH 1332	Contemporary Mathematics	3
MATH 1342	Elementary Statistical Methods	3
		Subtotal: 3

Life and Physical Sciences (030)*

BIOL 1408	General Biology I	4
BIOL 1409	General Biology II	4
BIOL 1411	General Botany	4
BIOL 1413	General Zoology	4
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology for Non-Science Majors	4
CHEM 1406	Introductory Chemistry I	4
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
PHYS 1401	College Physics I	4
PHYS 1402	College Physics II	4
PHYS 1403	Stars And Galaxies	4
PHYS 1404	Solar System	4
PHYS 1415	Physical Science I	4
		Subtotal: 8

Language, Philosophy, and Culture (040)

ENGL 2322	British Literature I	3
ENGL 2323	British Literature II	3
ENGL 2327	American Literature I	3
ENGL 2328	American Literature II	3
ENGL 2332	World Literature I	3
ENGL 2333	World Literature II	3
HIST 2311	Western Civilization I	3
HIST 2312	Western Civilization II	3
		Subtotal: 3

Creative Arts (050)

ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to Theater	3
DRAM 2366	Introduction to Cinema	3
MUSI 1306	Music Appreciation	3

Subtotal: 3

American History (060)

HIST 1301	United States History I	3
HIST 1302	United States History II	3

Subtotal: 6

Government/Political Science (070)

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
GOVT 2306	Texas Government (Texas Constitution and Topics)	3

Subtotal: 6

Social and Behavioral Sciences (080)

ECON 2301	Principles of Macroeconomics	3
ECON 2302	Principles of Microeconomics	3
PSYC 2301	General Psychology	3
SOCI 1301	Introductory Sociology	3

Subtotal: 3

Foundation Component Area Option (090)

EDUC 1100	Learning Framework	1
	or	
PSYC 1100	Learning Framework	1
ENGL 1302	Composition II	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
	Integrated Science Lab Hours	2*

Subtotal: 4

*Indicates semester credit hours allocated to Foundation Component Area Option

Total Credit Hours: 42

ASSOCIATE OF ARTS DEGREE

CIP 24.010200

1. Complete the Core Curriculum requirements and 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 at least twelve (12) hours of sophomore-level courses.
4. Satisfactorily complete the following courses:

Communications, 9 semester hours

ENGL 1301	Composition I	3
SPCH 1315	Public Speaking	3
ENGL 1302	Composition II	3

Mathematics, 3 semester hours

MATH 1314	College Algebra	3
MATH 1316	Plane Trigonometry	3
MATH 1332	Contemporary Mathematics	3
MATH 1342	Elementary Statistical Methods	3

Life and Physical Sciences, 8 semester hours

BIOL 1408	General Biology I	4
BIOL 1409	General Biology II	4
BIOL 1411	General Botany	4
BIOL 1413	General Zoology	4
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2406	Environmental Biology	4
BIOL 2420	Microbiology for Non-Science Majors	4
CHEM 1406	Introductory Chemistry I	4
CHEM 1408		
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
PHYS 1401	College Physics I	4
PHYS 1402	College Physics II	4
PHYS 1403	Stars And Galaxies	4
PHYS 1404	Solar System	4
PHYS 1415	Physical Science I	4

Language, Philosophy, and Culture, 3 semester hours

ENGL 2322	British Literature I	3
ENGL 2323	British Literature II	3
ENGL 2327	American Literature I	3
ENGL 2328	American Literature II	3
ENGL 2332	World Literature I	3
ENGL 2333	World Literature II	3

HIST 2311	Western Civilization I	3
	or	
HIST 2312	Western Civilization II	3
Creative Arts, 3 semester hours		
ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to Theater	3
DRAM 2366	Introduction to Cinema	3
MUSI 1304	Foundations of Music	3
MUSI 1306	Music Appreciation	3
American History, 6 semester hours		
HIST 1301	United States History I	3
HIST 1302	United States History II	3
Government/Political Science, 6 semester hours		
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
Social and Behavioral Sciences, 3 semester hours		
ECON 2301	Principles of Macroeconomics	3
ECON 2302	Principles of Microeconomics	3
PSYC 2301	General Psychology	3
SOCI 1301	Introductory Sociology	3
Foundation Component Area Option, 1 semester hour		
EDUC 1100	Learning Framework	1
	or	
PSYC 1100	Learning Framework	1
KINE 1164	Introduction to Physical Fitness & Wellness	1
Foreign Language, 8 semester hours		
SPAN 1411	Beginning Spanish I	4
SPAN 1412	Beginning Spanish II	4
Computer Science, 3 semester hours		
COSC 1301	Introduction to Computing	3
Language, Philosophy, and Culture Beyond Core, 3 semester hours		
Electives, 4 semester hours		

See Suggested Transfer Curricula section (p. 200) of the *General Catalog*.

Total Credit Hours: 60

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

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

ASSOCIATE OF SCIENCE DEGREE

CIP 24.010200

1. Complete the Core Curriculum requirements and 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 at least twelve (12) hours of sophomore-level courses.
4. Satisfactorily complete the following courses:

Communications, 9 semester hours

ENGL 1301	Composition I	3
SPCH 1315	Public Speaking	3
ENGL 1302	Composition II	3

Mathematics, 3 semester hours

MATH 1314	College Algebra	3
MATH 1316	Plane Trigonometry	3
MATH 1332	Contemporary Mathematics	3
MATH 1342	Elementary Statistical Methods	3

Life and Physical Sciences, 8 semester hours

BIOL 1408	General Biology I	4
BIOL 1409	General Biology II	4
BIOL 1411	General Botany	4
BIOL 1413	General Zoology	4
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2406	Environmental Biology	4
BIOL 2420	Microbiology for Non-Science Majors	4
CHEM 1406	Introductory Chemistry I	4
CHEM 1408		
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
PHYS 1401	College Physics I	4
PHYS 1402	College Physics II	4
PHYS 1403	Stars And Galaxies	4
PHYS 1404	Solar System	4
PHYS 1415	Physical Science I	4

Language, Philosophy, and Culture, 3 semester hours

ENGL 2322	British Literature I	3
ENGL 2323	British Literature II	3
ENGL 2327	American Literature I	3
ENGL 2328	American Literature II	3
ENGL 2332	World Literature I	3
ENGL 2333	World Literature II	3

HIST 2311	Western Civilization I	3
HIST 2312	Western Civilization II	3
Creative Arts, 3 semester hours		
ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to Theater	3
DRAM 2366	Introduction to Cinema	3
MUSI 1304	Foundations of Music	3
MUSI 1306	Music Appreciation	3
American History, 6 semester hours		
HIST 1301	United States History I	3
HIST 1302	United States History II	3
Government/Political Science, 6 semester hours		
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
Social and Behavioral Sciences, 3 semester hours		
ECON 2301	Principles of Macroeconomics	3
ECON 2302	Principles of Microeconomics	3
PSYC 2301	General Psychology	3
SOCI 1301	Introductory Sociology	3
Foundation Component Area Option, 1 semester hour		
EDUC 1100	Learning Framework	1
	or	
PSYC 1100	Learning Framework	1
KINE 1164	Introduction to Physical Fitness & Wellness	1
Computer Science, 3 semester hours		
BCIS 1305	Business Computer Applications	3
COSC 1301	Introduction to Computing	3
Mathematics Beyond Core, 3 semester hours*		
Language, Philosophy, and Culture Beyond Core, 3 semester hours*		
Electives, 9 semester hours		

Total Credit Hours: 60

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

*VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply for a VC waiver of three (3) hours of sophomore English and/or mathematics with substitution of appropriate course work upon approval of the Dean of Instructional Services.

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

ASSOCIATE OF ARTS IN TEACHING LEADING TO INITIAL TEXAS TEACHER CERTIFICATION EC-6[^]

CIP 13.121000

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

Communications, 9 semester hours

ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking	3

Mathematics, 3 semester hours

MATH 1314	College Algebra	3
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Life and Physical Sciences, 8 semester hours

BIOL 1408	General Biology I	4
BIOL 1409	General Biology II	4
BIOL 1411	General Botany	4
BIOL 1413	General Zoology	4
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2406	Environmental Biology	4
BIOL 2420	Microbiology for Non-Science Majors	4
CHEM 1406	Introductory Chemistry I	4
CHEM 1408		
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
PHYS 1401	College Physics I	4
PHYS 1402	College Physics II	4
PHYS 1403	Stars And Galaxies	4
PHYS 1404	Solar System	4
PHYS 1415	Physical Science I	4

Language, Philosophy, and Culture, 3 semester hours

ENGL 2322	British Literature I	3
ENGL 2323	British Literature II	3
ENGL 2327	American Literature I	3
ENGL 2328	American Literature II	3
ENGL 2332	World Literature I	3
ENGL 2333	World Literature II	3

HIST 2311	Western Civilization I	3
	or	
HIST 2312	Western Civilization II	3
Creative Arts, 3 semester hours		
ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to Theater	3
DRAM 2366	Introduction to Cinema	3
MUSI 1304	Foundations of Music	3
MUSI 1306	Music Appreciation	3
American History, 6 semester hours		
HIST 1301	United States History I	3
HIST 1302	United States History II	3
Government/Political Science, 6 semester hours		
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
Social and Behavioral Sciences, 3 semester hours		
ECON 2301	Principles of Macroeconomics	3
ECON 2302	Principles of Microeconomics	3
PSYC 2301	General Psychology	3
SOCI 1301	Introductory Sociology	3
Foundation Component Area Option, 1 semester hour		
EDUC 1100	Learning Framework	1
	or	
PSYC 1100	Learning Framework	1
KINE 1164	Introduction to Physical Fitness & Wellness	1
Computer Science, 3 semester hours		
COSC 1301	Introduction to Computing	3
Math Beyond Core for Education Majors		
MATH 1350	Mathematics for Teachers I	3
MATH 1351	Mathematics for Teachers II	3
Field Experience Education Courses		
EDUC 1301	Introduction to the Teaching Profession	3
EDUC 2301	Introduction to Special Populations	3
Electives, 3 semester hours		
See the Suggested Transfer Curriculum (p. 200) for possible Education electives		

Total Credit Hours: 60

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

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

PHYS 1415: Preferred science course

ASSOCIATE OF ARTS IN TEACHING LEADING TO INITIAL TEXAS TEACHER CERTIFICATION 4-8, EC-12 SPECIAL EDUCATION^

CIP 13.120300

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

Communications, 9 semester hours

ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking	3

Mathematics, 3 semester hours

MATH 1314	College Algebra	3
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Life and Physical Sciences, 8 semester hours

BIOL 1408	General Biology I	4
BIOL 1409	General Biology II	4
BIOL 1411	General Botany	4
BIOL 1413	General Zoology	4
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2406	Environmental Biology	4
BIOL 2420	Microbiology for Non-Science Majors	4
CHEM 1406	Introductory Chemistry I	4
CHEM 1408		
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
PHYS 1401	College Physics I	4
PHYS 1402	College Physics II	4
PHYS 1403	Stars And Galaxies	4
PHYS 1404	Solar System	4
PHYS 1415	Physical Science I	4

Language, Philosophy, and Culture, 3 semester hours

ENGL 2322	British Literature I	3
ENGL 2323	British Literature II	3
ENGL 2327	American Literature I	3
ENGL 2328	American Literature II	3
ENGL 2332	World Literature I	3
ENGL 2333	World Literature II	3

HIST 2311	Western Civilization I	3
HIST 2312	Western Civilization II	3
Creative Arts, 3 semester hours		
ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to Theater	3
DRAM 2366	Introduction to Cinema	3
MUSI 1304	Foundations of Music	3
MUSI 1306	Music Appreciation	3
American History, 6 semester hours		
HIST 1301	United States History I	3
HIST 1302	United States History II	3
Government/Political Science, 6 semester hours		
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
Social and Behavioral Sciences, 3 semester hours		
ECON 2301	Principles of Macroeconomics	3
ECON 2302	Principles of Microeconomics	3
PSYC 2301	General Psychology	3
SOCI 1301	Introductory Sociology	3
Foundation Component Area Option, 1 semester hour		
EDUC 1100	Learning Framework or	1
PSYC 1100	Learning Framework	1
KINE 1164	Introduction to Physical Fitness & Wellness	1
Computer Science, 3 semester hours		
COSC 1301	Introduction to Computing	3
Math Beyond Core for Education Majors		
MATH 1350	Mathematics for Teachers I	3
MATH 1351	Mathematics for Teachers II	3
Field Experience Education Courses		
EDUC 1301	Introduction to the Teaching Profession	3
EDUC 2301	Introduction to Special Populations	3
Electives, 3 semester hours		

Total Credit Hours: 60

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)

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

PHYS 1415: Preferred science course

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

Communications, 9 semester hours

ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking	3

Mathematics, 3 semester hours

MATH 1314	College Algebra	3
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Life and Physical Sciences, 8 semester hours

(for BA, BS, or BFA, select two sciences in same area)

BIOL 1408	General Biology I	4
BIOL 1409	General Biology II	4
BIOL 1411	General Botany	4
BIOL 1413	General Zoology	4
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2406	Environmental Biology	4
BIOL 2420	Microbiology for Non-Science Majors	4
CHEM 1406	Introductory Chemistry I	4
CHEM 1408		
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
PHYS 1401	College Physics I	4
PHYS 1402	College Physics II	4
PHYS 1403	Stars And Galaxies	4
PHYS 1404	Solar System	4
PHYS 1415	Physical Science I	4

Language, Philosophy, and Culture, 3 semester hours

ENGL 2322	British Literature I	3
ENGL 2323	British Literature II	3
ENGL 2327	American Literature I	3

ENGL 2328	American Literature II	3
ENGL 2332	World Literature I	3
ENGL 2333	World Literature II	3
HIST 2311	Western Civilization I	3
HIST 2312	Western Civilization II	3
Creative Arts, 3 semester hours		
ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to Theater	3
DRAM 2366	Introduction to Cinema	3
MUSI 1304	Foundations of Music	3
MUSI 1306	Music Appreciation	3
American History, 6 semester hours		
HIST 1301	United States History I	3
HIST 1302	United States History II	3
Government/Political Science, 6 semester hours		
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
Social and Behavioral Sciences, 3 semester hours		
ECON 2301	Principles of Macroeconomics	3
ECON 2302	Principles of Microeconomics	3
PSYC 2301	General Psychology	3
SOCI 1301	Introductory Sociology	3
Foundation Component Area Option, 1 semester hour		
EDUC 1100	Learning Framework or	1
PSYC 1100	Learning Framework	1
KINE 1164	Introduction to Physical Fitness & Wellness	1
Computer Science, 3 semester hours		
COSC 1301	Introduction to Computing	3
Field Experience Education Courses		
EDUC 1301	Introduction to the Teaching Profession	3
EDUC 2301	Introduction to Special Populations	3
Electives, 9 semester hours		
Science:		
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
PHYS 1401	College Physics I	4
PHYS 1402	College Physics II	4

Mathematics:

MATH 1316	Plane Trigonometry	3
MATH 2413	Calculus I	4
MATH 2414	Calculus II	4

Agricultural Sciences and Technology:

AGRI 1407	Agronomy	4
AGRI 1419	Introductory Animal Science	4
AGRI 1131	The Agricultural Industry	1
AGRI 2317	Introduction to Agricultural Economics	3
AGRI 2321	Livestock Evaluation I	3
AGRI 2330	Wildlife Conservation & Management	3

Foreign Languages:

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

Total Credit Hours: 60

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

PHYS 1415: Preferred science course

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.

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 Core Curriculum requirements and 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 at least twelve (12) hours of sophomore-level courses.

Certificate of Completion

Certificate Programs are designed for entry-level employment or for upgrading skills and knowledge within an occupation. Certificate programs serve as building blocks and exit points within AAS degree programs. Level One Certificates consist of at least 15 and no more than 42 semester credit hours. Level one certificate programs are exempt from the requirements of the Texas Success Initiative, but certificate programs may perform local assessment and remediation of students, provided that these activities do not exclude the student from enrollment in the certificate program. Level Two Certificates consist of at least 30 and no more than 51 semester credit hours. Level two Certificates are subject to the requirements of the Texas Success Initiative.

Continuing Education Certificate of Achievement

Continuing Education certificate of achievement is a Coordinating Board-approved Career and Technical Education certificate containing a coherent sequence of continuing education courses totaling 360 or more contact hours and listed in the college's approved inventory of programs.

Administrative Office Technology

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 OFFICE TECHNOLOGY, LEVEL 1 CERTIFICATE

CIP 52.0407

Level 1 Certificate

Instructional Locations - Vernon Campus, Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Related Requirements (6 SH)

ACNT 1325	Principles of Accounting I(A)	3
POFT 1301	Business English(A)	3

Major Requirements (20 SH)

ITSW 1301	Introduction to Word Processing	3
POFT 1220	Job Search Skills	2
POFI 1349	Spreadsheets	3
POFT 1309	Administrative Office Procedures I	3
POFT 1325	Business Math Using Technology	3
POFT 1349	Administrative Office Procedures II	3
POFT 2331	Administrative Project Solutions	3

Subtotal: 26

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Verification of Workplace Competencies: Capstone

POFT 2331	Administrative Project Solutions	3
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Administrative Office Technology Occupational Skills Award (9 Semester Hours):

ITSW 1301	Introduction to Word Processing	3
POFI 1349	Spreadsheets	3
POFT 1309	Administrative Office Procedures I	3

ADMINISTRATIVE OFFICE TECHNOLOGY, A.A.S.

CIP 52.0407

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

Instructional Locations - Vernon Campus, Century City Center

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Major Requirements (45 SH)

ACNT 1313	Computerized Accounting Applications	3
ACNT 1325	Principles of Accounting I(A)	3
ACNT 1326	Principles of Accounting II	3
BUSI 2304	Business Report Writing and Correspondence	3
ITSW 1301	Introduction to Word Processing	3
POFI 1349	Spreadsheets	3
POFI 2431	Desktop Publishing	4
	or	
ITSE 1401	Web Design Tools	4
POFT 1220	Job Search Skills	2
POFT 1301	Business English(A)	3
POFT 1309	Administrative Office Procedures I	3
POFT 1325	Business Math Using Technology	3
POFT 1349	Administrative Office Procedures II	3
POFT 2331	Administrative Project Solutions	3
TBA*	Approved Electives	6

Subtotal: 60

ACCT 2301 and ACCT 2302 may be substituted for ACNT 1325 (**A**) and ACNT 1326 for this A.A.S

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

*Approved elective to be selected from the following courses:

For medical office emphasis: HITT 1305 (A), HITT 1211

For web design emphasis: ITSE 1401

Other approved electives: COSC 1301 or ITSC 1301 (A) or BCIS 1305, POFI 2431, and POFT 1364

Verification of Workplace Competencies: Capstone experience

POFT 2331 Administrative Project Solutions 3

Automotive Technology

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.

AUTOMOTIVE TECHNOLOGY, LEVEL 1 CERTIFICATE

CIP 47.0604

Level 1 Certificate

Instructional Location - Vernon Campus

Automotive Technology Certificate

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Major Requirements (30 SH)

Fall Block

AUMT 1407	Automotive Electrical Systems	4
AUMT 1410	Automotive Brake Systems(A)	4
AUMT 1416	Automotive Suspension and Steering Systems(A)	4
AUMT 1419	Automotive Engine Repair	4

Spring Block

AUMT 1312	Basic Automotive Service	3
AUMT 1445	Automotive Climate Control Systems	4
AUMT 2310	Automotive Service Consultant	3
AUMT 2417	Automotive Engine Performance Analysis I	4

Subtotal: 30

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Verification of Workplace Competencies: Capstone Experience –

AUMT 1312	Basic Automotive Service	3
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Automotive Technology Occupational Skills Award (12 Semester Hours):

AUMT 1407	Automotive Electrical Systems	4
AUMT 1410	Automotive Brake Systems(A)	4
AUMT 1419	Automotive Engine Repair	4

AUTOMOTIVE TECHNOLOGY, A.A.S.

CIP 47.0604

Instructional Location - Vernon Campus

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

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Related Requirements (6 SH)

BUSI 1301	Business Principles	3
COSC 1301	Introduction to Computing	3
	or	
ITSC 1301	Introduction to Computers(A)	3
	or	
BCIS 1305	Business Computer Applications	3

Major Requirements (39 SH)

AUMT 1267	Practicum (or Field Experience) - Automobile/Automotive Mechanics Technology/Technician	2
AUMT 1312	Basic Automotive Service	3
AUMT 1407	Automotive Electrical Systems	4
AUMT 1410	Automotive Brake Systems(A)	4
AUMT 1416	Automotive Suspension and Steering Systems(A)	4
AUMT 1419	Automotive Engine Repair	4
AUMT 1445	Automotive Climate Control Systems	4
AUMT 2310	Automotive Service Consultant	3
AUMT 2328	Automotive Service	3
AUMT 2417	Automotive Engine Performance Analysis I	4
TBA*	Approved Elective	4

Subtotal: 60

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

* Approved elective to be selected from the following courses: AUMT 1201(A), AUMT 1472, BMGT 1327 (A), BUSI 2304, MCHN 1320, WLDG 1428 (A), WLDG 1430

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Verification of Workplace Competencies: Capstone Experience –

AUMT 2328 Automotive Service

3

Business Management

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.

BUSINESS MANAGEMENT, LEVEL 1 CERTIFICATE

CIP 52.0101

Level 1 Certificate

Instructional Location - Vernon Campus, Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)**Related Requirements (6 SH)**

COSC 1301	Introduction to Computing	3
	or	
BCIS 1305	Business Computer Applications	3
	or	
ITSC 1301	Introduction to Computers(A)	3
SPCH 1315	Public Speaking	3

Major Requirements (24 SH)

BMGT 1327	Principles of Management(A)	3
BUSI 1301	Business Principles	3
BUSI 2304	Business Report Writing and Correspondence	3
HRPO 2301	Human Resources Management	3
HRPO 2307	Organizational Behavior	3
ITSW 1301	Introduction to Word Processing	3
MRKG 1311	Principles of Marketing(A)	3
POFT 1301	Business English(A)	3

Subtotal: 30

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

BCIS 1305: Preferred course.

Business Management Occupational Skills Award (12 Semester Hours):

BMGT 1327	Principles of Management(A)	3
BUSI 1301	Business Principles	3
BUSI 2304	Business Report Writing and Correspondence	3
HRPO 2307	Organizational Behavior	3

Verification of Workplace Competencies: Capstone Experience -

BUSI 2304	Business Report Writing and Correspondence	3
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BUSINESS MANAGEMENT, A.A.S.

CIP 52.0101

Instructional Location - Vernon Campus, Century City Center

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

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Related Requirements (15 SH)

ACCT 2301	Principles of Financial Accounting	3
ACCT 2302	Principles of Managerial Accounting	3
COSC 1301	Introduction to Computing	3
	or	
BCIS 1305	Business Computer Applications	3
	or	
ITSC 1301	Introduction to Computers(A)	3
ECON 2301	Principles of Macroeconomics	3
POFT 1301	Business English(A)	3

Major Requirements (30 SH)

BMGT 1327	Principles of Management(A)	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
HRPO 2301	Human Resources Management	3
HRPO 2307	Organizational Behavior	3
ITSW 1301	Introduction to Word Processing	3
MRKG 1311	Principles of Marketing(A)	3
TBS++	Elective	3

Subtotal: 60

BCIS 1305: Preferred course

ACNT 1325 (A) and ACNT 1326 may be substituted for ACCT 2301 and ACCT 2302 for this AAS.

++ To be selected by the student. Suggested courses include: BCIS 1305, BUSG 1366, ECON 2302

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Verification of Workplace Competencies: Capstone Experience –

BMGT 2303 Problem Solving and Decision Making 3

Computer and Information Sciences

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.

COMPUTER AND INFORMATION SCIENCES, LEVEL 1 CERTIFICATE

CIP 11.0901

Level 1 Certificate

Instructional Location - Skills Training Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Major Requirements (31 SH)

CPMT 1451	IT Essentials: PC Hardware and Software	4
ITNW 1325	Fundamentals of Networking Technologies(A)	3
ITNW 1354	Implementing and Supporting Servers	3
ITNW 2312	Routers	3
ITNW 2335	Network Troubleshooting and Support	3
ITSE 1401	Web Design Tools	4
ELPT 1355	Electronic Applications	3
ITNW 2421	Networking with TCP/IP	4
ITSE 1402	Computer Programming(A)	4

Subtotal: 31

(A) Course included on the State’s Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Computer and Information Sciences Occupational Skills Award (13 Semester Hours):

CPMT 1451	IT Essentials: PC Hardware and Software	4
ITNW 1325	Fundamentals of Networking Technologies(A)	3
ITNW 2312	Routers	3
ITNW 2335	Network Troubleshooting and Support	3

(Students are eligible for Comp TIA A+, Comp TIA Security+, and/or Comp TIA Networking+ Certifications)

Verification of Workplace Competencies: Capstone Experience -

CPMT 1451	IT Essentials: PC Hardware and Software	4
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COMPUTER AND INFORMATION SCIENCES, A.A.S.

CIP 11.0901

Instructional Location - Skills Training Center

ASSOCIATE IN APPLIED SCIENCE DEGREE (Probable Completion Time - 2 years)**General Education Requirements (15 SH)**

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Major Requirements (45 SH)

CPMT 1451	IT Essentials: PC Hardware and Software	4
ELPT 1355	Electronic Applications	3
ITCC 2443	Network Security	4
ITNW 1325	Fundamentals of Networking Technologies(A)	3
ITNW 1354	Implementing and Supporting Servers	3
ITNW 2312	Routers	3
ITNW 2335	Network Troubleshooting and Support	3
ITNW 2421	Networking with TCP/IP	4
ITNW 2453	Advanced Routing and Switching	4
ITSC 2335	Application Software Problem Solving	3
	or	
ITSC 2364	Practicum (or Field Experience) - Computer and Information Sciences, General	3
ITSC 2339	Personal Computer Help Desk Support	3
ITSE 1401	Web Design Tools	4
ITSE 1402	Computer Programming(A)	4

Subtotal: 60

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM, 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

(A) Course included on the State’s Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Verification of Workplace Competencies: Capstone Experience –

ITSC 2335	Application Software Problem Solving	3
	or	
ITSC 2364	Practicum (or Field Experience) - Computer and Information Sciences, General	3

Cosmetology

Certificate of Completion

The Cosmetology operator program is a one-year (42 credit hour) certificate of completion program (1500 clock hours). The Cosmetology instructor program is approximately 2 semesters in length (20 credit hours; 750 clock hours). The programs focus 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, Diana Shipley 940-696-8752 ext. 3242 or 940-552-6291 ext. 2265.

Program Requirements

Cosmetology Operator Program

1. Complete and submit the Vernon College Application for Admission. A student must be considered for the College before being considered for the Cosmetology program. Admission to the college does not guarantee enrollment in the program.
2. Complete and submit the Cosmetology Application for enrollment in; available from the Cosmetology department in Vernon and Century City
3. Bacterial Meningitis vaccination is required for students younger than 22 years of age. (Read the vaccine requirement and exemptions on the VC website.)
4. Attend New Student Orientation.
5. The Cosmetology Review Committee will rank students to determine acceptance into the program based on the merits of the packet as determined by the departmentally adopted rubric.

Cosmetology Instructor Program

Complete the Vernon College admission procedures.

Applicants must have a high school diploma/GED, current valid operator's license, and a minimum of one (1) year of work experience as an operator.

Successfully complete 750 clock hours/20 credit hours of the instructor program.

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

Complete the Vernon College admission procedure.

The applicant must fulfill all of the cosmetology program's requirements.

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.

All transfer students will be required to take and pass the written and practical portions of CSME 1405.

COSMETOLOGY OPERATOR, LEVEL 1 CERTIFICATE

CIP 12.0401

Level 1 Certificate

Instructional Locations - Vernon Campus, Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – One Year)

Major Requirements (42 SH)

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 2250	Preparation for the State Licensing Written Examination	2
CSME 2251	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

Subtotal: 42

* Must successfully complete a minimum of 1500 training hours

COSMETOLOGY INSTRUCTOR, LEVEL 1 CERTIFICATE

CIP 12.0413

Level 1 Certificate

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Prerequisite - Current Texas Operator's License, High School Diploma or GED, 1 Year Experience as an Operator

Major Requirements (20 SH)

CSME 1434	Cosmetology Instructor I	4
CSME 1435	Orientation to the Instruction of Cosmetology	4
CSME 2414	Cosmetology Instructor II	4
CSME 2449	Cosmetology Instructor III	4
CSME 2444	Cosmetology Instructor IV	4

Subtotal: 20

** Must successfully complete a minimum of 750 training hours

Verification of Workplace Competencies:

Credentialing Examination - State Licensing Written and Practical Examinations

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. Upon successful completion of each level, the graduate will be eligible to take the National Registry EMT examination.

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 Emergency Medical Services Program is accredited by Texas Department of State Health Services. The curriculum is designed to meet their standards. For further information, contact the Program Coordinator at 940.696.8752 ext.3233.

Program**Requirements**

1. Complete the Vernon College admission procedure. A student must be first accepted by the College before being considered for the Emergency Medical Services. Admission to the college does not guarantee enrollment in the program.
2. 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 vaccination is also required for students younger than 22 years of age. (Read the vaccine requirement and exemptions on the VC website.)
3. 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.
4. Information regarding program standards and policies is printed in the EMS handbook.

EMERGENCY MEDICAL SERVICES, LEVEL 1 CERTIFICATE

Instructional Location - Century City Center

CIP 51.0904

Level 1 Certificate

ADVANCED EMERGENCY MEDICAL TECHNICIAN (A-EMT)

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Major Requirements (19 SH)

EMSP 1260	Clinical - Emergency Medical Technology/Technician (EMT Paramedic) (B)	2
EMSP 1501	Emergency Medical Technician	5
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1355	Trauma Management	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1362	Clinical - Emergency Medical Technology/Technician (EMT Paramedic) (A)	3

Subtotal: 19

Verification of Workplace Competencies:

Credentialing Exam - National Registry Examination for certification or licensure

Successful completion of EMSP 1260 and EMSP 1501 will qualify students to take the NREMT-Basic Licensure Exam

Farm and Ranch Management

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.

FARM AND RANCH MANAGEMENT, LEVEL 1 CERTIFICATE

CIP 01.0104

Level 1 Certificate

Instructional Location - Vernon Campus

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Major Requirements (31 SH)

AGAH 1453	Beef Cattle Production	4
	or	
AGEQ 1411	Equine Science I	4
AGCR 1407	Range Management(A)	4
	or	
AGRI 1407	Agronomy	4
AGEQ 1315	Horse Evaluation I(A)	3
	or	
AGRI 2321	Livestock Evaluation I	3
AGRI 1309	Computers In Agriculture	3
AGMG 1311	Introduction to Agribusiness	3
AGMG 1364	Practicum (or Field Experience) - Farm/Farm and Ranch Management	3
AGRI 1131	The Agricultural Industry	1
AGRI 2317	Introduction to Agricultural Economics	3
AGRI 1419	Introductory Animal Science	4
TBA*	AGRI/Farm and Ranch Elective	3

Subtotal: 31

* Approved elective to be selected from the following courses: AGEQ 2315, AGME 1315 (A), AGMG 2364, AGMG 2365, and AGRI 2330 as well as the courses not taken in the “or” groups in the curriculum shown above.

(A) Course included on the State’s Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Farm and Ranch Management Occupational Skills Award (11 Semester Hours):

AGAH 1453	Beef Cattle Production	4
AGCR 1407	Range Management(A)	4
AGMG 1311	Introduction to Agribusiness	3

Verification of Workplace Competencies: Capstone Experience –

AGMG 1364	Practicum (or Field Experience) - Farm/Farm	3
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and Ranch Management

FARM AND RANCH MANAGEMENT, A.A.S.

CIP 01.0104

Instructional Location - Vernon Campus

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

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Major Requirements (45 SH)

AGAH 1453	Beef Cattle Production	4
	or	
AGEQ 1411	Equine Science I	4
AGCR 1407	Range Management(A)	4
	or	
AGRI 1407	Agronomy	4
AGRI 1309	Computers In Agriculture	3
AGEQ 1315	Horse Evaluation I(A)	3
	or	
AGRI 2321	Livestock Evaluation I	3
AGMG 1311	Introduction to Agribusiness	3
AGMG 2365	Practicum (or Field Experience) - Farm/Farm and Ranch Management	3
AGRI 1131	The Agricultural Industry	1
AGRI 2317	Introduction to Agricultural Economics	3
AGRI 1419	Introductory Animal Science	4
TBA*	AGRI/Farm and Ranch Elective	8
TBS*	Approved Electives	9

Subtotal: 60

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

* Approved elective to be selected from the following courses: AGEQ 2315, AGME 1315 (A), AGMG 2364, and AGRI 2330 as well as the courses not taken in the "or" groups in the curriculum shown above.

** To be selected by the student

AGMG 1364 may be taken after the first semester; AGMG 2364 may be taken after the second semester.

Verification of Workplace Competencies:

AGMG 2365	Practicum (or Field Experience) - Farm/Farm and Ranch Management	3
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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 at (940)696-8752 ext. 3237.

Program Requirements

Health Information Management

1. Complete Vernon College admission procedure. A student must be accepted by the College before being accepted by the Health Information Management program. *Admission to the college does not guarantee enrollment in the program.*
2. Texas Success Initiative complete in Reading, Writing and Mathematics.
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, LEVEL 2 CERTIFICATE

CIP 51.0713

Level 2 Certificate

MEDICAL CODING

Instructional Location - Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)**Pre-Requisite Requirements (4 SH)**

BIOL 2401	Anatomy & Physiology I	4
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Related Requirements (7 SH)

BIOL 2402	Anatomy & Physiology II	4
MDCA 1302	Human Disease/Pathophysiology	3

Major Requirements (25 SH)

HITT 1211	Health Information Systems(A)	2
HITT 1301	Health Data Content and Structure	3
HITT 1305	Medical Terminology I(A)	3
HITT 1341	Coding and Classification Systems	3
HITT 1345	Health Care Delivery Systems	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

Subtotal: 36

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

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)**Verification of Workplace Competencies: Capstone Experience –**

HITT 2260	Clinical - Health Information/Medical Records Technology/Technician	2
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HEALTH INFORMATION MANAGEMENT, A.A.S.

CIP 51.0707

Instructional Location - Century City Center

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

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Related Requirements (11 SH)

BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
MDCA 1302	Human Disease/Pathophysiology	3

Major Requirements (34 SH)

HITT 1211	Health Information Systems(A)	2
HITT 1301	Health Data Content and Structure	3
HITT 1305	Medical Terminology I(A)	3
HITT 1341	Coding and Classification Systems	3
HITT 1345	Health Care Delivery Systems	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 2339	Health Information Organization and Supervision	3
HITT 2340	Advanced Medical Billing and Reimbursement	3
HITT 2343	Quality Assessment and Performance Improvement	3
HITT 2361	Clinical - Health Information/Medical Records Technology/Technician	3

Subtotal: 60

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

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

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Verification of Workplace Competencies:

Credentialing Exam - RHIT.

Heat, Ventilation, and Air Conditioning

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.

HEAT, VENTILATION, AND AIR CONDITIONING, LEVEL 1 CERTIFICATE

CIP 15.0501

Level 1 Certificate

Instructional Location - Skills Training Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Major Requirements (36 SH)

HART 1401	Basic Electricity for HVAC	4
	or	
ELPT 1411	Basic Electrical Theory(A)	4
HART 1403	Air Conditioning Control Principles	4
HART 1407	Refrigeration Principles	4
HART 1441	Residential Air Conditioning	4
HART 1445	Gas and Electric Heating	4
HART 2434	Advanced Air Conditioning Controls	4
HART 2436	Air Conditioning Troubleshooting	4
HART 2441	Commercial Air Conditioning	4
HART 2449	Heat Pumps	4
	or	
HART 2468	Practicum (or Field Experience) - Heating, Air Conditioning, and Refrigeration Technology/Technician	4

Subtotal: 36

(A) Course included on the State’s Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Heat, Ventilation, and Air Conditioning Occupational Skills Award (12 Semester Hours):

HART 1401	Basic Electricity for HVAC	4
	or	
ELPT 1411	Basic Electrical Theory(A)	4
HART 1403	Air Conditioning Control Principles	4
HART 1407	Refrigeration Principles	4

Verification of Workplace Competencies: Capstone Experience –

HART 2436	Air Conditioning Troubleshooting	4
	or	
HART 2468	Practicum (or Field Experience) - Heating, Air Conditioning, and Refrigeration	4

Technology/Technician

HEAT, VENTILATION, AND AIR CONDITIONING, A.A.S.

CIP 15.0501

Instructional Location - Skills Training Center

ASSOCIATE IN APPLIED SCIENCE DEGREE (Probable Completion Time - 2 years)**General Education Requirements (15 SH)**

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Major Requirements (45 SH)

HART 1401	Basic Electricity for HVAC	4
	or	
ELPT 1411	Basic Electrical Theory(A)	4
HART 1403	Air Conditioning Control Principles	4
HART 1407	Refrigeration Principles	4
HART 1441	Residential Air Conditioning	4
HART 1445	Gas and Electric Heating	4
HART 2434	Advanced Air Conditioning Controls	4
HART 2436	Air Conditioning Troubleshooting	4
	or	
HART 2468	Practicum (or Field Experience) - Heating, Air Conditioning, and Refrigeration Technology/Technician	4
HART 2441	Commercial Air Conditioning	4
HART 2449	Heat Pumps	4
TBA*	Electives	9

Subtotal: 60

* Approved electives to be selected from the following courses: ACNT 1325 (A), COSC 1301 or ITSC 1301(A) or BCIS 1305, ELPT 1441, ITNW 1325 (A), OSHT 1309, WLDG 1428 (A), or course approved by instructor.

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

(A) Course included on the State’s Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Verification of Workplace Competencies: Capstone Experience –

HART 2436	Air Conditioning Troubleshooting	4
	or	
HART 2468	Practicum (or Field Experience) - Heating, Air Conditioning, and Refrigeration Technology/Technician	4

Industrial Automation Systems

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.

INDUSTRIAL AUTOMATION SYSTEMS ELECTRICAL/ENERGY TECHNOLOGY, LEVEL 1 CERTIFICATE

CIP 15.0303

Level 1 Certificate

Instructional Location - Skills Training Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Major Requirements (34 SH)

ELPT 1411	Basic Electrical Theory(A) or	4
HART 1401	Basic Electricity for HVAC	4
ELMT 2433	Industrial Electronics	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
ITNW 1325	Fundamentals of Networking Technologies(A)	3
RBTC 1405	Robotic Fundamentals	4

Subtotal: 34

ELPT 1411, ELPT 1441, ELPT 1457: Apprentice Credit - Credit will be awarded for these courses to individuals who have completed an electrical apprenticeship program.

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Verification of Workplace Competencies: Capstone Experience –

ELPT 2443	Electrical Systems Design	4
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Industrial Automation Systems Occupational Skill Award (12 Semester Hours):

ELPT 1411	Basic Electrical Theory(A) or	4
HART 1401	Basic Electricity for HVAC	4
ELPT 1441	Motor Control	4
ELPT 1457	Industrial Wiring	4

INDUSTRIAL AUTOMATION SYSTEMS, A.A.S.

CIP 15.0303

Instructional Location – Skills Training Center

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

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Related Requirements (3 SH)

ITNW 1325	Fundamentals of Networking Technologies(A)	3
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Major Requirements (42 SH)

ELPT 1411	Basic Electrical Theory(A)	4
	or	
HART 1401	Basic Electricity for HVAC	4
CBFM 2417	Mechanical Maintenance	4
ELMT 2433	Industrial Electronics	4
ELPT 1441	Motor Control	4
ELPT 1457	Industrial Wiring	4
ELPT 2339	Electrical Power Distribution	3
ELPT 2355	Programmable Logic Controllers II	3
ELPT 2419	Programmable Logic Controllers I	4
ELPT 2443	Electrical Systems Design	4
ELPT 2449	Industrial Automation	4
RBTC 1405	Robotic Fundamentals	4

Subtotal: 60

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

ELPT 1411, ELPT 1441, ELPT 1457: Apprentice Credit - Credit will be awarded for these courses to individuals who have completed an electrical apprenticeship program.

* Approved elective to be selected from the following courses: CETT 1307(A), COSC 1301 or ITSC 1301 (A) or BCIS 1305, EEIR 2366, ELMT 2339, ITSE 1402 (A), MCHN 2444

(A) Course included on the State’s Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Verification of Workplace Competencies: Capstone Experience –

ELPT 2443	Electrical Systems Design	4
ELPT 2449	Industrial Automation	4

* For CNC option, students must have completed or be concurrently enrolled in the MCHN certificate program courses. Students in the Machining-CNC Certificate of Completion have the option to complete the Industrial Automation Systems A.A.S. degree. This option applies to the following block of machining courses to the IAS degree plan: MCHN 1426, MCHN 2403, MCHN 2433, MCHN 2441, and MCHN 2444. This block of MCHN courses replaces the following block of IAS courses: ELPT 1457, ELPT 2339, ELPT 2443, ITNW 1325. Other course substitutions will not be approved for the MCHN and the IAS blocks of courses.

Machining

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, LEVEL 1 CERTIFICATE

CIP 48.0501

Level 1 Certificate

MACHINING - CNC

Instructional Location - Skills Training Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Major Requirements (31 SH)

Fall Block

MCHN 1320	Precision Tools and Measurement	3
MCHN 1408	Basic Lathe	4
MCHN 1413	Basic Milling Operations	4
MCHN 2444	Computerized Numerical Control Programming	4

Spring Block

MCHN 1426	Introduction to Computer-Aided Manufacturing (CAM)	4
MCHN 2403	Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	4
MCHN 2433	Advanced Lathe Operations	4
MCHN 2441	Advanced Machining I	4

Subtotal: 31

Verification of Workplace Competencies: Capstone Experience –

MCHN 2441	Advanced Machining I	4
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Machining Occupational Skills Award (11 Semester Hours):

MCHN 1320	Precision Tools and Measurement	3
MCHN 1426	Introduction to Computer-Aided Manufacturing (CAM)	4
MCHN 2444	Computerized Numerical Control Programming	4

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, at 940.552.6291 ext. 2270.

Program Admissions Requirements

Associate Degree Nursing Program

1. Complete Vernon College admission procedure. A student must be accepted by the College before being accepted by the ADN program. *Admission to the college does not guarantee admission to the program.*
2. Texas Success Initiative complete in Reading, Writing and Mathematics.
3. 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.
4. 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 vaccination is also required for students younger than 22 years of age (read the vaccination 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.

5. 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.
6. 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, entrance examination results, and the Vernon College Associate Degree Nursing Program Admission Point System Calculation. 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, and RNSG 1311 Nursing Pathophysiology with a grade of "C" or better before admission to the ADN Program. RNSG 1311 will only be valid if completed within three (3) years of admission to the nursing program and may be repeated only once to attain a passing grade. Those courses which can be taken prior to admission by LVNs (RNSG 1115 Health Assessment, RNSG 1301 Pharmacology, and RNSG 1246 Legal and Ethical Issues in Nursing) must be successfully completed with a grade of "C" or better and 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, RNSG 1246, and/or 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.
7. 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.
8. 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.
9. Information regarding program standards and policies is printed in the Associate Degree Nursing Student Handbook located on the Associate Degree Nursing homepage.

Re-Admission

Students who are unsuccessful in the Nursing Program may be considered for re-admission once. The student will re-apply as a new student in the Generic program. Selected applicants will take/retake all nursing courses required after admission to the

program. RNSG 1311 (prerequisite course) will only need to be retaken if it has exceeded the 3 year limit by the first day of class.

Re-Entry

Students who are unsuccessful in the Nursing Program may be considered for re-entry once. Various factors will determine re-entry eligibility. Students returning to the Nursing Program without consecutive learning and incurring a lapse of more than one year in the program of learning may be assessed additional cost of testing to determine placement level of re-entry. Students applying for re-entry must provide the Nursing Department with the cause for course interruption or course failure and the corrective actions to be taken to ensure course success if re-entry is granted.

Qualified applicants may be allowed to re-enter the program and enroll in the previously unsuccessful nursing course(s) on a space-available basis or based on other factors according to the following criteria:

1. Applicants with a clinical failure will receive the lowest priority for re-entry.
2. An applicant on scholastic probation or enforced withdrawal is not eligible for re-entry.
3. An applicant may be considered for re-entry after two failures only if the applicant can justify re-entry. The Nursing Admissions Committee may consider extenuating circumstances.
4. Any student approved for re-entry into 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 licensure application will be sent to the Texas Board of Nursing.
5. An applicant who is approved for re-entry into the program may be allowed to enroll only if there is space available in the desired course and/or associated clinicals, and only if no other barriers to enrollment, such as program status, exist.
6. Applicants with an overall GPA in the ADN program pre-requisite courses of less than 2.75 or a GPA in their RNSG courses of less than 2.0 will not be eligible for re-entry.
7. Any nursing courses which have been successfully completed more than three (3) years prior to the first day of class after admission into the program will not be valid for re-entry. If nursing courses were transferred in from another school and they are over the 3 year limit, they must be retaken also. Students who have not been enrolled in the Vernon College ADN program for three (3) or more years will have the option to retake the course or will be required to attain a satisfactory score on a comprehensive exam for each nursing course completed before re-entry and demonstrate clinical competency in selected nursing procedures.
8. Students approved for re-entry will be required to perform the same criminal background check as newly admitted students.
9. 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.

10. The LVN Transition course (RNSG 1327) is a “one time only” opportunity and re-entry into the LVN Transition program is not an available option for students who fail this course. Any student failing the LVN Transition course (RNSG 1327) may apply for the Generic program in the next available fall semester.

The student involved is responsible for calling on or before the beginning of registration to determine eligibility for enrollment. Any student approved for re-entry will be required to provide proof of completion of a review course approved by the Director of Nursing after completing program requirements and before the Director’s Affidavit for licensure application will be sent to the Texas Board of Nursing.

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. In addition, the applicant must submit:

1. Course syllabus containing course outline(s) and course objective(s) for all earned nursing credits which are to be evaluated. A course description is not acceptable.
2. A letter of recommendation from the Dean/Director of the Nursing Program previously attended.
3. 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. If nursing courses were transferred in from another school and they are over the 3 year limit, they must be retaken also. Students who have not been enrolled in the Vernon College ADN program for three (3) or more years will have the option 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.
4. A minimum grade point average of 2.75 will be required for admission.
5. Transfer students selected for readmission will be required to perform the same criminal background check as newly admitted students.
6. 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.

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.

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 may be admitted on a space-available basis.

The student involved is responsible for calling on or before the beginning of registration to determine eligibility for enrollment. Any readmission student will be required to provide proof of completion of a review course approved by the Director of Nursing after completing program requirements and before the Director's Affidavit for licensure application will be sent to the Texas Board of Nursing

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, a clear/negative drug screen, 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 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), influenza, 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.

All Associate Degree Nursing students will be required to provide documentation of current health insurance coverage. Documentation must be presented to the ADN department by the first class day.

Program specific fees are attached to courses to offset program costs including, but not limited to: student use of the Simulation Center, BON required faculty/student ratios for clinicals, and allied health computer lab supplies.

ASSOCIATE DEGREE NURSING, LVN TRANSITION TRACK, A.A.S.

CIP 51.3801

Instructional Locations –Vernon Campus, Century City Center

ASSOCIATE IN APPLIED SCIENCE DEGREE (Probable Completion Time - 2 years)**General Education Requirements (20 SH)**

BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
	or	
MATH 1342	Elementary Statistical Methods	3
PSYC 2301	General Psychology	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Related Requirements (14 SH)

PSYC 2314	Lifespan Growth & Development	3
RNSG 1209	Introduction to Nursing	2
RNSG 1263	Clinical - Registered Nursing/Registered Nurse (Common Concepts)	2
RNSG 1311	Nursing Pathophysiology	3
RNSG 1441	Common Concepts of Adult Health	4

Major Requirements (26 SH)**Summer Semester**

RNSG 1115	Health Assessment	1
RNSG 1301	Pharmacology	3
RNSG 1327	Transition to Professional Nursing	3

Fall Semester

RNSG 1246	Legal & Ethical Issues for Nursing	2
RNSG 1443	Complex Concepts of Adult Health	4
RNSG 2360	Clinical - Registered Nursing/Registered Nurse (Complex Concepts)	3
RNSG 2162	Clinical - Registered Nursing/Registered Nurse (Community)	1

Spring Semester

RNSG 1110	Introduction to Community-Based Nursing	1
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RNSG 1412	Nursing Care of the Childbearing And Child Rearing Family	4
RNSG 2161	Clinical - Registered Nursing/Registered NURSE (Mental Health)	1
RNSG 2166	Practicum (or Field Experience) - Registered Nursing/Registered Nurse (Family)	1
RNSG 2213	Mental Health Nursing	2

Subtotal: 60

Prerequisite for RNSG 1327: MATH 1314 or MATH 1332, PSYC 2314, RNSG 1311

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

The following courses may be substituted if successfully completed with a grade of “C” or better:

VNSG 1122 & VNSG 1329 for RNSG 1209

VNSG 1161 & VNSG 1162 or VNSG 1263; VNSG 1362; or VNSG 1363 for RNSG 1263

VNSG 1332 & VNSG 1460 for RNSG 1441

Verification of Workplace Competencies:

Credentialing Exam – NCLEX-RN Examination

ASSOCIATE DEGREE NURSING, GENERIC NURSING TRACK, A.A.S.

CIP 51.3801

Instructional Locations - Vernon Campus, Century City Center

ASSOCIATE IN APPLIED SCIENCE DEGREE (Probable Completion Time - 3 years)**General Education Requirements (20 SH)**

BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
	or	
MATH 1342	Elementary Statistical Methods	3
PSYC 2301	General Psychology	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Related Requirements (6 SH)

PSYC 2314	Lifespan Growth & Development	3
RNSG 1311	Nursing Pathophysiology	3

Major Requirements (34 SH)**Fall Semester**

RNSG 1105	Nursing Skills I	1
RNSG 1115	Health Assessment	1
RNSG 1166	Practicum (or Field Experience) - Registered Nursing/Registered Nurse (Introduction to Nursing)	1
RNSG 1246	Legal & Ethical Issues for Nursing	2
RNSG 1309	Introduction to Nursing	3

Spring Semester

RNSG 1263	Clinical - Registered Nursing/Registered Nurse (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 2162	Clinical - Registered Nursing/Registered Nurse	1

	(Community)	
RNSG 2360	Clinical - Registered Nursing/Registered Nurse (Complex Concepts)	3

Spring Semester

RNSG 1110	Introduction to Community-Based Nursing	1
RNSG 1412	Nursing Care of the Childbearing And Child Rearing Family	4
RNSG 2161	Clinical - Registered Nursing/Registered NURSE (Mental Health)	1
RNSG 2166	Practicum (or Field Experience) - Registered Nursing/Registered Nurse (Family)	1
RNSG 2213	Mental Health Nursing	2

Subtotal: 60

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

Verification of Workplace Competencies:

Credentialing Exam - NCLEX-RN Examination

A.A.S. Nursing Occupational Skills Award (12 Semester Hours):

BIOL 2401	Anatomy & Physiology I	4
RNSG 1105	Nursing Skills I	1
RNSG 1115	Health Assessment	1
RNSG 1309	Introduction to Nursing	3
RNSG 1246	Legal & Ethical Issues for Nursing	2
RNSG 1166	Practicum (or Field Experience) - Registered Nursing/Registered Nurse (Introduction to Nursing)	1

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 at 940.696.8752 ext. 3222.

Program Admissions Requirements

Licensed Vocational Nursing Program

1. Complete the Vernon College admission procedure. A student must be accepted by the College before being accepted by the LVN program. *Admission to the college does not guarantee admission to the Vocational Nursing Program.*
2. Texas Success Initiative complete in Reading, Writing and Mathematics.
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 vaccination is also required for students younger than 22 years of age (read the vaccination 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. 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 Texas Board of Nursing may not license such a person and, upon conviction of a felony, may suspend or revoke the license of a person previously licensed.
7. 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.

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 younger than 22 years of age (read the vaccination requirement and exemptions on the VC website). For immunization exclusions, waivers, and acceptable documentation, students should contact the program coordinator.

LICENSED VOCATIONAL NURSING, LEVEL 2 CERTIFICATE, DAY PROGRAM, FALL START DATE

CIP 51.3901

Level 2 Certificate

DAY PROGRAM**Fall Start Date**

Instructional Locations - Vernon Campus, Century City Center and Seymour

CERTIFICATE OF COMPLETION (Probable Completion Time – 43 weeks)**Major Requirements (44 SH)****Fall Block**

VNSG 1115	Disease Control and Prevention	1
VNSG 1122	Vocational Nursing Concepts	1
VNSG 1133	Growth and Development	1
VNSG 1161	Clinical - Licensed Practical/Vocational Nurse Training	1
VNSG 1162	Clinical - Licensed Practical/Vocational Nurse Training	1
VNSG 1227	Essentials of Medication Administration	2
VNSG 1320	Anatomy and Physiology for Allied Health(A)	3
VNSG 1423	Basic Nursing Skills	4
VNSG 2431	Advanced Nursing Skills	4

Spring Block

VNSG 1126	Gerontology	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 Nurse (LVN) Training	3

Summer Block

VNSG 1234	Pediatrics	2
VNSG 1332	Medical-Surgical Nursing II	3
VNSG 1460	Clinical - Licensed Vocational Nurse (LVN) Training	4

Subtotal: 44

These courses may be substituted assuming Texas Success Initiative requirements are met: BIOL 2401 and BIOL 2402 for VNSG 1320; BIOL 2420 for VNSG 1115; PSYC 2301 for VNSG 1201; PSYC 2314 for VNSG 1133; and BIOL 1322 for VNSG 1216.

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Verification of Workplace Competencies:

Credentialing Exam - NCLEX-PN Examination

Vocational Nursing Occupational Skills Award (9 Semester Hours):

VNSG 1423	Basic Nursing Skills	4
VNSG 2431	Advanced Nursing Skills	4
VNSG 1163	Clinical - Licensed Practical/Vocational Nurse Training	1

or any VNSG Clinical with successful completion of the written and practical certified nurse examination

LICENSED VOCATIONAL NURSING, LEVEL 2 CERTIFICATE, DAY PROGRAM, SPRING START DATE

CIP 51.3901

Level 2 Certificate

DAY PROGRAM

Spring Start Date

Instructional Location - Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 43 weeks)

Major Requirements (44 SH)

Spring Block

VNSG 1115	Disease Control and Prevention	1
VNSG 1122	Vocational Nursing Concepts	1
VNSG 1133	Growth and Development	1
VNSG 1161	Clinical - Licensed Practical/Vocational Nurse Training	1
VNSG 1162	Clinical - Licensed Practical/Vocational Nurse Training	1
VNSG 1227	Essentials of Medication Administration	2
VNSG 1320	Anatomy and Physiology for Allied Health(A)	3
VNSG 1423	Basic Nursing Skills	4
VNSG 2431	Advanced Nursing Skills	4

Summer Block

VNSG 1329	Medical-Surgical Nursing I	3
VNSG 1331	Pharmacology	3
VNSG 1362	Clinical - Licensed Vocational Nurse (LVN) Training	3

Fall Block

VNSG 1126	Gerontology	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 Nurse (LVN) Training	4

Subtotal: 44

These courses may be substituted assuming Texas Success Initiative requirements are met: BIOL 2401 and BIOL 2402 for VNSG 1320 **(A)**; BIOL 2420 for VNSG 1115;

PSYC 2301 for VNSG 1201; PSYC 2314 for VNSG 1133; and BIOL 1322 for VNSG 1216. See course descriptions for prerequisites.

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)

Verification of Workplace Competencies:

Credentialing Exam - NCLEX-PN Examination

Vocational Nursing Occupational Skills Award (9 Semester Hours):

VNSG 1423	Basic Nursing Skills	4
VNSG 2431	Advanced Nursing Skills	4
VNSG 1163	Clinical - Licensed Practical/Vocational Nurse Training	1

or any VNSG Clinical with successful completion of the written and practical certified nurse examination

LICENSED VOCATIONAL NURSING, LEVEL 2 CERTIFICATE, EVENING PROGRAM, SUMMER START DATE

CIP 51.3901

Level 2 Certificate

EVENING PROGRAM**Summer Start Date**

Instructional Locations - Vernon Campus, Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 1 1/2 years or 64 weeks)**Major Requirements (44 SH)****Summer II Block**

VNSG 1122	Vocational Nursing Concepts	1
VNSG 1423	Basic Nursing Skills	4

Fall Block

VNSG 1115	Disease Control and Prevention	1
VNSG 1133	Growth and Development	1
VNSG 1161	Clinical - Licensed Practical/Vocational Nurse Training	1
VNSG 1216	Nutrition	2
VNSG 1227	Essentials of Medication Administration	2
VNSG 1320	Anatomy and Physiology for Allied Health(A)	3
VNSG 2431	Advanced Nursing Skills	4

Spring Block

VNSG 1330	Maternal-Neonatal Nursing	3
VNSG 1331	Pharmacology	3
VNSG 1460	Clinical - Licensed Vocational Nurse (LVN) Training	4

Summer Block

VNSG 1163	Clinical - Licensed Practical/Vocational Nurse Training	1
VNSG 1234	Pediatrics	2
VNSG 1329	Medical-Surgical Nursing I	3

Fall Block

VNSG 1126	Gerontology	1
VNSG 1201	Mental Health and Mental Illness	2
VNSG 1332	Medical-Surgical Nursing II	3
VNSG 1363	Clinical - Licensed Vocational Nurse (LVN) Training	3

Subtotal: 44

These courses may be substituted assuming Texas Success Initiative requirements are met: BIOL 2401 and BIOL 2402 for VNSG 1320; BIOL 2420 for VNSG 1115; PSYC 2301 for VNSG 1201; PSYC 2314 for VNSG 1133; and BIOL 1322 for VNSG 1216. See course descriptions for prerequisites.

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)

Verification of Workplace Competencies:

Credentialing - NCLEX-PN Examination

Vocational Nursing Occupational Skills Award (9 Semester Hours):

VNSG 1423	Basic Nursing Skills	4
VNSG 2431	Advanced Nursing Skills	4
VNSG 1163	Clinical - Licensed Practical/Vocational Nurse Training	1

or any VNSG Clinical with successful completion of the written and practical certified nurse examination

LICENSED VOCATIONAL NURSING, LEVEL 2 CERTIFICATE, EVENING PROGRAM, SPRING START DATE

CIP 51.3901

Level 2 Certificate

EVENING PROGRAM**Spring Start Date**

Instructional Locations - Vernon Campus, Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 1 1/2 years or 64 weeks)**Major Requirements (44 SH)****Spring Block**

VNSG 1115	Disease Control and Prevention	1
VNSG 1122	Vocational Nursing Concepts	1
VNSG 1133	Growth and Development	1
VNSG 1320	Anatomy and Physiology for Allied Health(A)	3
VNSG 1423	Basic Nursing Skills	4
VNSG 2431	Advanced Nursing Skills	4

Summer Block

VNSG 1227	Essentials of Medication Administration	2
VNSG 1263	Clinical - Licensed Vocational Nurse (LVN) Training	2
VNSG 1330	Maternal-Neonatal Nursing	3

Fall Block

VNSG 1201	Mental Health and Mental Illness	2
VNSG 1216	Nutrition	2
VNSG 1331	Pharmacology	3
VNSG 1363	Clinical - Licensed Vocational Nurse (LVN) Training	3

Spring Block

VNSG 1126	Gerontology	1
VNSG 1234	Pediatrics	2
VNSG 1329	Medical-Surgical Nursing I	3
VNSG 1460	Clinical - Licensed Vocational Nurse (LVN) Training	4

Summer I Block

VNSG 1332	Medical-Surgical Nursing II	3
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Subtotal: 44

VNSG 1115, VNSG 1133, VNSG 1320, VNSG 1201, VNSG 1216: These courses may be substituted assuming Texas Success Initiative requirements are met: BIOL 2401 and BIOL 2402 for VNSG 1320; BIOL 2420 for VNSG 1115; PSYC 2301 for VNSG 1201; PSYC 2314 for VNSG 1133; and BIOL 1322 for VNSG 1216. See course descriptions for prerequisites.

Verification of Workplace Competencies:

Credentialing Exam - NCLEX-PN Examination

Vocational Nursing Occupational Skills Award (9 Semester Hours):

VNSG 1423	Basic Nursing Skills	4
VNSG 2431	Advanced Nursing Skills	4
VNSG 1163	Clinical - Licensed Practical/Vocational Nurse Training	1

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 accepted into the program will attend specialized classes and complete clinical rotations. Upon successful completion of the program, graduates will be eligible to take the National Pharmacy Technician Certification Examination administered by the Pharmacy Technician Certification Board (PTCB) or the Exam for the Certification of Pharmacy Technicians (ExCPT) administered by the National Healthcareer Association (NHA) to become a Nationally 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)/Accreditation Council for Pharmacy Education (ACPE), and the classes are designed in accordance with their guidelines.

For further information, contact the Program Coordinator at 940.696.8752 ext. 3231.

Program Requirements

Pharmacy Technician Program

1. Complete the Vernon College admission procedure. A student must be first accepted by the College before being considered for the Pharmacy Technician Program. Admission to the college does not guarantee enrollment in the program..
2. Submit a Pharmacy Tech New Student packet to the program. 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. Packets are available from the program coordinator and on the Vernon College web site.
3. The potential student needs to register with Texas State Board of Pharmacy as a pharmacy technician trainee at www.tsbp.state.tx.us. There is a non-refundable on-line processing fee of \$52.00 (this fee can change). Applicants will also have to have fingerprints taken and this will cost approximately \$45 to \$50. 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 potential student will not be able to enter the program without this registration.
4. 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 vaccination is also required for students younger than 22 years of age (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.
5. 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.
6. The Pharmacy Technician Review Committee will rank students to determine placement into the program based upon the completion of the new student packet, completion of the technician trainee registration process and interview.
7. In the event the potential student is rejected by the Pharmacy Technician Review Committee, the student 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.
8. Information regarding program standards and policies is printed in the *Pharmacy Technician Handbook*.

PHARMACY TECHNICIAN, LEVEL 1 CERTIFICATE, DAY PROGRAM

CIP 51.0805

Level 1 Certificate

Instructional Locations - Century City Center

DAY PROGRAM

Fall Start Date

CERTIFICATE OF COMPLETION (Probable Completion Time – 32 weeks)

Major Requirements (30 SH)

Fall Block

PHRA 1102	Pharmacy Law	1
PHRA 1201	Introduction to Pharmacy(A)	2
PHRA 1205	Drug Classification	2
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 Block

PHRA 1441	Pharmacy Drug Therapy and Treatment	4
PHRA 1445	Compounding Sterile Preparations	4
PHRA 1240	Pharmacy Third Party Payment	2
PHRA 1243	Pharmacy Technician Certification Review	2
PHRA 2265	Practicum (or Field Experience) - Pharmacy Technician/Assistant	2

Subtotal: 30

External certifying agency - American Society of Health - System Pharmacists/Accreditation Council for Pharmacy Education (ASHP/ACPE)

Verification of Workplace Competencies:

Credentialing Examination - PTCB or ExCPT for CPhT

PHARMACY TECHNICIAN, LEVEL 1 CERTIFICATE, EVENING PROGRAM

CIP 51.0805

Level 1 Certificate

Instructional Locations - Century City Center

EVENING PROGRAM**Spring 2019 Start Date****CERTIFICATE OF COMPLETION** (Probable Completion Time – 43 weeks)**Major Requirements (30 SH)****Spring Block**

PHRA 1102	Pharmacy Law	1
PHRA 1201	Introduction to Pharmacy(A)	2
PHRA 1205	Drug Classification	2
PHRA 1209	Pharmaceutical Mathematics I	2
PHRA 1247	Pharmaceutical Mathematics II	2
PHRA 1313	Community Pharmacy Practice	3

Summer Block

PHRA 1240	Pharmacy Third Party Payment	2
PHRA 1449	Institutional Pharmacy Practice	4

Fall Block

PHRA 1243	Pharmacy Technician Certification Review	2
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
PHRA 1445	Compounding Sterile Preparations	4
PHRA 2265	Practicum (or Field Experience) - Pharmacy Technician/Assistant	2

Subtotal: 30

External certifying agency – American Society of Health - System Pharmacists/Accreditation Council for Pharmacy Education (ASHP/ACPE)

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit.)

Verification of Workplace Competencies:

Credentiaing Examination - PTCB or ExCPT for CPhT

Surgical Technology

NOTE: Effective Fall 2021, a mandate by the National Board of Surgical Technology and Surgical Assisting states that students will no longer have the option of the Certificate of Completion for Surgical Technology. Students must successfully

complete the AAS degree requirements to be eligible to complete the program and sit for the national credentialing exam, the CST exam.

Surgical Technologists are Allied Health Professionals that practice 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 provides students with entry-level knowledge and skills required for employment as a Surgical Technologist. Upon successful completion of the program, graduates sit for 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 ambulatory surgery centers. Employment opportunities also exist in surgeon's offices, central/sterile supply departments, sterile processing, and for perioperative staffing agencies.

The Vernon College Surgical Technology Program is nationally accredited and the program reports program outcomes annually to the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). For further information, contact the Program Coordinator, 940.696.8752 ext. 3266.

Program Admissions Requirements

Surgical Technology 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. *Admission to the college does not guarantee admission to the program.*
2. Texas Success Initiative complete in Reading, Writing and Mathematics. Must successfully complete BIOL 2401 Anatomy and Physiology I, BIOL 2402 Anatomy and Physiology II, and COSC 1301 Introduction to Computing or an equivalent course in order to be considered for placement into the Surgical Technology Program.
3. 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.
4. Once accepted into the program students 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.

5. 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 younger than 22 years of age (read the vaccination requirements and exemptions on the VC website). Surgical Technology student must show proof of current influenza vaccination. 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.
6. Obtain a Healthcare Provider CPR card, classes are offered through Continuing Education.
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, LEVEL 2 CERTIFICATE

CIP 51.0909

Level 2 Certificate

Instructional Location - Century City Center

CERTIFICATE OF COMPLETION (Probable Completion Time – 1 year or 43 weeks)**Pre-Requisite Requirements (11 SH)**

BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
COSC 1301	Introduction to Computing or	3
ITSC 1301	Introduction to Computers(A) or	3
BCIS 1305	Business Computer Applications	3

Major Requirements (34 SH)**Fall Block****Fall—16-Weeks**

BIOL 2420	Microbiology for Non-Science Majors	4
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Fall I—8-Weeks

HPRS 1206	Essentials of Medical Terminology (SRGT)(A)	2
SRGT 1405	Introduction to Surgical Technology	4

Fall II—8-Weeks

SRGT 1160	Clinical - Surgical Technology/Technologist	1
SRGT 1409	Fundamentals of Perioperative Concepts and Techniques	4

Spring Block**Spring—16-Weeks**

SRGT 1560	Clinical - Surgical Technology/Technologist	5
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Spring I—8-Weeks

SRGT 1441	Surgical Procedures I	4
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Spring II—8-Weeks

SRGT 1442	Surgical Procedures II	4
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Summer Block

SRGT 2660	Clinical - Surgical Technology/Technologist	6
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Subtotal: 45

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

This ST Program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 Phone: 727-210-2350 Fax: 727-210-2354. www.caahep.org

Verification of Workplace Competencies:

Credentialing Examination CST Examination

SURGICAL TECHNOLOGY, A.A.S.

CIP 51.0909

Instructional Location - Century City Center

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

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
	or	
PSYC 2301	General Psychology	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Prerequisite Requirements (11 SH)

BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
COSC 1301	Introduction to Computing	3
	or	
ITSC 1301	Introduction to Computers(A)	3
	or	
BCIS 1305	Business Computer Applications	3

Major Requirements (34 SH)

Fall Semester

Fall—16-Weeks

BIOL 2420	Microbiology for Non-Science Majors	4
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Fall I—8-Weeks

HPRS 1206	Essentials of Medical Terminology (SRGT)(A)	2
SRGT 1405	Introduction to Surgical Technology	4

Fall II—8-Weeks

SRGT 1160	Clinical - Surgical Technology/Technologist	1
SRGT 1409	Fundamentals of Perioperative Concepts and Techniques	4

Spring Semester**Spring—16-Weeks**

SRGT 1560	Clinical - Surgical Technology/Technologist	5
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Spring I—8-Weeks

SRGT 1441	Surgical Procedures I	4
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Spring II—8-Weeks

SRGT 1442	Surgical Procedures II	4
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Summer Semester

SRGT 2660	Clinical - Surgical Technology/Technologist	6
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Subtotal: 60

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

This program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 Phone: 727-210-2350 Fax: 727-210-2354. www.caahep.org

Welding

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, LEVEL 1 CERTIFICATE

CIP 48.0508

Level 1 Certificate

Instructional Location – Skills Training Center

CERTIFICATE OF COMPLETION (Probable Completion Time - 1½ years)

Related Requirements (6 SH)

OSHT 1309	Physical Hazards Control	3
TBA*	Approved Elective	3

Major Requirements (35 SH)

WLDG 1337	Introduction to Welding Metallurgy	3
WLDG 1413	Introduction to Blueprint Reading for Welders	4
WLDG 1427	Welding Codes and Standards	4
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)(A)	4
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	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

Subtotal: 41

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

* Approved elective to be selected from the following courses: COSC 1301 or ITSC 1301(A) or BCIS 1305, WLDG 1457, WLDG 2380

Welding Occupational Skills Award (12 Semester Hours):

WLDG 1413	Introduction to Blueprint Reading for Welders	4
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)(A)	4
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4

Verification of Workplace Competencies: Capstone Experience –

Welder Qualification Exams

WELDING, A.A.S.

CIP 48.0508

Instructional Location - Skills Training Center

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

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Related Requirements (6 SH)

OSHT 1309	Physical Hazards Control	3
TBA*	Approved Elective	3

Major Requirements (39 SH)

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 1427	Welding Codes and Standards	4
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)(A)	4
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	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

Subtotal: 60

* Approved elective to be selected from the following courses: COSC 1301 or ITSC 1301(A) or BCIS 1305, WLDG 1457, WLDG 2380, WLDG 2381

> To be selected from the following: ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306

(A) Course included on the State's Advanced Technical Credit list. (See Advanced Technical Credit (p. 98).)

Verification of Workplace Competencies: Capstone Experience:

Welder Qualification Exams

FAST TRACK CAREERS

The Vernon College Continuing Education department plays an important role in the institutional mission of the college and in servicing our students and communities. Through Continuing Education, a wide variety of non-credit classes as well as associated services and college resources are provided to students of all ages within the twelve county service area. Fast Track Careers are designed to provide basic knowledge and skills necessary for entry-level employment opportunities or occupational upgrading. Personal enrichment classes are designed to appeal to the needs of the general public. Specialized contract and customized training courses for business and industry are also available.

Continuing Education class schedules are published online for Fall, Spring, and Summer semesters for quick and easy access. Please visit the website at www.vernoncollege.edu/continuing-education-home to register for class or to see the upcoming class schedules. Persons may also contact the Continuing Education Offices on the Vernon Campus and/or Century City or Skills Training Centers in Wichita Falls for more information.

In most non-credit Continuing Education classes, only grades of complete (C) or incomplete (NC) are given. Persons who register for and successfully complete non-credit Continuing Education classes are awarded Continuing Education Units (CEU's) with 1 CEU being awarded for each 10 hours of instruction. Transcripts are maintained for all Continuing Education courses.

Occupational Skills Achievement Awards are available to successful completers of the following programs: Phlebotomy (216 hours), Child Development Associate (120 hours). Successful completers of these programs must apply at the Office of Admissions and Records in order to receive the award. A more thorough description of the Occupational Skills Achievement Award (p. 102) can be found in this catalog.

Non-credit Career and Technical Education programs/classes offered through Continuing Education typically vary in length from one month to one year and most provide some type of occupational certification leading to entry-level employment. Examples of some of the more popular Fast Track Careers include:

- Basic Firefighter Academy is a Texas Higher Education Coordinating Board approved program that is 480 class hours in length and covers the Texas Commission on Fire Protection Personnel Standards and Education curriculum. Upon successful completion of the program, students are eligible to take the state certification exam to become Certified Firefighters in Texas. Admission to the Academy is required and enrollment is limited.
- Basic Law Enforcement Academy is a Texas Higher Education Coordinating Board approved program which is 704 class hours in length and is offered at the Skills Training Center. The Academy prepares students to take the Texas Commission on Law Enforcement (TCOLE) state certification examination. After passing the exam and upon employment with a Law Enforcement Agency,

students are eligible to become Licensed Peace Officers in Texas. Admission to the Academy is required and enrollment is limited.

- Certified Nurse Aid (CNA) is a 4 month program offered monthly at the Century City Center which includes both classroom and clinical educational experiences. Upon successful completion of the program, students are eligible to take the state licensure exam for Certified Nurse Aid. Prerequisites: full shot records (MMR, TD, Varicella, Hepatitis B, and TB), valid picture ID, and social security card.
- Culinary Academy is a Texas Higher Education Coordinating Board approved program which is 9 months in length and is offered at the Culinary Academy in Burkburnett, Texas. Upon successful completion of the Academy, students receive 5 Certificates of Achievement in Culinary Arts/Hospitality and are qualified for a variety of positions such as Prep Cook, Chef/Kitchen Manager, Restaurant Manager, Assistant Catering Manager, Assistant Food & Beverage Director, among others. This program also allows for students the opportunity to become Manage First Credentialed.
- Dental Assisting is a Texas Higher Education Coordinating Board approved program which is 9 months in length offered at the Century City Center. This program prepares students for a career in dental assisting. Upon successful completion of the program, students are eligible to take the state dental assisting registration exam. Enrollment applications are required and 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), dental x-rays and cleaning, physical examination, and essay.
- Medical Assisting is a Texas Higher Education Coordinating Board approved program which is 9 months in length and offered at the Century City Center. Upon successful completion of the program, students are eligible to take three national exams through the National Healthcareer Association: NHA Certified Clinical Medical Assistant test (CCMA). NHA Certified Phlebotomy Technician (CPT); and NHA Certified Electrocardiogram Technician (CET). Enrollment applications are required and are available in May. Classes begin in August and enrollment is limited.
- Phlebotomy is a 4 month, hands-on program offered at the Century City Center (Fall and Spring) which prepares students for a career in phlebotomy. Upon successful completion of the program, students are eligible to take the National Phlebotomy certification exam. Registration is open to all students with necessary documentation in November/June, however enrollment is limited. Prerequisites: full shot records (MMR, TD, Varicella, Hepatitis B, and TB).

Non-credit Personal Enrichment classes offered through Continuing Education also vary in length and include a wide range of topics such as motorcycle safety, fitness and exercise, astronomy, various arts and crafts, gardening, and hunter education. Additionally, classes are offered in a variety of educational and fun areas for children ages 4-13 during Kids College held each summer at both the Vernon campus and Century City Center. Specialized activities and services for senior citizens are offered through the Emeritus Institute on the Vernon campus.

Additionally, over 150 non-credit, interactive Online Courses such as Defensive Driving, Wedding Planning, Personal Finance, Grant Writing, and Basic Computer Literacy are offered through a partnership between the VC Continuing Education department and Education 2 Go. Courses begin monthly and can be viewed at <http://www.ed2go.co/vernonedu/>. Online enrollment is available with both Visa and MasterCard accepted.

Specialized non-credit courses to meet the specific training needs of area Business and Industry are also available through the Continuing Education Department at Vernon College. Classes may be customized with respect to topic, scheduling, and delivery methods to fit the needs of companies and their employees. To inquire about specialized courses and contract training opportunities, businesses may contact the Coordinator of Business and Industry Services on either the Vernon Campus or at the Century City Center.

Emeritus Institute, Vernon Campus

Operated through the Department of Continuing Education, the Emeritus Institute is specifically designed for persons sixty (60) years and older. The Chaparral Senior Activity Center, located on the Vernon Campus, offers many opportunities for senior adults, including both the Congregate Meal and the Meals on Wheels programs. In addition to a nutritious noon meal, participants also enjoy fellowship, games, and monthly evening socials. Other activities and services available through the Emeritus Institute include bus trips, health screenings, nutritional and exercise programs, transportation services, and continuing education classes designed specifically for senior adults.

Basic Firefighter Academy

Certificate of Achievement

Credential: Basic Firefighter Certification

The purpose of the Vernon College Basic Firefighter 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 to become a certified firefighter. Emphasis is placed on the learning objectives set forth in the curriculum by the Texas Commission on Fire Protection in which Vernon College is accredited. Firefighters provide fire protection, rescue, and emergency services in order to protect life and property including emergency medical/first responder services, hazardous materials response, investigate scenes, provide public education and inspect/test plans and equipment. Additional duties include maintaining the fire station, conducting tours, inspecting equipment, inspecting building and completing related duties as assigned.

Program Requirements

1. Complete and submit an application for the Basic Firefighter Academy Program
2. Successfully pass the National Registry Exam for Basic EMT-B and provide documentation.

3. Provide evidence that the following immunization have be met prior to enrollment in the Basic Firefighter Academy 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). Bacteria Meningitis vaccination is also required for students younger than 22 years of age. (Read the vaccine requirement and exemptions on the VC website.)
4. Once all forms have been completed, an interview process will take place with the Coordinator of Fire Services.

For additional questions, contact Jon Reese at jreese@vernoncollege.edu. The application packet must be complete and turned in to Jon Reese for review prior to registration. Scholarships are available through the Continuing Education Office for students that qualify.

BASIC FIREFIGHTER ACADEMY, CERTIFICATE OF ACHIEVEMENT

Continuing Education

CIP 43.0203

Instructional Location - Century City Center

Probable Completion Time - 5 months

Requirements

FIRS 1001	Firefighter Certification I	64 Class Hours
FIRS 1007	Firefighter Certification II	64 Class Hours
FIRS 1013	Firefighter Certification III	64 Class Hours
FIRS 1019	Firefighter Certification IV	64 Class Hours
FIRS 1023	Firefighter Certification V	96 Class Hours
FIRS 1029	Firefighter Certification VI	64 Class Hours
FIRS 1033	Firefighter Certification VII	64 Class Hours

Subtotal: 480

Verification of Workplace Competencies:

Texas Commission on Fire Protection Certification Licensure Exam

Basic Law Enforcement Academy

Certificate of Achievement

Credential: Basic Peace Officer Certification

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 accrediting by the Texas Commission on Law Enforcement (TCOLE) cover the material put forth in the mandated Basic Peace Officer curriculum.

Program Requirements

The Academy meets from **6:00** p.m. 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 Police Academy Page: <http://www.vernoncollege.edu/police-academy>

Students under 22 years of age 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 to those who qualify.

BASIC LAW ENFORCEMENT ACADEMY, CERTIFICATE OF ACHIEVEMENT

Continuing Education

CIP 43.0107

Instructional Location - Skills Training Center

Probable Completion Time - 9 months

Requirements

CJLE 1006	Basic Peace Officer I	176 Class Hours
CJLE 1012	Basic Peace Officer II	176 Class Hours
CJLE 1018	Basic Peace Officer III	176 Class Hours
CJLE 1024	Basic Peace Officer IV	160 Class Hours

Related Requirements

CJLE 1003	Police Speed Measuring Device Certification (Radar)	8 Class Hours
CJLE 2004	Tactical Skills with a Less-Than-Lethal Weapon (OC Spray)	8 Class Hours

Subtotal: 704

Verification of Workplace Competencies:

Texas Commission on Law Enforcement Licensure Exam

Culinary Academy

Certificate of Achievement

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 as each class builds on the previous.

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 Colee.

Registration Procedures

Brochures are available at Vernon College Continuing Education Office or online at 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, CERTIFICATE OF ACHIEVEMENT

Continuing Education

CIP 12.0503

Instructional Location - Vernon College-Burkburnett Culinary Facility

Probable Completion Time - 9 months

Requirements

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

Subtotal: 384

Verification of Workplace Competencies:

ServSafe®

Dental Assisting Program

Certificate of Achievement

Credential: Registered Dental Assistant

The Dental Assisting Program is designed to prepare students for entry level positions in one of the fastest growing health care positions - Dental Assisting. The dental assisting program will cover key areas and topics exposing the student to both classroom and laboratory hands-on instruction. After successfully completing the course students will be ready to take the State of Texas Registered Dental Assistant (RDA) exams.

Dental Assistants work under the direction of other health care professionals, usually in dental offices, hospitals, health clinics and other health care settings. Under direct supervision, the dental assistants are responsible for assisting dentists and dental hygienists with patient care as well as provide certain administrative support to the office.

Registration Procedures

Applications are available at the Vernon College Continuing Education office or online at www.vernoncollege.edu/fast-track. Students must complete application packets and turn in all materials associated with the application. The deadline for admission will be stated in the packet each year. Scholarships are available through the Continuing Education office for students that qualify. An interview process will follow for all qualified applicants. Each year the program will accept 16 students.

Program Requirements

- Must be 18 years of age with a GED or high school diploma
- Must have visual acuity with/without corrective lenses
- Must have manual dexterity to use sterile techniques, prepare and transfer dental materials, and transfer instruments
- Must be computer literate and communicate effectively in verbal and written form.
- Must be able to stand for prolonged periods of time and maneuver in limited spaces.
- Must have current CPR certification for healthcare providers
- No criminal convictions or probation
- Must have current vaccinations (MMR, TD, Varicella, Hepatitis B), and physical and dental examinations
- Must take reading, writing and math portions of accuplacer
- Must sign all forms regarding confidentiality and general releases

DENTAL ASSISTING PROGRAM, CERTIFICATE OF ACHIEVEMENT

Continuing Education

CIP 51.0601

Instructional Location - Century City Center

Probable Completion Time – 9 months

Requirements

MDCA 1009	Anatomy and Physiology	98 Class Hours
DNTA 1001	Dental Materials	64 Class Hours
DNTA 1011	Dental Science	48 Class Hours
DNTA 1015	Chairside Assisting	66 Class Hours
DNTA 1005	Dental Radiology	48 Class Hours
DNTA 1060	Clinical Dental Assisting	80 Class Hours

Subtotal: 404

Verification of Capital Workplace Competencies:

State of Texas Registered Dental Assistant (RDT) Exam

Medical Assisting Program

Certificate of Achievement

Credential: Certified Clinical Medical Assisting, Certified Phlebotomy Technician, Certified EKG Technician

This program is offered at our Century City location starting each fall. Upon completion of this program, students will be eligible to take their certification exam for Certified Clinical Medical Assistant (CCMA), Phlebotomy Technician (CPT), and EKG Technician (CET) through the National Healthcareer Association. The medical assistant job description is varied and broad. Medical Assistants perform many job duties to keep the offices of doctors, medical centers, and clinics running smoothly. Depending on their employer's needs, they may perform clerical, administrative, or clinical job duties, or all three. The job description of a medical assistant also varies by office type, location, and the size of the practice.

Registration Procedures

Applications are available at the Vernon College Continuing Education office or online at www.vernoncollege.edu/fast-track. Students must complete application

packets and turn in all materials associated with the application. The deadline for admission will be stated in the packet each year. An interview process will follow for all qualified applicants. Each year the program will accept 16 students.

Program Requirements

- Must be 18 years of age with a GED or high school diploma
- Must be computer literate and communicate effectively in verbal and written form.
- Must be able to stand for prolonged periods of time and maneuver in limited spaces.
- Must have current CPR certification for healthcare providers
- No criminal convictions or probation
- Must have current vaccinations (MMR,TD, Varicella, Hepatitis B)
- Must take reading, writing and math portions of accuplacer
- Must sign all forms regarding confidentiality and general releases

MEDICAL ASSISTING PROGRAM, CERTIFICATE OF ACHIEVEMENT

Continuing Education

CIP 51.0801

Instructional Location - Century City Center

Probable Completion Time – 10 months

Requirements

MDCA 1009	Anatomy and Physiology	98 Class Hours
MDCA 1000	Basic Medical Assistant Technology	30 Class Hours
MDCA 2031	Advanced Medical Assistant	64 Class Hours
HITT 1005	Medical Terminology I	48 Class Hours
HPRS 2000	Pharmacology for Health Professions	54 Class Hours
ECRD 1011	Electrocardiography	36 Class Hours
PLAB 1023	Phlebotomy	48 Class Hours
MDCA 1064	Practicum or Field Experience- Medical/Clinical Assistant	112 Class Hours
		Subtotal: 490

Verification of Capital Workplace Competencies:

National Credentialing Exams (CCMA, CET, CPT)

SUGGESTED TRANSFER CURRICULA GUIDE FOR SELECTED DISCIPLINES/FIELDS OF STUDY

The following pages contain the suggested or recommended courses for students who are planning to transfer to a four-year college or university. The suggested transfer guides meet the Core Curriculum and degree requirements for the Associate of Arts (AA) or Associate of Science (AS) degrees at Vernon College. The forty-two (42) semester credit hours which comprise the Vernon College Core Curriculum will transfer as a block to any other Texas public institution of higher education and will be substituted for the forty-two (42) semester credit hour Core Curriculum at the receiving institution. Students who are “core complete” may not be required to take additional core curriculum courses at the receiving institution.

Due to the differences which exist among 4-year institutions with respect to degree requirements beyond the Core Curriculum, ***students are strongly encouraged to consult the specific 4-year degree requirements for their anticipated or chosen major at the 4-year institution to which they plan to transfer. Students should also consult with an academic advisor prior to selecting courses to fulfill their electives and degree requirements beyond the Core Curriculum.*** While all courses listed in the Suggested Transfer Guides will transfer to all Texas public institutions of higher education, failure to reference the specific degree requirements of the selected major at the college or university of choice may result in the student taking courses beyond the Core Curriculum which are not applicable to their 4-year degree and which may delay completion of the 4-year degree.

Students should carefully evaluate the eighteen (18) semester credit hours of degree requirements and electives beyond the core which are required for the AA and AS degrees at Vernon College in order to ensure that the credits will be applicable to their chosen major at their transfer institution.

- For the sixty (60) hour AA degree, these include fourteen (14) hours of degree requirements [COSC 1301, eight (8) hours of Foreign Language, and a second course from the Language, Philosophy, and Culture component area] and four (4) hours of electives.
- For the sixty (60) hour AS degree, these include nine (9) hours of degree requirements (COSC 1301, a second Mathematics course, and a second course from the Language, Philosophy, and Culture component area) and nine (9) hours of electives.

While the Suggested Transfer Guides presented on the following pages reflect courses which most often apply to majors or fields of study at most 4- year colleges and universities, differences do exist. Ultimately, it is the responsibility of the student to ensure that all courses taken are applicable to their chosen major and will fulfill their degree and/or university requirements.

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR ACCOUNTING

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1314	College Algebra	3
TBS	Life & Physical Sciences Elective (1)	4
Subtotal:		16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH XXXX	Mathematics Elective (1)	3
SPCH 1315	Public Speaking	3
TBS	Life & Physical Sciences Elective (1)	4
Subtotal:		16

Sophomore Year

Fall Semester

ACCT 2301	Principles of Financial Accounting	3
ECON 2301	Principles of Macroeconomics	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	3
Subtotal:		16

Spring Semester

ACCT 2302	Principles of Managerial Accounting	3
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
Subtotal:		12

Mathematics Elective, Language, Philosophy, and Culture Elective: VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics,

may apply for a VC waiver of three (3) hours of sophomore English and/or mathematics with substitution of appropriate course work upon approval of the Vice President Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include BUSI 1301, ECON 2302

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR AGRICULTURE

Freshman Year

Fall Semester

AGRI 1131	The Agricultural Industry	1
COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1314	College Algebra	3

Subtotal: 17

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH XXXX	Mathematics Elective (1)	3
SPCH 1315	Public Speaking	3

Subtotal: 16

Sophomore Year

Fall Semester

AGRI 1419	Introductory Animal Science	4
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3

Subtotal: 14

Spring Semester

AGRI 1407	Agronomy	4
ECON 2301	Principles of Macroeconomics	3
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3

Subtotal: 13

Mathematics Elective, Language, Philosophy, and Culture Elective: VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply for a VC waiver of three (3) hours of sophomore English and/or

mathematics with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR ATHLETIC TRAINING

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
KINE 1306	First Aid	3
MATH 1314	College Algebra	3

Subtotal: 15

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 1316	Plane Trigonometry	3
SPCH 1315	Public Speaking	3
TBS	Creative Arts Elective (1)	3

Subtotal: 15

Sophomore Year

Fall Semester

BIOL 2401	Anatomy & Physiology I	4
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
PSYC 2301	General Psychology	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	3

Subtotal: 17

Spring Semester

BIOL 2402	Anatomy & Physiology II	4
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	3

Subtotal: 13

MATH 1316, Language, Philosophy, and Culture Elective: *VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may

apply for a VC waiver of three (3) hours of sophomore English and/or mathematics with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: BIOL 1322, KINE 1304, KINE 2356

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR BIOLOGY

Freshman Year

Fall Semester

BIOL 1408	General Biology I	4
	or	
BIOL 1413	General Zoology	4
COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1314	College Algebra	3

Subtotal: 16

Spring Semester

	or	
BIOL 1411	General Botany	4
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 1316	Plane Trigonometry	3
SPCH 1315	Public Speaking	3

Subtotal: 16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
SOCI 1301	Introductory Sociology	3
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	3

Subtotal: 16

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Electives (2)	6

Subtotal: 12

MATH 1316, Language, Philosophy, and Culture Elective: *VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours

of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply for a VC waiver of three (3) hours of sophomore English and/or mathematics with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

BIOL 1413, BIOL 1411: Midwestern State University currently requires BIOL 1411 and BIOL 1413 for all Biology majors.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: BIOL 1322, BIOL 2401, BIOL 2402, CHEM 1411, CHEM 1412

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR BUSINESS ADMINISTRATION

Freshman Year

Fall Semester

BUSI 1301	Business Principles	3
COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
MATH 1314	College Algebra	3
Subtotal:		16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH XXXX	Mathematics Elective (1)	3
SPCH 1315	Public Speaking	3
TBS	Creative Arts Elective (1)	3
Subtotal:		15

Sophomore Year

Fall Semester

ECON 2301	Principles of Macroeconomics	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4
TBS	Elective (2)	3
Subtotal:		16

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4
TBS	Elective (2)	3
Subtotal:		13

Mathematics Elective, Language, Philosophy, and Culture Elective: VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics,

may apply for a VC waiver of three (3) hours of sophomore English and/or mathematics with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: ACCT 2301, ACCT 2302, BUSI 2301, ECON 2302

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR CHEMISTRY

Freshman Year

Fall Semester

CHEM 1411	General Chemistry I	4
COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1314	College Algebra	3

Subtotal: 16

Spring Semester

CHEM 1412	General Chemistry II	4
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 1316	Plane Trigonometry	3
SPCH 1315	Public Speaking	3

Subtotal: 16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Social & Behavioral Science Elective (1)	3
TBS	Elective (2)	3

Subtotal: 16

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Electives (2)	6

Subtotal: 12

MATH 1316, Language, Philosophy, and Culture Elective: *VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply for a VC waiver of three (3) hours of sophomore English and/or mathematics

with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: MATH 2413, MATH 2414, or any laboratory science courses

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR COMPUTER SCIENCE

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1314	College Algebra	3
TBS	Life & Physical Sciences Elective (1)	4
Subtotal:		16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 1316	Plane Trigonometry	3
SPCH 1315	Public Speaking	3
TBS	Life & Physical Sciences Elective (1)	4
Subtotal:		16

Sophomore Year

Fall Semester

ECON 2301	Principles of Macroeconomics	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	3
Subtotal:		15

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Electives (2)	6
Subtotal:		13

MATH 1316, Language, Philosophy, and Culture Elective: *VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply for a VC waiver of three (3) hours of sophomore English and/or mathematics

with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: MATH 2413, MATH 2414

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR CRIMINAL JUSTICE

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
MATH 1332	Contemporary Mathematics	3
SOCI 1301	Introductory Sociology	3

Subtotal: 16

Spring Semester

CRIJ 1301	Introduction to Criminal Justice	3
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 1342	Elementary Statistical Methods	3
SPCH 1315	Public Speaking	3

Subtotal: 15

Sophomore Year

Fall Semester

CRIJ 2328	Police Systems and Practices	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4

Subtotal: 16

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4
TBS	Elective (2)	3

Subtotal: 13

MATH 1342, Language, Philosophy, and Culture Elective: *VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may

apply for a VC waiver of three (3) hours of sophomore English and/or mathematics with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: CRIJ 1310, CRIJ 2313, PSYC 2301

ASSOCIATE OF ARTS GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR DRAMA

Freshman Year

Fall Semester

DRAM 1310	Introduction to Theater	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
MATH 13XX	Mathematics Elective (1)	3
SPCH 1315	Public Speaking	3

Subtotal: 16

Spring Semester

COSM 1301	Introduction to Computing	3
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
PSYC 2301	General Psychology	3
TBS	Elective (2)	3

Subtotal: 15

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
SPAN 1411	Beginning Spanish I	4
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	1

Subtotal: 15

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
SPAN 1412	Beginning Spanish II	4
TBS	Language, Philosophy, and Culture Elective (1)	3

Subtotal: 14

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: DRAM 1120, DRAM 1121, DRAM 2120, DRAM 2121, SOCI 1301

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR ECONOMICS

Freshman Year

Fall Semester

BUSI 1301	Business Principles	3
COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
MATH 1314	College Algebra	3
Subtotal:		16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 13XX	Mathematics Elective (1)	3
SPCH 1315	Public Speaking	3
TBS	Creative Arts Elective (1)	3
Subtotal:		15

Sophomore Year

Fall Semester

ECON 2301	Principles of Macroeconomics	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	3
Subtotal:		16

Spring Semester

ECON 2302	Principles of Microeconomics	3
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
Subtotal:		13

Mathematics Elective, Language, Philosophy, and Culture Elective: VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply for a VC waiver of three (3) hours of sophomore English and/or

mathematics with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: ACCT 2301, ACCT 2302, BUSI 2301, PSYC 2301

ASSOCIATE OF ARTS GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR ENGLISH

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 13XX	Mathematics Elective (1)	3
SPAN 1411	Beginning Spanish I	4
Subtotal:		16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
SPCH 1315	Public Speaking	3
SPAN 1412	Beginning Spanish II	4
TBS	Creative Arts Elective (1)	3
Subtotal:		16

Sophomore Year

Fall Semester

ENGL 23XX	Sophomore Literature Elective (2)	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
SOCI 1301	Introductory Sociology	3
Subtotal:		14

Spring Semester

ENGL 23XX	Sophomore Literature Elective (2)	3
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Electives (3)	4
Subtotal:		14

1 To be selected from eligible core courses (p. 105)

2 To be selected from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333

3 Suggested electives include: PSYC 2301 or any of the English literature courses listed above

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR GOVERNMENT

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 13XX	Mathematics Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4
Subtotal:		16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 13XX	Mathematics Elective (1)	3
SPCH 1315	Public Speaking	3
TBS	Life & Physical Sciences Elective (1)	4
Subtotal:		16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
SOCI 1301	Introductory Sociology	3
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Electives (2)	6
Subtotal:		16

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Electives (2)	6
Subtotal:		12

Mathematics Elective, Language, Philosophy, and Culture Elective: VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply for a VC waiver of three (3) hours of sophomore English and/or

mathematics with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: ECON 2301, ECON 2302, PSYC 2301, HIST 2311, HIST 2312, SPAN 1411, SPAN 1412

ASSOCIATE OF ARTS GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR HISTORY

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 13XX	Mathematics Elective (1)	3
SPAN 1411	Beginning Spanish I	4

Subtotal: 16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
SPAN 1412	Beginning Spanish II	4
SPCH 1315	Public Speaking	3
TBS	Creative Arts Elective (1)	3

Subtotal: 16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
SOCI 1301	Introductory Sociology	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4

Subtotal: 14

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4
TBS	Electives (2)	4

Subtotal: 14

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: ECON 2301, ECON 2302, PSYC 2301, HIST 2311, HIST 2312

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR KINESIOLOGY/PHYSICAL EDUCATION

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1314	College Algebra	3
TBS	Life & Physical Sciences Elective (1)	4
Subtotal:		16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 1316	Plane Trigonometry	3
SPCH 1315	Public Speaking	3
TBS	Life & Physical Sciences Elective (1)	4
Subtotal:		16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
SOCI 1301	Introductory Sociology	3
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	3
Subtotal:		16

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Electives (2)	6
Subtotal:		12

MATH 1316, Language, Philosophy, and Culture Elective: VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply for a VC waiver of three (3) hours of sophomore English and/or mathematics

with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: ECON 2301, PSYC 2301, or any KINE or PHED course

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR MATHEMATICS

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1314	College Algebra	3
TBS	Life & Physical Sciences Elective (1)	4
Subtotal:		16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 1316	Plane Trigonometry	3
SPCH 1315	Public Speaking	3
TBS	Life & Physical Sciences Elective (1)	4
Subtotal:		16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 2413	Calculus I	4
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Social & Behavioral Science Elective (1)	3
Subtotal:		16

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
MATH 2414	Calculus II	4
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	1
Subtotal:		12

Language, Philosophy, and Culture Elective: *VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply

for a VC waiver of three (3) hours of sophomore English and/or mathematics with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: ECON 2301, ECON 2302, MATH 1332, MATH 1342

ASSOCIATE OF ARTS GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR MUSIC/MUSIC EDUCATION

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 13XX	Mathematics Elective (1)	3
SPAN 1411	Beginning Spanish I	4
Subtotal:		16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MUSI 1306	Music Appreciation	3
SPAN 1412	Beginning Spanish II	4
SPCH 1315	Public Speaking	3
Subtotal:		16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
SOCI 1301	Introductory Sociology	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	1
Subtotal:		15

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	3
Subtotal:		13

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: MUSI 1304, MUEN 1151, MUEN 1152 or any MUAP course

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR PHYSICS

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
MATH 1314	College Algebra	3
TBS	Creative Arts Elective (1)	3

Subtotal: 16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 1316	Plane Trigonometry	3
SPCH 1315	Public Speaking	3
TBS	Social & Behavioral Science Elective (1)	3

Subtotal: 15

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
PHYS 1401	College Physics I	4
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	3

Subtotal: 13

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
PHYS 1402	College Physics II	4
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Electives (2)	6

Subtotal: 16

MATH 1316, Language, Philosophy, and Culture Elective: *VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply for a VC waiver of three (3) hours of sophomore English and/or mathematics

with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: MATH 2413, MATH 2414, PHYS 1403, PHYS 1404

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR PRE- BACCALAUREATE NURSING

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
MATH 1332	Contemporary Mathematics	3
TBS	Creative Arts Elective (1)	3
Subtotal:		16

Spring Semester

CHEM 1406	Introductory Chemistry I	4
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 1342	Elementary Statistical Methods	3
SPCH 1315	Public Speaking	3
Subtotal:		16

Sophomore Year

Fall Semester

BIOL 2401	Anatomy & Physiology I	4
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
PSYC 2301	General Psychology	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	3
Subtotal:		16

Spring Semester

BIOL 2402	Anatomy & Physiology II	4
GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	2
Subtotal:		12

*VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply for a VC waiver of three (3) hours of sophomore

English and/or mathematics with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

MATH 1332: MATH 1314 may be required by some 4 year institutions.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: BIOL 1322, BIOL 2420, MATH 1342, PSYC 2314,

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR PRE- MED/PRE-DENTISTRY

Freshman Year

Fall Semester

BIOL 1408	General Biology I	4
COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1314	College Algebra	3

Subtotal: 16

Spring Semester

BIOL 1409	General Biology II	4
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH XXXX	Mathematics Elective	3
SPCH 1315	Public Speaking	3

Subtotal: 16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
PSYC 2301	General Psychology	3
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	3

Subtotal: 16

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Electives (2)	6

Subtotal: 12

Mathematics Elective: VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply for a VC waiver of three (3)

hours of sophomore English and/or mathematics with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: BIOL 2401, BIOL 2402, BIOL 2420, CHEM 1411, CHEM 1412, PSYC 2314, SOCI 1301, MATH 2413, MATH 2414

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR PRE- PHARMACY

Freshman Year

Fall Semester

BIOL 1408	General Biology I	4
COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1314	College Algebra	3

Subtotal: 16

Spring Semester

BIOL 1409	General Biology II	4
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH XXXX	Mathematics Elective	3
SPCH 1315	Public Speaking	3

Subtotal: 16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
SOCI 1301	Introductory Sociology	3
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Elective (2)	3

Subtotal: 16

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Electives (2)	6

Subtotal: 12

Mathematics Elective: VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply for a VC waiver of three (3)

hours of sophomore English and/or mathematics with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: BIOL 2401, BIOL 2402, BIOL 2420, CHEM 1411, CHEM 1412, PSYC 2314, SOCI 1301, MATH 2413, MATH 2414

ASSOCIATE OF SCIENCE GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR PRE- VETERINARY MEDICINE

Freshman Year

Fall Semester

BIOL 1408	General Biology I	4
COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1314	College Algebra	3

Subtotal: 16

Spring Semester

BIOL 1409	General Biology II	4
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH XXXX	Mathematics Elective	3
SPCH 1315	Public Speaking	3

Subtotal: 16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Social & Behavioral Science Elective (1)	3
TBS	Elective (2)	3

Subtotal: 16

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Electives (2)	6

Subtotal: 12

Mathematics Elective: VC's Associate of Science degree requires three (3) hours of Language Philosophy & Culture and three (3) hours of Mathematics beyond the core requirements for a total of six (6) hours of each. Students whose degree plans of the senior college of their choice require fewer than six (6) hours of sophomore English or fewer than six (6) hours of mathematics, may apply for a VC waiver of three (3)

hours of sophomore English and/or mathematics with substitution of appropriate course work upon approval of the Vice President of Instructional Services.

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: BIOL 2401, BIOL 2402, BIOL 2420, CHEM 1411, CHEM 1412, PSYC 2314, SOCI 1301, MATH 2413, MATH 2414

ASSOCIATE OF ARTS GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR PSYCHOLOGY

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1332	Contemporary Mathematics	3
SPAN 1411	Beginning Spanish I	4

Subtotal: 16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
SPAN 1412	Beginning Spanish II	4
SPCH 1315	Public Speaking	3
TBS	Creative Arts Elective (1)	3

Subtotal: 16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
PSYC 2301	General Psychology	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4

Subtotal: 14

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
PSYC 2314	Lifespan Growth & Development	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4
TBS	Elective (2)	1

Subtotal: 14

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: ECON 2301, ECON 2302, SPAN 2311, SPAN 2312

ASSOCIATE OF ARTS GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR SOCIOLOGY

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1332	Contemporary Mathematics	3
SPAN 1411	Beginning Spanish I	4
Subtotal:		16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
SOCI 1301	Introductory Sociology	3
SPAN 1412	Beginning Spanish II	4
SPCH 1315	Public Speaking	3
Subtotal:		16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4
Subtotal:		14

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4
TBS	Electives (2)	4
Subtotal:		14

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: ECON 2301, ECON 2302, PSYC 2301, PSYC 2314, SPAN 2311, SPAN 2312

ASSOCIATE OF ARTS GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR SPANISH

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1332	Contemporary Mathematics	3
SPAN 1411	Beginning Spanish I	4

Subtotal: 16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
SPAN 1412	Beginning Spanish II	4
SPCH 1315	Public Speaking	3
TBS	Creative Arts Elective (1)	3

Subtotal: 16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4
TBS	Social & Behavioral Science Elective (1)	3

Subtotal: 14

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4
TBS	Electives (2)	4

Subtotal: 14

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: ECON 2301, ECON 2302, PSYC 2301, PSYC 2314, SOCI 1301, SPAN 2311, SPAN 2312

ASSOCIATE OF ARTS GENERAL STUDIES, SUGGESTED TRANSFER GUIDE FOR SPEECH

Freshman Year

Fall Semester

COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1332	Contemporary Mathematics	3
SPAN 1411	Beginning Spanish I	4
Subtotal:		16

Spring Semester

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
SOCI 1301	Introductory Sociology	3
SPAN 1412	Beginning Spanish II	4
SPCH 1315	Public Speaking	3
Subtotal:		16

Sophomore Year

Fall Semester

GOVT 2305	Federal Government (Federal Constitution and Topics)	3
KINE 1164	Introduction to Physical Fitness & Wellness	1
TBS	Creative Arts Elective (1)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4
Subtotal:		14

Spring Semester

GOVT 2306	Texas Government (Texas Constitution and Topics)	3
TBS	Language, Philosophy, and Culture Elective (1)	3
TBS	Life & Physical Sciences Elective (1)	4
TBS	Electives (2)	4
Subtotal:		14

1 To be selected from eligible core courses (p. 105)

2 Suggested electives include: ECON 2301, ECON 2302, PSYC 2301, PSYC 2314, SPAN 2311, SPAN 2312, SPCH 1318

COURSE DESCRIPTIONS

The following pages contain the descriptions of transfer and Career and Technical Education (CTE), Continuing Education (CE), and Developmental 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.

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.

ACCT

ACCT 2301 - PRINCIPLES OF FINANCIAL ACCOUNTING (3)

(Formerly ACCT 2401) This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders equity to communicate the business entities results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Lab Fee: \$24.00; Special Fee: \$12.00

Prerequisite: Texas Success Initiative complete in math.. Lecture and Lab Hours: (2-2).

ACCT 2302 - PRINCIPLES OF MANAGERIAL ACCOUNTING (3)

(Formerly ACCT 2402) This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the

company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Lab Fee: \$24.00; Special Fee: \$12.00

Prerequisite: ACCT 2301.. Lecture and Lab Hours: (2-2).

ACMS

ACMS 0101 - ACADEMIC MATH SKILLS (1)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. Lab Fee: \$24.00

Prerequisite: Designed for concurrent enrollment with MATH 1332 for those "bubble" students who did not pass the TSI Assessment, or those identified by coursework in MATH 0310.. Lecture and Lab Hours: (0-2).

ACNT

ACNT 1313 - COMPUTERIZED ACCOUNTING APPLICATIONS (3)

Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. Lab Fee: \$24.00

Prerequisite: ACNT 1326 or concurrent enrollment in ACNT 1326.. Lecture and Lab Hours: (2-2).

ACNT 1325 - PRINCIPLES OF ACCOUNTING I (3)

A study of accounting concepts and their application in transaction analysis and financial statement preparation. Emphasis on the accounting cycle for service and merchandising enterprises. Lab Fee: \$24.00; Special Fee: \$12.00

Lecture and Lab Hours: (2-2).

ACNT 1326 - PRINCIPLES OF ACCOUNTING II (3)

A study of the fundamentals of managerial accounting. Emphasis on budgeting, planning, management decision making, and analysis of financial reports. Lab Fee: \$24.00; Special Fee: \$12.00

Prerequisite: ACNT 1325. Lecture and Lab Hours: (2-2).

ACRW

ACRW 0210 - ACADEMIC READING/WRITING (2)

Integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing. Special Fee: \$17.00

Prerequisite: See counselor for scores required for this course.. Lecture and Lab Hours: (2-0).

AGAH

AGAH 1453 - BEEF CATTLE PRODUCTION (4)

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

Lecture and Lab Hours: (3-3).

AGCR

AGCR 1407 - RANGE MANAGEMENT (4)

(Formerly AGCR 1307) Practical problems of managing native pastures and rangelands. Includes rangeland 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

Lecture and Lab Hours: (3-2).

AGEQ

AGEQ 1315 - HORSE EVALUATION I (3)

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

Lecture and Lab Hours: (2-2).

AGEQ 1411 - EQUINE SCIENCE I (4)

An introduction to the horse industry. Includes history, organization and operation of equine enterprises, selection, breeds, breeding reproduction, health, nutrition management, and marketing. Lab Fee: \$24.00

Lecture and Lab Hours: (3-2).

AGEQ 2315 - HORSE EVALUATION II (3)

Study of advanced concepts in evaluation and selection of horses. Lab Fee: \$24.00; Special Fee: \$52.00

Prerequisite: AGEQ 1315.. Lecture and Lab Hours: (2-2).

AGME

AGME 1315 - FARM & RANCH SHOP SKILLS I (3)

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.

Lecture and Lab Hours: (2-2).

AGMG

AGMG 1311 - INTRODUCTION TO AGRIBUSINESS (3)

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.

Lecture and Lab Hours: (3-0).

AGMG 1364 - PRACTICUM (OR FIELD EXPERIENCE) - FARM/FARM AND RANCH MANAGEMENT (3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: Capstone course, to be taken with the consent of instruction in the student's last semester prior to graduation.. Lecture and Lab Hours: (0-24).

AGMG 2364 - PRACTICUM (OR FIELD EXPERIENCE) - FARM/FARM AND RANCH MANAGEMENT (3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: Capstone course, to be taken with the consent of instruction in the student's last semester prior to graduation.. Lecture and Lab Hours: (0-24).

AGMG 2365 - PRACTICUM (OR FIELD EXPERIENCE) - FARM/FARM AND RANCH MANAGEMENT (3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: Capstone course, to be taken with the consent of instruction in the student's last semester prior to graduation.. Lecture and Lab Hours: (0-24).

AGRI

AGRI 1131 - THE AGRICULTURAL INDUSTRY (1)

Overview of agriculture and the American agricultural system, including an examination of career opportunities and requirements.

Lecture and Lab Hours: (1-0).

AGRI 1309 - COMPUTERS IN AGRICULTURE (3)

Survey of the use of computers in agricultural applications. Lab Fee: \$24.00

Lecture and Lab Hours: (2-2).

AGRI 1407 - AGRONOMY (4)

Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods. Lab Fee: \$24.00

Lecture and Lab Hours: (3-2).

AGRI 1419 - INTRODUCTORY ANIMAL SCIENCE (4)

Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Lab Fee: \$24.00

Lecture and Lab Hours: (3-2).

AGRI 2317 - INTRODUCTION TO AGRICULTURAL ECONOMICS (3)

Fundamental economic principles and their applications in the agriculture industry.

Lecture and Lab Hours: (3-0).

AGRI 2321 - LIVESTOCK EVALUATION I (3)

Evaluation and grading of market cattle, swine, sheep, and goats and their carcasses and wholesale cuts. Emphasis will be placed on value determination. Selection and evaluation of breeding cattle, sheep, swine, and goats with emphasis on economically important traits. Lab Fee: \$24.00

Lecture and Lab Hours: (2-3).

AGRI 2330 - WILDLIFE CONSERVATION & MANAGEMENT (3)

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands.

Lecture and Lab Hours: (3-0).

ARTS

ARTS 1301 - ART APPRECIATION (3)

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

Lecture and Lab Hours: (3-0).

AUMT

AUMT 1201 - INTRODUCTION AND THEORY OF AUTOMOTIVE TECHNOLOGY (2)

An introductory overview of the automotive service industry including history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and automobile maintenance.

Lecture and Lab Hours: (1-3).

AUMT 1267 - PRACTICUM (OR FIELD EXPERIENCE) - AUTOMOBILE/AUTOMOTIVE MECHANICS TECHNOLOGY/TECHNICIAN (2)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: Eight semester hours of major requirements and consent of instructor.
Lecture and Lab Hours: (0-14).

AUMT 1312 - BASIC AUTOMOTIVE SERVICE (3)

Basic automotive service. Includes compliance with safety and hazardous material handling procedures and maintenance of shop equipment. Lab Fee: \$24.00; Special Fee: \$52.00

Lecture and Lab Hours: (2-3).

AUMT 1407 - AUTOMOTIVE ELECTRICAL SYSTEMS (4)

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of, charging and starting systems, and electrical accessories. Emphasis on electrical principles schematic diagrams, and service publications. May be taught manufacturer specific. Lab Fee: \$24.00; Special Fee: \$52.00

Lecture and Lab Hours: (3-3).

AUMT 1410 - AUTOMOTIVE BRAKE SYSTEMS (4)

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific instructions. Lab Fee: \$24.00; Special Fee: \$52.00

Lecture and Lab Hours: (3-3).

AUMT 1416 - AUTOMOTIVE SUSPENSION AND STEERING SYSTEMS (4)

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

Lecture and Lab Hours: (3-3).

AUMT 1419 - AUTOMOTIVE ENGINE REPAIR (4)

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

Lecture and Lab Hours: (3-3).

AUMT 1445 - AUTOMOTIVE CLIMATE CONTROL SYSTEMS (4)

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

Lecture and Lab Hours: (3-3).

AUMT 1472 - HIGH PERFORMANCE MODIFICATION: THEORY AND EXECUTION (4)

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). Lab Fee: \$24.00; Special Fee: \$77.00.

Prerequisite: AUMT 2417.. Lecture and Lab Hours: (3-2).

AUMT 2310 - AUTOMOTIVE SERVICE CONSULTANT (3)

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 courtesy, professionalism, and communications.

Lecture and Lab Hours: (3-0).

AUMT 2328 - AUTOMOTIVE SERVICE (3)

Mastery of automotive service including competencies covered in related courses. May be taught manufacturer specific. Lab Fee: \$24.00; Special Fee: \$52.00

Prerequisite: AUMT 1312. Capstone course, to be taken with the consent of the instructor in the student's last semester prior to graduation.. Lecture and Lab Hours: (2-3).

AUMT 2417 - AUTOMOTIVE ENGINE PERFORMANCE ANALYSIS I (4)

Theory, operation, diagnosis of drivability concerns, and repair ignition, and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer specific instructions. Lab Fee: \$24.00; Special Fee: \$52.00

Prerequisite: AUMT 1407.. Lecture and Lab Hours: (3-3).

BCIS

BCIS 1305 - BUSINESS COMPUTER APPLICATIONS (3)

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (*This course is part of the Business Field of Study Curriculum*) Lab Fee: \$24.00; Special Fee: \$17.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (2-2).

BIOL

BIOL 1322 - NUTRITION & DIET THERAPY I (3)

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

Prerequisite: Texas Success Initiative complete in reading and writing.. Lecture and Lab Hours: (3-0).

BIOL 1408 - GENERAL BIOLOGY I (4)

This course is recommended for non-science majors. Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Lab Fees: \$24

Lecture and Lab Hours: (3-2).

BIOL 1409 - GENERAL BIOLOGY II (4)

This course is recommended for non-science major. This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Lab Fees: \$24

Lecture and Lab Hours: (3-2).

BIOL 1411 - GENERAL BOTANY (4)

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. Laboratory activities will reinforce these concepts. (This course is intended for science majors.) Lab Fee: \$24.00; Special Fee: \$12.00

Prerequisite: Texas Success Initiative complete in reading and writing. Lecture and Lab Hours: (3-2).

BIOL 1413 - GENERAL ZOOLOGY (4)

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. Laboratory activities will reinforce these concepts. (This course is intended for science majors.) Lab Fee: \$24.00; Special Fee: \$12.00

Prerequisite: Texas Success Initiative complete in reading and writing. Lecture and Lab Hours: (3-2).

BIOL 2401 - ANATOMY & PHYSIOLOGY I (4)

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Lab Fee: \$24.00; Special Fee: \$12.00

Prerequisite: Texas Success Initiative complete in reading and writing. Highly recommended: BIOL 1406 and/or CHEM 1406.. Lecture and Lab Hours: (3-2).

BIOL 2402 - ANATOMY & PHYSIOLOGY II (4)

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary, (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships

among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Lab Fee: \$24.00; Special Fee: \$12.00

Prerequisite: BIOL 2401 with a grade of "C" or better.. Lecture and Lab Hours: (3-2).

BIOL 2406 - ENVIRONMENTAL BIOLOGY (4)

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. Lab Fee: \$24.00;

Prerequisite: Texas Success Initiative complete in reading and writing.. Lecture and Lab Hours: (3-2).

BIOL 2420 - MICROBIOLOGY FOR NON-SCIENCE MAJORS (4)

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. The lab covers the basics of culture and identification of bacteria and microbial ecology. Lab Fee: \$24.00; Special Fee: \$12.00

Prerequisite: Texas Success Initiative complete in reading and writing. Highly recommended: CHEM 1406.. Lecture and Lab Hours: (3-2).

BMGT

BMGT 1327 - PRINCIPLES OF MANAGEMENT (3)

(Formerly BMGT 1303) Concepts, terminology, principles, theories, and issues in the field of management.

Lecture and Lab Hours: (3-0).

BMGT 2303 - PROBLEM SOLVING AND DECISION MAKING (3)

Decision-making and problem-solving processes in organizations utilizing logical and creative problem-solving techniques. Application of theory is provided by experiential activities using managerial decision tools.

Prerequisite: Capstone course, to be taken with the consent of the instructor in the student's last semester prior to graduation.. Lecture and Lab Hours: (3-0).

BUSG

BUSG 1366 - PRACTICUM (OR FIELD EXPERIENCE) BUSINESS/COMMERCE, GENERAL (3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: Eight semester hours of major requirements and consent of instructor..
Lecture and Lab Hours: (0-21).

**BUSG 2366 - PRACTICUM (OR FIELD EXPERIENCE)
BUSINESS/COMMERCE, GENERAL (3)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: Eight semester hours of major requirements and consent of instructor..
Lecture and Lab Hours: (0-21).

**BUSG 2367 - PRACTICUM (OR FIELD EXPERIENCE)
BUSINESS/COMMERCE, GENERAL (3)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: Eight semester hours of major requirements and consent of instructor..
Lecture and Lab Hours: (0-21).

BUSI

BUSI 1301 - BUSINESS PRINCIPLES (3)

The course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

Lecture and Lab Hours: (3-0).

BUSI 2301 - BUSINESS LAW (3)

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

Prerequisite: High school coursework in U.S. history and government, or equivalent..
Lecture and Lab Hours: (3-0).

**BUSI 2304 - BUSINESS REPORT WRITING AND CORRESPONDENCE
(3)**

(Formerly BMGT 1305) Theory and applications for technical reports and correspondence in business.

Prerequisite: POFT 1301.. Lecture and Lab Hours: (3-0).

CBFM

CBFM 2417 - MECHANICAL MAINTENANCE (4)

General principles of mechanical and electrical systems related to inspection, repair, and preventative maintenance of facility equipment. Lab Fee: \$24.00; Special Fee: \$52.00

Lecture and Lab Hours: (3-2).

CETT

CETT 1307 - FUNDAMENTALS OF ELECTRONICS (3)

(Formerly CETT 1407) Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics. Lab Fee: \$24.00; Special Fee: \$52.00

Lecture and Lab Hours: (2-2).

CHEF

CHEF 1001 - BASIC FOOD PREPARATION (80 CLASS HOURS)

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)

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 PREPARATION (80 CLASS HOURS)

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.

Prerequisite: CHEF 1001 and CHEF 1005..

CHEM

CHEM 1406 - INTRODUCTORY CHEMISTRY I (4)

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

Prerequisite: Texas Success Initiative complete in Reading and either TSI clear in Math or TSI Clear for Non Algebra.. Lecture and Lab Hours: (3-3).

CHEM 1411 - GENERAL CHEMISTRY I (4)

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. Lab Fee: \$24.00; Special Fee: \$8.00

Prerequisite: Texas Success Initiative complete in reading and MATH 1314 or equivalent.. Lecture and Lab Hours: (3-3).

CHEM 1412 - GENERAL CHEMISTRY II (4)

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. Lab Fee: \$24.00; Special Fee: \$8.00

Prerequisite: CHEM 1411.. Lecture and Lab Hours: (3-3).

CJLE**CJLE 1003 - POLICE SPEED MEASURING DEVICE CERTIFICATION (RADAR) (8 CLASS HOURS)**

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)

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 approved Basic Peace Officer Training Academy. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TEXAS COMMISSION ON LAW ENFORCEMENT.*

CJLE 1012 - BASIC PEACE OFFICER II (176 CLASS HOURS)

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 (TCOLE) approved Basic Peace Officer Academy. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TEXAS COMMISSION ON LAW ENFORCEMENT.*

CJLE 1018 - BASIC PEACE OFFICER III (176 CLASS HOURS)

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 (TCOLE) approved Basic Peace Officer Academy. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TEXAS COMMISSION ON LAW ENFORCEMENT.*

CJLE 1024 - BASIC PEACE OFFICER IV (160 CLASS HOURS)

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 (TCOLE) approved Basic Peace Officer Training Academy. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TEXAS COMMISSION ON LAW ENFORCEMENT.*

CJLE 1029 - BASIC PEACE OFFICER V (48 CLASS HOURS)

Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Academy Course #1000. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TEXAS COMMISSION ON LAW ENFORCEMENT.*

CJLE 2004 - TACTICAL SKILLS WITH A LESS-THAN-LETHAL WEAPON (OC SPRAY) (8 CLASS HOURS)

Defensive techniques utilizing a selected less-than-lethal weapon necessary to control a violent person.

COSC

COSC 1301 - INTRODUCTION TO COMPUTING (3)

Overview of computer systems-hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. Lab Fee: \$24.00; Special Fee: \$17.00

Lecture and Lab Hours: (2-2).

CPMT

CPMT 1451 - IT ESSENTIALS: PC HARDWARE AND SOFTWARE (4)

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 addressed by CISCO CCENT, CCNA and COMPTIA certifications. 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

Prerequisite: Capstone course, to be taken with the consent of instructor in the student's last semester prior to graduation; ITNW 2312. Lecture and Lab Hours: (2-4).

CRIJ

CRIJ 1301 - INTRODUCTION TO CRIMINAL JUSTICE (3)

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

Prerequisite: Texas Success Initiative complete in reading and writing.. Lecture and Lab Hours: (3-0).

CRIJ 2313 - CORRECTIONAL SYSTEMS AND PRACTICES (3)

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

Prerequisite: Texas Success Initiative complete in reading and writing.. Lecture and Lab Hours: (3-0).

CRIJ 2328 - POLICE SYSTEMS AND PRACTICES (3)

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and the use of authority.

Prerequisite: Texas Success Initiative complete in reading and writing.. Lecture and Lab Hours: (3-0).

CSME

CSME 1401 - ORIENTATION TO COSMETOLOGY (4)

An overview of the skills and knowledge necessary for the field of cosmetology. Lab Fee: \$24.00; Special Fee: \$22.00; Liability Insurance: \$20.00 (charged once each academic year)

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (2-8).

CSME 1405 - FUNDAMENTALS OF COSMETOLOGY (4)

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. Lab Fee: \$24.00; Special Fee: \$22.00

Lecture and Lab Hours: (2-7).

CSME 1434 - COSMETOLOGY INSTRUCTOR I (4)

The fundamentals of instructing cosmetology students. Lab Fee: \$24.00; Special Fee: \$22.00

Prerequisite: Consent of instructor, one year of verifiable work experience and valid operator license, Texas Department of Licensing and Regulations.. Lecture and Lab Hours: (2-8).

CSME 1435 - ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY (4)

An overview of the skills and knowledge necessary for the instruction of cosmetology students. Lab Fee: \$24.00; Special Fee: \$22.00; Liability Insurance: \$20.00 (charged once each academic year)

Prerequisite: Consent of instructor, one year of verifiable work experience and valid operator license, Texas Department of Licensing and Regulations.. Lecture and Lab Hours: (2-6).

CSME 1451 - ARTISTRY OF HAIR, THEORY AND PRACTICE (4)

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. Lab Fee: \$24.00; Special Fee: \$22.00

Prerequisite: Consent of instructor. . Lecture and Lab Hours: (2-8).

CSME 1543 - MANICURING AND RELATED THEORY (5)

Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services. Lab Fee: \$24.00; Special Fee: \$22.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (3-8).

CSME 1547 - PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY (5)

In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Lab Fee: \$24.00; Special Fee: \$22.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (3-8).

CSME 1553 - CHEMICAL REFORMATION AND RELATED THEORY (5)

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. Lab Fee: \$24.00; Special Fee \$22.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (3-8).

CSME 2250 - PREPARATION FOR THE STATE LICENSING WRITTEN EXAMINATION (2)

(Formerly CSME 2244) Preparation for the state licensing written examination. Lab Fee: \$10.00;

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (1-4).

CSME 2251 - PREPARATION FOR THE STATE LICENSING PRACTICAL EXAMINATION (2)

(Formerly CSME 2245) Preparation for the state licensing practical examination. Lab Fee: \$24.00; Special Fee: \$22.00

Prerequisite: CSME 2250 or consent of instructor.. Lecture and Lab Hours: (1-4).

CSME 2310 - ADVANCED HAIRCUTTING AND RELATED THEORY (3)

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. Lab Fee: \$24.00; Special Fee: \$22.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (1-8).

CSME 2343 - SALON DEVELOPMENT (3)

Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping. Lab Fee: \$24.00; Special Fee: \$22.00; Liability Insurance: \$20.00 (charged once each academic year)

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (2-4).

CSME 2414 - COSMETOLOGY INSTRUCTOR II (4)

A continuation of the fundamentals of instructing cosmetology students. Lab Fee: \$24.00; Special Fee: \$22.00

Prerequisite: Consent of instructor, one year of verifiable work experience and valid operator license, Texas Department of Licensing and Regulations.. Lecture and Lab Hours: (2-8).

CSME 2444 - COSMETOLOGY INSTRUCTOR IV (4)

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques. Lab Fee: \$24.00; Special Fee: \$22.00

Prerequisite: Consent of instructor, one year of verifiable work experience and valid operator license, Texas Department of Licensing and Regulations.. Lecture and Lab Hours: (2-8).

CSME 2449 - COSMETOLOGY INSTRUCTOR III (4)

(Formerly CSME 2415) Presentation of lesson plan assignments and evaluation techniques. Lab Fee: \$24.00; Special Fee: \$22.00; Liability Insurance \$20.00 (charged once each academic year)

Prerequisite: Consent of instructor, one year of verifiable work experience and valid operator license, Texas Department of Licensing and Regulations.. Lecture and Lab Hours: (2-8).

CSME 2501 - THE PRINCIPLES OF HAIR COLORING AND RELATED THEORY (5)

Presentation of the theory, practice, and chemistry of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color. Lab Fee: \$24.00; Special Fee: \$22.00; Liability Insurance: \$20.00 (charged once each academic year)

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (3-8).

DNTA

DNTA 1001 - DENTAL MATERIALS (64 CLASS HOURS)

Composition, properties, procedures and safety standards related to dental materials.

DNTA 1005 - DENTAL RADIOLOGY (48 CLASS HOURS)

Introduction to radiation physics, radiation protection, and the operation of radiographic equipment. Instruction in exposure, processing and mounting of dental radiographs, and study of federal and state safety and standard practices.

DNTA 1011 - DENTAL SCIENCE (48 CLASS HOURS)

A fundamental study of anatomical systems with emphasis placed on head and neck anatomy. Topics include embryology of the teeth along with basic dental terminology.

DNTA 1015 - CHAIRSIDE ASSISTING (66 CLASS HOURS)

A study of pre-clinical chairside assisting procedures, instrumentation, OSHA and other regulatory agencies' standards.

DNTA 1060 - CLINICAL DENTAL ASSISTING (80 CLASS HOURS)

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.

DRAM

DRAM 1120 - THEATER PRACTICUM I (1)

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Lab Fee: \$24.00

Lecture and Lab Hours: (0-6).

DRAM 1121 - THEATER PRACTICUM II (1)

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Lab Fee: \$24.00

Lecture and Lab Hours: (0-6).

DRAM 1310 - INTRODUCTION TO THEATER (3)

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. Special Fee: \$18.00

Lecture and Lab Hours: (3-0).

DRAM 2120 - THEATER PRACTICUM III (1)

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Lab Fee: \$24.00

Lecture and Lab Hours: (0-6).

DRAM 2121 - THEATER PRACTICUM IV (1)

Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Lab Fee: \$24.00;

Lecture and Lab Hours: (0-6).

DRAM 2366 - INTRODUCTION TO CINEMA (3)

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures and cinema's impact on and reflection of society.

Lecture and Lab Hours: (3-0).

ECON**ECON 2301 - PRINCIPLES OF MACROECONOMICS (3)**

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.. Lecture and Lab Hours: (3-0).

ECON 2302 - PRINCIPLES OF MICROECONOMICS (3)

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.. Lecture and Lab Hours: (3-0).

ECRD**ECRD 1011 - ELECTROCARDIOGRAPHY (36 CLASS HOURS)**

Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.

EDUC**EDUC 1100 - LEARNING FRAMEWORK (1)**

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies.

Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

Lecture and Lab Hours: (1-0).

EDUC 1301 - INTRODUCTION TO THE TEACHING PROFESSION (3)

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;

Prerequisite: Texas Success Initiative complete in reading and writing.. Lecture and Lab Hours: (2-2).

EDUC 2301 - INTRODUCTION TO SPECIAL POPULATIONS (3)

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. Lab Fee: \$16.00;

Prerequisite: EDUC 1301.. Lecture and Lab Hours: (2-2).

EEIR

EEIR 2366 - PRACTICUM (OR FIELD EXPERIENCE) - ELECTRICAL/ELECTRONICS EQUIPMENT INSTALLATION AND REPAIRER, GENERAL (3)

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: Eight semester hours of major requirements and consent of instructor.. Lecture and Lab Hours: (0-21).

ELMT

ELMT 2339 - ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

(3)

Advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment. Lab Fee: \$24.00; Special Fee: \$52.00

Prerequisite: ELPT 2419.. Lecture and Lab Hours: (2-3).

ELMT 2433 - INDUSTRIAL ELECTRONICS (4)

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. Lab Fee: \$24.00; Special Fee: \$52.00

Prerequisite: ELPT 2419. Lecture and Lab Hours: (3-2).

ELPT

ELPT 1355 - ELECTRONIC APPLICATIONS (3)

Electronic principles and the use of electronic devices. Includes diodes, transistors, and rectifiers. Lab Fee; \$24.00; Special Fee: \$ 75.00

Lecture and Lab Hours: (2-2).

ELPT 1411 - BASIC ELECTRICAL THEORY (4)

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current. Lab Fee: \$24.00; Special Fee: \$52.00

Lecture and Lab Hours: (3-2).

ELPT 1441 - MOTOR CONTROL (4)

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. Lab Fee: \$24.00; Special Fee: \$52.00

Prerequisite: CETT 1402 or concurrent enrollment.. Lecture and Lab Hours: (3-2).

ELPT 1457 - INDUSTRIAL WIRING (4)

Wiring methods used for industrial installations. Includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures. Lab Fees: \$24.00; Special Fee: \$52.00

Prerequisite: CETT 1402.. Lecture and Lab Hours: (3-2).

ELPT 2339 - ELECTRICAL POWER DISTRIBUTION (3)

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. Lab Fee: \$24.00; Special Fee: \$52.00

Lecture and Lab Hours: (3-1).

ELPT 2355 - PROGRAMMABLE LOGIC CONTROLLERS II (0)

Advanced concepts in programmable logic controllers and their applications and interfacing to industrial controls. Lab Fee: \$24.00; Special Fee: \$52.00

Lecture and Lab Hours: (2-2).

ELPT 2419 - PROGRAMMABLE LOGIC CONTROLLERS I (4)

Fundamental concepts of programmable logic controllers, principles of operation, and numbering system as applied to electrical controls. Lab Fee: \$24.00; Special Fee: \$52.00

Prerequisite: ELPT 1441.. Lecture and Lab Hours: (3-2).

ELPT 2443 - ELECTRICAL SYSTEMS DESIGN (4)

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). Lab Fee: \$24.00; Special Fee: \$52.00

Prerequisite: Capstone course, to be taken with consent of instructor in student's last semester prior to graduation; ELPT 1457.. Lecture and Lab Hours: (3-2).

ELPT 2449 - INDUSTRIAL AUTOMATION (4)

Electrical control systems, applications, and interfacing utilized in industrial automation. Lab Fee: \$24.00; Special Fee: \$52.00

Prerequisite: ELPT 2419.. Lecture and Lab Hours: (3-2).

EMSP

EMSP 1260 - CLINICAL - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC) (B) (2)

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. Lab Fee: \$24.00; Program Fee: \$50.00; National Registry Testing Fee: \$80.00; Liability Insurance: \$20.00 (Charged once each academic year.)

Corequisite: Concurrent enrollement in EMSP 1501.. Lecture and Lab Hours: (0-6).

EMSP 1338 - INTRODUCTION TO ADVANCED PRACTICE (3)

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. Lab Fee: \$24.00; Program Fee: \$50.00; Platinum Ed EMStesting Fee: \$66.00

Prerequisite: EMSP 1501, EMSP 1260 or EMT Basic Licensure.. Corequisite: Concurrent enrollment in EMSP 1355, EMSP 1356, EMSP 1362, or consent of instructor.. Lecture and Lab Hours: (3-0).

EMSP 1355 - TRAUMA MANAGEMENT (3)

Knowledge and skills in the assessment and management of patients with traumatic injuries. Lab Fee: \$24.00; Program Fee: \$50.00

Prerequisite: EMSP 1501, EMSP 1260 or EMT Basic Licensure.. Corequisite: Concurrent enrollment in EMSP 1338, EMSP 1356, EMSP 1362, or consent of instructor.. Lecture and Lab Hours: (2-3).

EMSP 1356 - PATIENT ASSESSMENT AND AIRWAY MANAGEMENT (3)

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. Lab Fee: \$24.00; Program Fee: \$50.00

Prerequisite: EMSP 1501, EMSP 1260 or EMT Basic Licensure.. Corequisite: Concurrent enrollment in EMSP 1338, EMSP 1355, EMSP 1362, or consent of instructor.. Lecture and Lab Hours: (2-3).

EMSP 1362 - CLINICAL - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC) (A) (3)

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. Must make arrangements prior to enrollment. Lab Fee: \$24.00; Program Fee: \$50.00; National Registry Testing Fee: \$115.00; Skills Testing Fee; \$125.00, Liability Insurance: \$20.00 (Charged once each academic year.)

Prerequisite: EMSP 1501, EMSP 1260 or EMT Basic Licensure.. Corequisite: Concurrent enrollment in EMSP 1338, EMSP 1355, EMSP 1356, or consent of instructor. Must make arrangements prior to enrollment. . Lecture and Lab Hours: (0-12).

EMSP 1501 - EMERGENCY MEDICAL TECHNICIAN (5)

Preparation for certification as an Emergency Medical Technician (EMT). Lab Fee: \$24.00; Program Fee: \$50.00; Platinum Ed EMStesting Fee: \$49.00

Prerequisite: Admission to the EMS program. Lecture and Lab Hours: (4-4).

ENGL

ENGL 0305 - INTEGRATED READING AND WRITING I (3)

Integration of critical reading and academic writing skills. The course fulfills Texas Success Initiative requirements for reading and/or writing. Special Fee: \$17.00

Prerequisite: Texas Success Initiative Assessment Scores lower than READ 349 and/or ENGL 361 with Essay 4.. Lecture and Lab Hours: (3-0).

ENGL 0306 - INTEGRATED READING AND WRITING II (3)

Integration of critical reading and academic writing skills. This ENGL 1301 corequisite intervention is taught at the upper (exit) level and successful completion fulfills TSI requirements for reading and/or writing. Special Fee: \$17.00

Prerequisite: Successful completion (C or Better) of ENGL 0305 or acceptable TSIA reading and writing scores. Lecture and Lab Hours: (3-0).

ENGL 1301 - COMPOSITION I (3)

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaborative. 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. Special Fee: \$22.00

Prerequisite: Texas Success Initiative complete in reading and writing.. Lecture and Lab Hours: (3-0).

ENGL 1302 - COMPOSITION II (3)

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. Special Fee: \$22.00

Prerequisite: ENGL 1301.. Lecture and Lab Hours: (3-0).

ENGL 2322 - BRITISH LITERATURE I (3)

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. Special Fee: \$12.00

Prerequisite: ENGL 1302 or consent of instructor.. Lecture and Lab Hours: (3-0).

ENGL 2323 - BRITISH LITERATURE II (3)

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. Special Fee: \$12.00

Prerequisite: ENGL 1302 or consent of instructor.. Lecture and Lab Hours: (3-0).

ENGL 2327 - AMERICAN LITERATURE I (3)

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. Special Fee: \$12.00

Prerequisite: ENGL 1302 or consent of instructor.. Lecture and Lab Hours: (3-0).

ENGL 2328 - AMERICAN LITERATURE II (3)

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. Special Fee: \$12.00

Prerequisite: ENGL 1302 or consent of instructor.. Lecture and Lab Hours: (3-0).

ENGL 2332 - WORLD LITERATURE I (3)

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. Special Fee: \$12.00

Prerequisite: ENGL 1302 or consent of instructor.. Lecture and Lab Hours: (3-0).

ENGL 2333 - WORLD LITERATURE II (3)

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. Special Fee: \$12.00

Prerequisite: ENGL 1302 or consent of instructor.. Lecture and Lab Hours: (3-0).

FIRS

FIRS 1001 - FIREFIGHTER CERTIFICATION I (64 CLASS HOURS)

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 (64 CLASS HOURS)

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 (64 CLASS HOURS)

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 (64 CLASS HOURS)

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)

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 (64 CLASS HOURS)

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 (64 CLASS HOURS)

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

GOVT 2305 - FEDERAL GOVERNMENT (FEDERAL CONSTITUTION AND TOPICS) (3)

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.

Prerequisite: Texas Success Initiative complete in reading and writing.. Lecture and Lab Hours: (3-0).

GOVT 2306 - TEXAS GOVERNMENT (TEXAS CONSTITUTION AND TOPICS) (3)

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.

Prerequisite: Texas Success Initiative complete in reading and writing.. Lecture and Lab Hours: (3-0).

HAMG**HAMG 1021 - INTRODUCTION TO HOSPITALITY INDUSTRY (48 CLASS HOURS)**

An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.

HAMG 1024 - HOSPITALITY HUMAN RESOURCE MANAGEMENT (48 CLASS HOURS)

Principles and procedures of human resource management in the hospitality industry.

HAMG 2037 - HOSPITALITY FACILITIES MANAGEMENT (32 CLASS HOURS)

Identification of hospitality building systems and facilities; to include sustainability and risk management.

HART**HART 1401 - BASIC ELECTRICITY FOR HVAC (4)**

Principles of electricity as required by HVAC technician including proper use of test equipment, A/C and D/C circuits electrical circuits, and component theory and operation. Lab Fee: \$24.00; Special Fee: \$60.00

Lecture and Lab Hours: (3-2).

HART 1403 - AIR CONDITIONING CONTROL PRINCIPLES (4)

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

Lecture and Lab Hours: (3-2).

HART 1407 - REFRIGERATION PRINCIPLES (4)

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; EPA Testing Fee: \$30.00

Lecture and Lab Hours: (3-2).

HART 1441 - RESIDENTIAL AIR CONDITIONING (4)

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Lab Fee: \$24.00; Special Fee: \$60.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (3-2).

HART 1445 - GAS AND ELECTRIC HEATING (4)

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Lab Fee: \$24.00; Special Fee: \$60.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (3-2).

HART 2434 - ADVANCED AIR CONDITIONING CONTROLS (4)

Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls. Lab Fee: \$24.00; Special Fee: \$60.00

Prerequisite: Consent of Instructor.. Lecture and Lab Hours: (3-2).

HART 2436 - AIR CONDITIONING TROUBLESHOOTING (4)

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. Lab Fee: \$24.00; Special Fee: \$60.00

Prerequisite: Capstone course, to be taken with the consent of instructor in the student's last semester prior to graduation.. Lecture and Lab Hours: (3-2).

HART 2441 - COMMERCIAL AIR CONDITIONING (4)

A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Lab Fee: \$24.00; Special Fee: \$60.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (3-2).

HART 2449 - HEAT PUMPS (4)

(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. Lab Fee: \$24.00; Special Fee: \$60.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (3-2).

HART 2468 - PRACTICUM (OR FIELD EXPERIENCE) - HEATING, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY/TECHNICIAN (4)

(Formerly HART 2368) 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. Special Fee: \$10.00

Prerequisite: Capstone course, to be taken with the consent of instructor in the student's last semester prior to graduation.. Lecture and Lab Hours: (0-28).

HIST

HIST 1301 - UNITED STATES HISTORY I (3)

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.. Lecture and Lab Hours: (3-0).

HIST 1302 - UNITED STATES HISTORY II (3)

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.. Lecture and Lab Hours: (3-0).

HIST 2311 - WESTERN CIVILIZATION I (3)

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.. Lecture and Lab Hours: (3-0).

HIST 2312 - WESTERN CIVILIZATION II (3)

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.. Lecture and Lab Hours: (3-0).

HITT

HITT 1005 - MEDICAL TERMINOLOGY I (48 CLASS HOURS)

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1211 - HEALTH INFORMATION SYSTEMS (2)

(Formerly HITT 1311) Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health. Lab Fee: \$24.00; Program Fee: \$45.00

Lecture and Lab Hours: (1-3).

HITT 1301 - HEALTH DATA CONTENT AND STRUCTURE (3)

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; AHIMA Membership Fee: \$45.00

Prerequisite: Admission to the HIM program.. Lecture and Lab Hours: (2-2).

HITT 1305 - MEDICAL TERMINOLOGY I (3)

(Formerly HITT 1205) Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Program Fee: \$50.00

Lecture and Lab Hours: (3-0).

HITT 1341 - CODING AND CLASSIFICATION SYSTEMS (3)

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. Lab Fee: \$24.00; Program Fee: \$45.00

Prerequisite: HITT 1305 and MDCA 1302.. Lecture and Lab Hours: (2-2).

HITT 1345 - HEALTH CARE DELIVERY SYSTEMS (3)

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies. Lab Fee: \$24.00; Program Fee: \$50.00

Prerequisite: Admission to the HIM program.. Lecture and Lab Hours: (2-2).

HITT 1353 - LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION (3)

Concepts of privacy, security, confidentiality, ethics, healthcare legislation, and regulations relating to the maintenance and use of health information. Program Fee: \$50.00

Lecture and Lab Hours: (3-0).

HITT 2260 - CLINICAL - HEALTH INFORMATION/MEDICAL RECORDS TECHNOLOGY/TECHNICIAN (2)

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. Program Fee: \$35.00; Liability insurance: \$20.00 (charged once each academic year)

Prerequisite: Capstone course, to be taken with the consent of the instructor in the student's last semester prior to graduation. Criminal background check required. Student may be required to travel to fulfill course requirements.. Lecture and Lab Hours: (0-6).

HITT 2335 - CODING AND REIMBURSEMENT METHODOLOGIES (3)

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Lab Fee: \$24.00; Program Fee: \$45.00

Prerequisite: HITT 1341, BIOL 2401 and BIOL 2402.. Lecture and Lab Hours: (2-2).

HITT 2339 - HEALTH INFORMATION ORGANIZATION AND SUPERVISION (3)

Principles of organization and supervision of human, financial, and physical resources. Program Fee: \$50.00

Prerequisite: Must have completed Health Information Technology Medical Coding certificate of completion.. Lecture and Lab Hours: (3-0).

HITT 2340 - ADVANCED MEDICAL BILLING AND REIMBURSEMENT (3)

Skill development in coding to prepare reimbursement forms in various health care settings for submission to payors. Lab Fee: \$24.00; Program Fee: \$50.00

Prerequisite: HITT 1341 and HITT 2335.. Lecture and Lab Hours: (2-2).

HITT 2343 - QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT (3)

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. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems. Lab Fee: \$24.00; Program Fee: \$45.00

Prerequisite: HITT 1301.. Lecture and Lab Hours: (2-2).

HITT 2361 - CLINICAL - HEALTH INFORMATION/MEDICAL RECORDS TECHNOLOGY/TECHNICIAN (3)

Student may be required to travel to fulfill course requirements. 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. ; Program Fee: \$35.00; Liability insurance: \$20.00 (charged once each academic year); RHIT Certification Testing Fee: \$229.00

Prerequisite: Consent of instructor; criminal background check required.. Lecture and Lab Hours: (0-9).

HPRS

HPRS 1201 - INTRODUCTION TO HEALTH PROFESSION (2)

An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

Lecture and Lab Hours: (1-2).

HPRS 1206 - ESSENTIALS OF MEDICAL TERMINOLOGY (SRGT) (2)

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. Lab Fee: \$24.00

Prerequisite: Must be admitted to the Surgical Technology program prior to registration.. Lecture and Lab Hours: (1-2).

HPRS 1304 - BASIC HEALTH PROFESSION SKILLS (3)

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods.

Lecture and Lab Hours: (2-3).

HPRS 2000 - PHARMACOLOGY FOR HEALTH PROFESSIONS (54 CLASS HOURS)

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

HRPO

HRPO 2301 - HUMAN RESOURCES MANAGEMENT (3)

Behavioral and legal approaches to the management of human resources in organizations.

Lecture and Lab Hours: (3-0).

HRPO 2307 - ORGANIZATIONAL BEHAVIOR (3)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

Lecture and Lab Hours: (3-0).

IFWA

IFWA 1010 - NUTRITION AND MENU PLANNING (64 CLASS HOURS)

Application of principles of nutrition in planning menus for the food service industry.

ITCC

ITCC 2443 - NETWORK SECURITY (4)

Requires ability to configure switches and routers. 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 and VPN implementation using routers and firewalls. Lab Fee: \$24.00; Special Fee: \$77.00

Prerequisite: ITNW 1325 and ITNW 2312.. Lecture and Lab Hours: (3-2).

ITNW

ITNW 1325 - FUNDAMENTALS OF NETWORKING TECHNOLOGIES (3)

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Lab Fee: \$24.00; Special Fee: \$17.00

Lecture and Lab Hours: (2-2).

ITNW 1354 - IMPLEMENTING AND SUPPORTING SERVERS (3)

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Lab Fee: \$24.00; Special Fee: \$50.00

Prerequisite: Knowledge of operating systems.. Lecture and Lab Hours: (2-2).

ITNW 2312 - ROUTERS (3)

Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols. Lab Fee: \$24.00; Special Fee: \$77.00

Prerequisite: ITNW 1325.. Lecture and Lab Hours: (2-2).

ITNW 2335 - NETWORK TROUBLESHOOTING AND SUPPORT (3)

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. Lab Fee: \$24.00; Special Fee: \$17.00

Prerequisite: ITNW 1325. Lecture and Lab Hours: (2-2).

ITNW 2421 - NETWORKING WITH TCP/IP (4)

Set up, configure, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. Lab Fee: \$24.00; Special Fee: \$77.00

Prerequisite: ITNW 2312. Lecture and Lab Hours: (3-2).

ITNW 2453 - ADVANCED ROUTING AND SWITCHING (4)

Advanced concepts for the implementation, operation, and troubleshooting of switched and routed environments. Emphasizes advanced routing protocols, Multi

Protocol Label Switching (MPLS), and advanced security. Lab Fee: \$24.00; Special Fee: \$77.00

Prerequisite: ITNW 2312. Lecture and Lab Hours: (3-2).

ITSC

ITSC 1301 - INTRODUCTION TO COMPUTERS (3)

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Lab Fee: \$24.00; Special Fee: \$17.00

Lecture and Lab Hours: (2-2).

ITSC 1315 - PROJECT MANAGEMENT SOFTWARE (3)

Only Offered Fall 2018. Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools. Lab Fee: \$24.00; Special Fee: \$50.00

Corequisite: Consent of instructor. . Lecture and Lab Hours: (2-2).

ITSC 2335 - APPLICATION SOFTWARE PROBLEM SOLVING (3)

Utilization of appropriate application software to solve advanced problems and generate customized solutions. Lab Fee: \$24.00; Special Fee: \$17.00

Prerequisite: Capstone course, to be taken with the consent of instructor in the student's last semester prior to graduation.. Lecture and Lab Hours: (2-4).

ITSC 2339 - PERSONAL COMPUTER HELP DESK SUPPORT (3)

Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. Special Fee: \$17.00

Lecture and Lab Hours: (3-0).

ITSC 2364 - PRACTICUM (OR FIELD EXPERIENCE) - COMPUTER AND INFORMATION SCIENCES, GENERAL (3)

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: Capstone course, to be taken with the consent of instructor in the student's last semester prior to graduation.. Lecture and Lab Hours: (0-21).

ITSE

ITSE 1401 - WEB DESIGN TOOLS (4)

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

Lecture and Lab Hours: (3-2).

ITSE 1402 - COMPUTER PROGRAMMING (4)

Introduction to computer programming including design, development, testing, implementation, and documentation. Lab Fee: \$24.00; Special Fee: \$17.00

Lecture and Lab Hours: (3-2).

ITSW**ITSW 1301 - INTRODUCTION TO WORD PROCESSING (3)**

(Formerly 1401) An overview of the production of documents, tables, and graphics. Lab Fee: \$24.00; Special Fee: \$17.00

Lecture and Lab Hours: (2-2).

KINE**KINE 1164 - INTRODUCTION TO PHYSICAL FITNESS & WELLNESS (1)**

This course will provide an overview of the lifestyle necessary for fitness and health. Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility, and strength training.

Lecture and Lab Hours: (1-0).

KINE 1304 - PERSONAL/COMMUNITY HEALTH (3)

(Formerly PHED 1304) This course provides an introduction to the fundamentals, concepts, strategies, applications and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles and enhance individual well-being.

Lecture and Lab Hours: (3-0).

KINE 1306 - FIRST AID (3)

(Formerly PHED 1306) Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from the American Heart Association. Special Fee: \$27.00

Lecture and Lab Hours: (3-0).

KINE 1321 - COACHING/SPORTS/ATHLETICS I (3)

(Formerly PHED 1321) Study of the history, theories, philosophies, rules and terminology of competitive sports. Includes coaching techniques.

Lecture and Lab Hours: (3-0).

KINE 1346 - DRUG USE & ABUSE (3)

(Formerly PHED 1346) Study of the use, misuse and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological and psychological factors will be emphasized.

Lecture and Lab Hours: (3-0).

KINE 2356 - CARE AND PREVENTION OF ATHLETIC INJURIES (3)

(Formerly PHED 2356) 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; Liability Insurance: \$20.00

Lecture and Lab Hours: (3-0).

MATH

MATH 0313 - DEVELOPING ALGEBRA SKILLS I (3)

This course is a study of basic algebraic concepts necessary for success in MATH 0314, to include exponent rules, solving equations, graphing, and systems of equations. This course is not applicable toward a degree. Special Fee: \$50.00.

Prerequisite: At least a "C" in MATH 0400 or appropriate TSI score.. Lecture and Lab Hours: (3-0).

MATH 0314 - DEVELOPING ALGEBRA SKILLS II (3)

This course is a study of basic algebraic concepts necessary for success in MATH 1314, to include exponent rules, radical and rational expressions, and the solution of equations and inequalities. This course is not applicable toward a degree. Special Fee: \$50.00

Prerequisite: At least a "C" in MATH 0313 or appropriate TSI score. Corequisite: This course cannot be taken without MATH 1314 in a single semester. Lecture and Lab Hours: (3-0).

MATH 0332 - DEVELOPING CONTEMPORARY MATH SKILLS ()

Successful completion will satisfy TSI Math Requirements for Non Algebra math courses (MATH 1332 or MATH 1342).A study of the basic concepts necessary for success in MATH 1332 to include numeracy, proportional reasoning, probabilistic reasoning, quantitative reasoning in personal finance, algebraic competence, reasoning, modeling and study skills. This course is not applicable toward a degree. Special Fee: \$50.00

Prerequisite: Appropriate TSI score or successful completion of Math 0400. Corequisite: This course cannot be taken without Math 1332 in a single semester. Lecture and Lab Hours: (3-0).

MATH 0400 - DEVELOPMENTAL MATHEMATICS (4)

Designed for Students with TSI < 336 and ABE \leq 4. Topics in mathematics such as arithmetic operations, basic algebraic concepts and notations, geometry, and real and

complex number systems. This course is designed to prepare students for successful completion of MATH 0313 or MATH 0332. Special Fee \$50.00

Prerequisite: This course is designed for students who are not Texas Success Initiative clear in math.. Lecture and Lab Hours: (4-0).

MATH 1314 - COLLEGE ALGEBRA (3)

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. Graphing Calculator required.

Prerequisite: TSI Clear for Algebra, TSI Complete or Co-Enrollment in Math 0314. Lecture and Lab Hours: (3-0).

MATH 1316 - PLANE TRIGONOMETRY (3)

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.. Lecture and Lab Hours: (3-0).

MATH 1332 - CONTEMPORARY MATHEMATICS (3)

Intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

Prerequisite: TSI clear for Non Algebra, TSI Clear for Algebra, TSI Complete or Co-Enrollment in Math 0332.. Lecture and Lab Hours: (3-0).

MATH 1342 - ELEMENTARY STATISTICAL METHODS (3)

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.

Prerequisite: Texas Success Initiative Clear for Non-Algebra, TSI Clear for Algebra or TSI Complete.. Lecture and Lab Hours: (3-0).

MATH 1350 - MATHEMATICS FOR TEACHERS I (3)

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Designed for students who seek early childhood through grade 8 teacher certification.

Prerequisite: MATH 1314 with a "C" or better. . Lecture and Lab Hours: (3-0).

MATH 1351 - MATHEMATICS FOR TEACHERS II (3)

Highly recommend completion of MATH 1350. This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on

problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification.

Prerequisite: MATH 1350 or MATH 1414 with a "C" or better.. Lecture and Lab Hours: (3-0).

MATH 1414 - COLLEGE ALGEBRA WITH REVIEW (4)

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. Graphing Calculator required.

Prerequisite: TSI Clear for Algebra, TSI Complete or Co-Enrollment in Math 0214. Corequisite: Math 0214. Lecture and Lab Hours: (4-0).

MATH 2413 - CALCULUS I (4)

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.. Lecture and Lab Hours: (4-0).

MATH 2414 - CALCULUS II (4)

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

Prerequisite: MATH 2413.. Lecture and Lab Hours: (4-0).

MCHN

MCHN 1320 - PRECISION TOOLS AND MEASUREMENT (3)

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

Lecture and Lab Hours: (3-1).

MCHN 1408 - BASIC LATHE (4)

An introduction to the common types of lathes. Emphasis on basic parts, nomenclature, lathe operations, safety, machine mathematics, blueprint reading, and theory. Lab Fee: \$24.00; Special Fee: \$62.00

Lecture and Lab Hours: (3-2).

MCHN 1413 - BASIC MILLING OPERATIONS (4)

An introduction to the common types of milling machines, part nomenclature, basic machine operations and procedures, safety, machine mathematics, blueprint reading, and theory. Lab Fee: \$24.00; Special Fee: 62.00

Lecture and Lab Hours: (3-2).

MCHN 1426 - INTRODUCTION TO COMPUTER-AIDED MANUFACTURING (CAM) (4)

A study of Computer-Aided Manufacturing (CAM) software which 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

Lecture and Lab Hours: (3-2).

MCHN 2366 - PRACTICUM (OR FIELD EXPERIENCE) - MACHINE TOOL TECHNOLOGY/MACHINIST (3)

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. Special Fee: \$12.00

Prerequisite: Eight semester hours of major requirements and consent of instructor..

Lecture and Lab Hours: (0-21).

MCHN 2403 - FUNDAMENTALS OF COMPUTER NUMERICAL CONTROLLED (CNC) MACHINE CONTROLS (4)

Programming and operation of Computer Numerically Controlled (CNC) machine shop equipment. Lab Fee: \$24.00; Special Fee: \$62.00

Prerequisite: MCHN 2444. Lecture and Lab Hours: (3-2).

MCHN 2433 - ADVANCED LATHE OPERATIONS (4)

(Formerly MCHN 2333) 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. Lab Fee: \$24.00; Special Fee: \$62.00

Lecture and Lab Hours: (3-2).

MCHN 2441 - ADVANCED MACHINING I (4)

(Formerly MCHN 2341) 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. Lab Fee: \$24.00; Special Fee: \$62.00

Prerequisite: Capstone course, to be taken with the consent of instructor in the student's last semester prior to graduation; and MCHN 2444.. Lecture and Lab Hours: (3-2).

MCHN 2444 - COMPUTERIZED NUMERICAL CONTROL PROGRAMMING (4)

(Formerly MCHN 2344) An introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled (CNC) machines. Lab Fee: \$24.00; Special Fee: \$62.00

Lecture and Lab Hours: (3-2).

MDCA

MDCA 1000 - BASIC MEDICAL ASSISTANT TECHNOLOGY (30 CLASS HOURS)

Introduction to medical office operations, equipment, procedures, and human relations skills

MDCA 1009 - ANATOMY AND PHYSIOLOGY (98 CLASS HOURS)

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

MDCA 1064 - PRACTICUM OR FIELD EXPERIENCE-MEDICAL/CLINICAL ASSISTANT (112 CLASS HOURS)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

MDCA 1302 - HUMAN DISEASE/PATHOPHYSIOLOGY (3)

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. Program Fee: \$10.00

Prerequisite: HITT 1305.. Lecture and Lab Hours: (3-0).

MDCA 2031 - ADVANCED MEDICAL ASSISTANT (64 CLASS HOURS)

Focuses on the theory and application of administration and clinical skills.

MRKG

MRKG 1311 - PRINCIPLES OF MARKETING (3)

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

Lecture and Lab Hours: (3-0).

MUAP

- MUSIC - APPLIED ()

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.

Lecture and Lab Hours: Transfer.

MUEN

MUEN 1151 - CHAMBER (SMALL) VOCAL ENSEMBLES (1)

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

Lecture and Lab Hours: (0-4).

MUEN 1152 - CHAMBER (SMALL) VOCAL ENSEMBLES (1)

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

Lecture and Lab Hours: (0-4).

MUSI

MUSI 1304 - FOUNDATIONS OF MUSIC (3)

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.

Lecture and Lab Hours: (3-0).

MUSI 1306 - MUSIC APPRECIATION (3)

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.)

Lecture and Lab Hours: (3-0).

NURA

NURA 1001 - NURSE AIDE FOR HEALTH CARE (3)

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs.

Lecture and Lab Hours: (1-6).

NURA 1060 - CLINICAL - NURSING ASSISTANT/AIDE AND PATIENT CARE ASSISTANT/AIDE (2)

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.

Lecture and Lab Hours: (1-4).

OSHT

OSHT 1309 - PHYSICAL HAZARDS CONTROL (3)

A study of the physical hazards in industry and the methods of workplace design and redesign to control these hazards. Emphasis on the regulation codes and standards associated with the control of physical hazards.

Lecture and Lab Hours: (3-0).

PHED

PHED 1105 - WEIGHT TRAINING AND CONDITIONING (1)

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

Lecture and Lab Hours: (0-3).

PHED 1106 - PHYSICAL CONDITIONING (1)

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

Lecture and Lab Hours: (0-3).

PHED 1107 - FITNESS WALKING (1)

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

Lecture and Lab Hours: (0-3).

PHED 1108 - VARSITY ATHLETICS (1)

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

Lecture and Lab Hours: (0-3).

PHED 1109 - VARSITY ATHLETICS (1)

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

Lecture and Lab Hours: (0-3).

PHED 1112 - AQUATIC CONDITIONING (1)

Workouts designed to improve cardiorespiratory fitness, muscular strength and toning through pool exercises. Lab Fee: \$5.00

Lecture and Lab Hours: (0-3).

PHED 1120 - SPINNING (1)

Participation in cardio respiratory development and muscular toning and strengthening through bicycling exercises. Lab Fee: \$5.00

Lecture and Lab Hours: (0-3).

PHRA

PHRA 1102 - PHARMACY LAW (1)

Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects. Program Fee: \$50.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (1-0).

PHRA 1201 - INTRODUCTION TO PHARMACY (2)

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Lab Fee: \$16.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (1-2).

PHRA 1205 - DRUG CLASSIFICATION (2)

A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. Lab Fee: \$16.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (1-4).

PHRA 1209 - PHARMACEUTICAL MATHEMATICS I (2)

Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. Lab Fee: \$24.00; ; Program Fee: \$40.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (1-3).

PHRA 1240 - PHARMACY THIRD PARTY PAYMENT (2)

Overview of third party payment and its impact on health care. Includes the principles and practices of managed care pharmacy, Medicaid and Medicare, payment plans, reimbursement methods, and formularies. Lab Fee: \$16.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (1-3).

PHRA 1243 - PHARMACY TECHNICIAN CERTIFICATION REVIEW (2)

A review of major topics covered on the National Pharmacy Technician Certification Examination. PTCB Exam Fee: \$129.00

Prerequisite: PHRA 1441 and PHRA 1445.. Lecture and Lab Hours: (1-2).

PHRA 1247 - PHARMACEUTICAL MATHEMATICS II (2)

Advanced concepts of Pharmaceutical Mathematics. Lab Fee: \$24.00; ; Program Fee: \$40.00

Prerequisite: PHRA 1209 or concurrent enrollment.. Lecture and Lab Hours: (1-3).

PHRA 1313 - COMMUNITY PHARMACY PRACTICE (3)

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. Lab Fee: \$24.00; Program Fee: \$50.00

Prerequisite: PHRA 1102 and PHRA 1209 or concurrent enrollment.. Lecture and Lab Hours: (2-4).

PHRA 1441 - PHARMACY DRUG THERAPY AND TREATMENT (4)

Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Lab Fee: \$24.00; Program Fee: \$50.00

Prerequisite: PHRA 1313 and PHRA 1449.. Lecture and Lab Hours: (3-2).

PHRA 1445 - COMPOUNDING STERILE PREPARATIONS (4)

The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP standards. Lab Fee: \$24.00; Program Fee: \$50.00

Prerequisite: PHRA 1102, PHRA 1209, PHRA 1247 and PHRA 1449 or concurrent enrollment in PHRA 1449.. Lecture and Lab Hours: (2-6).

PHRA 1449 - INSTITUTIONAL PHARMACY PRACTICE (4)

Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems, including investigational drugs, continuous quality improvement, and inventory control. Lab Fee: \$24.00; Program Fee: \$50.00

Prerequisite: PHRA 1102 and PHRA 1209 or concurrent enrollment.. Lecture and Lab Hours: (3-4).

PHRA 2265 - PRACTICUM (OR FIELD EXPERIENCE) - PHARMACY TECHNICIAN/ASSISTANT (2)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Program Fee: \$50.00; Liability Insurance: \$20.00

Prerequisite: To be taken with the consent of instructor in the student's last semester prior to graduation; PHRA 1441 and PHRA 1445 or concurrent enrollment.. Lecture and Lab Hours: (0-20).

PHYS

PHYS 1401 - COLLEGE PHYSICS I (4)

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. Lab Fee: \$24.00; Special Fee: \$6.00

Prerequisite: Texas Success Initiative complete in reading; MATH 1314 and MATH 1316.. Lecture and Lab Hours: (3-3).

PHYS 1402 - COLLEGE PHYSICS II (4)

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. Lab Fee: \$24.00; Special Fee: \$6.00

Prerequisite: PHYS 1401.. Lecture and Lab Hours: (3-3).

PHYS 1403 - STARS AND GALAXIES (4)

(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

Prerequisite: Texas Success Initiative complete in Reading and either TSI clear in Math or TSI Clear for Non Algebra.. Lecture and Lab Hours: (3-3).

PHYS 1404 - SOLAR SYSTEM (4)

(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

Prerequisite: Texas Success Initiative complete in Reading and either TSI clear in Math or TSI Clear for Non Algebra.. Lecture and Lab Hours: (3-3).

PHYS 1415 - PHYSICAL SCIENCE I (4)

Course designed for non-science majors that surveys topics from physics, chemistry, geology, astronomy, and meteorology. May or may not include a laboratory. Lab Fee: \$24.00

Prerequisite: Texas Success Initiative complete in Reading and either TSI clear in Math or TSI Clear for Non Algebra.. Lecture and Lab Hours: (3-3).

PLAB

PLAB 1023 - PHLEBOTOMY (48 CLASS HOURS)

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient

identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

POFI

POFI 1349 - SPREADSHEETS (3)

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

Lecture and Lab Hours: (2-2).

POFI 2431 - DESKTOP PUBLISHING (4)

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. Lab Fee: \$24.00; Special Fee: \$17.00

Prerequisite: ITSW 1301.. Lecture and Lab Hours: (3-2).

POFT

POFT 1220 - JOB SEARCH SKILLS (2)

Skills to seek and obtain employment in business and industry. Lab Fee: \$24.00

Lecture and Lab Hours: (1-2).

POFT 1301 - BUSINESS ENGLISH (3)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Lecture and Lab Hours: (3-0).

POFT 1309 - ADMINISTRATIVE OFFICE PROCEDURES I (3)

Study of current office procedures, duties, and responsibilities applicable to an office environment. Lab Fee: \$24.00; Special Fee: \$12.00

Lecture and Lab Hours: (2-2).

POFT 1325 - BUSINESS MATH USING TECHNOLOGY (3)

Skill development in business math problem-solving using technology. Lab Fee: \$24.00; Special Fee: \$12.00

Lecture and Lab Hours: (2-2).

POFT 1349 - ADMINISTRATIVE OFFICE PROCEDURES II (3)

(Formerly POFT 1313) In-depth coverage of office procedures with emphasis on decision making, goal setting, management theories, and critical thinking. Lab Fee: \$24.00; Special Fee: \$12.00

Prerequisite: ITSW 1301 and POFT 1309.. Lecture and Lab Hours: (2-2).

POFT 1364 - PRACTICUM (OR FIELD EXPERIENCE) - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE, GENERAL (3)

Must make arrangements prior to enrolling. 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. Special Fee: \$12.00; Liability Insurance: \$20.00 (charged once each academic year)

Prerequisite: Eight semester hours of major requirements and consent of instructor.. Lecture and Lab Hours: (0-21).

POFT 2331 - ADMINISTRATIVE PROJECT SOLUTIONS (3)

Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills. Lab Fee: \$24.00; Special Fee: \$12.00

Prerequisite: Capstone course; to be taken with the consent of the instructor in the student's last semester prior to graduation.. Lecture and Lab Hours: (2-2).

PSYC

PSYC 1100 - LEARNING FRAMEWORK 0

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

Lecture and Lab Hours: (1-0).

PSYC 2301 - GENERAL PSYCHOLOGY (3)

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.. Lecture and Lab Hours: (3-0).

PSYC 2314 - LIFESPAN GROWTH & DEVELOPMENT (3)

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.. Lecture and Lab Hours: (3-0).

RBTC

RBTC 1405 - ROBOTIC FUNDAMENTALS (4)

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

Lecture and Lab Hours: (3-2).

RNSG

RNSG 1105 - NURSING SKILLS I (1)

(Formerly RNSG 1205) Study of the concepts and principles necessary to perform basic and advanced 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. Program Fee: \$50.00; Lab Fee: \$24.00

Prerequisite: Admission to the ADN program; concurrent enrollment in RNSG 1309 or consent of Director of Nursing.. Lecture and Lab Hours: (0-4).

RNSG 1110 - INTRODUCTION TO COMMUNITY-BASED NURSING (1)

Overview of the delivery of nursing care in a variety of community-based settings to promote health; 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. Program Fee: \$50.00; Lab Fee: \$24.00; HESI Testing Fee \$106.00

Prerequisite: RNSG 1443, RNSG 2162 and RNSG 2360.. Lecture and Lab Hours: (1-0).

RNSG 1115 - HEALTH ASSESSMENT (1)

Development of skills and techniques required for a comprehensive nursing health assessment within a legal/ethical framework. This course lends itself to a blocked approach. Program Fee: \$50.00; Lab Fee: \$24.00

Prerequisite: Admission to ADN program or licensed nurse; or consent of the Director of Nursing.. Lecture and Lab Hours: (0-3).

RNSG 1166 - PRACTICUM (OR FIELD EXPERIENCE) - REGISTERED NURSING/REGISTERED NURSE (INTRODUCTION TO NURSING) (1)

Student may be required to travel to fulfill course requirements. 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. Program Fee: \$50.00

Prerequisite: Concurrent enrollment in RNSG 1105 and RNSG 1209 or consent of Director of Nursing.. Lecture and Lab Hours: (0-8).

RNSG 1208 - DOSAGE CALCULATIONS FOR NURSING (2)

Read, interpret, and solve dosage calculation problems. This course lends itself to either a blocked or integrated approach. Program Fee: \$100.00; Lab Fee: \$24.00

Lecture and Lab Hours: (2-1).

RNSG 1209 - INTRODUCTION TO NURSING (2)

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 the profession. Content includes knowledge, judgment, skills and professional values with a legal/ethical framework. This course lends itself to a blocked approach. Program Fee: \$100.00; Lab Fee: \$24.00; HESI Testing Fee: \$122.00; Nursing Central Fee \$215.00; Liability Insurance: \$20.00

Prerequisite: Concurrent enrollment in RNSG 1166.. Lecture and Lab Hours: (2-2).

RNSG 1246 - LEGAL & ETHICAL ISSUES FOR NURSING (2)

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. Program Fee: \$100.00

Prerequisite: Admission to the ADN program or Licensed Vocational Nurse or consent of Director of Nursing.. Lecture and Lab Hours: (2-0).

RNSG 1263 - CLINICAL - REGISTERED NURSING/REGISTERED NURSE (COMMON CONCEPTS) (2)

Student may be required to travel to fulfill course requirements. 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. This course is included in the Field of Study Curriculum for Nursing. Clinical education is an unpaid learning experience. Program Fee: \$100.00

Prerequisite: Concurrent enrollment in RNSG 1441.. Lecture and Lab Hours: (0-12).

RNSG 1301 - PHARMACOLOGY (3)

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. Program Fee: \$150.00; Lab Fee: \$24.00

Prerequisite: RNSG 1441 or licensed nurse; or consent of Director of Nursing.. Lecture and Lab Hours: (3-1).

RNSG 1309 - INTRODUCTION TO NURSING (3)

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 the profession. Content includes knowledge, judgment, skills and professional values with a legal/ethical framework. This course lends itself to a blocked approach. Program Fee: \$150.00; Lab Fee: \$24.00; HESI Testing Fee: \$122.00; Nursing Central: \$215; Liability Insurance: \$20.00

Prerequisite: Concurrent enrollment in RNSG 1166.. Lecture and Lab Hours: (2-2).

RNSG 1311 - NURSING PATHOPHYSIOLOGY (3)

Basic principles of pathophysiology emphasizing nursing applications. Includes epidemiologic factors that alter the normal physiological processes across the lifespan. Content includes principles of homeostasis related to body systems. This course lends itself to either a blocked or integrated approach. Program Fee: \$150.00

Prerequisite: BIOL 2401 (with a grade of "C" or better) and completion (with a grade of "C" or better) or concurrent enrollment in BIOL 2402, or consent of Director of Nursing.. Lecture and Lab Hours: (3-0).

RNSG 1327 - TRANSITION TO PROFESSIONAL NURSING (3)

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. Program Fee: \$150.00; Lab Fee: \$24.00; HESI Testing Fee: \$244.00; Nursing Central Fee: \$215.00

Prerequisite: Admission to the ADN program or consent of Director of Nursing.. Lecture and Lab Hours: (2-4).

RNSG 1393 - SPECIAL TOPICS IN REGISTERED NURSING/REGISTERED NURSE (3)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Special Fee: \$12.00

Lecture and Lab Hours: (3-0).

RNSG 1412 - NURSING CARE OF THE CHILDBEARING AND CHILD REARING FAMILY (4)

Study of the concepts related to the provision of nursing care for childbearing and child rearing 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. Program Fee: \$200.00; HESI Testing Fee: \$122.00

Prerequisite: RNSG 1443 and concurrent enrollment in RNSG 2166.. Lecture and Lab Hours: (4-0).

RNSG 1441 - COMMON CONCEPTS OF ADULT HEALTH (4)

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. Program Fee: \$200.00

Prerequisite: Admission to the ADN program and concurrent enrollment in RNSG 1263.. Lecture and Lab Hours: (4-0).

RNSG 1443 - COMPLEX CONCEPTS OF ADULT HEALTH (4)

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 the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Program Fee: \$200.00; HESI Testing Fee: \$122.00; Liability Insurance: \$20.00

Prerequisite: RNSG 1441 and RNSG 1263 or RNSG 1327, and RNSG 1301 and concurrent enrollment in RNSG 2360.. Lecture and Lab Hours: (4-0).

RNSG 2161 - CLINICAL - REGISTERED NURSING/REGISTERED NURSE (MENTAL HEALTH) (1)

Student may be required to travel to fulfill course requirements. 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. This course is included in the Field of Study Curriculum for Nursing. Program Fee: \$50.00

Prerequisite: Concurrent enrollment in RNSG 2213.. Lecture and Lab Hours: (0-6).

RNSG 2162 - CLINICAL - REGISTERED NURSING/REGISTERED NURSE (COMMUNITY) (1)

Student may be required to travel to fulfill course requirements. 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. This course is included in the Field of Study Curriculum for Nursing. Clinical education is an unpaid learning experience. Program Fee: \$50.00

Prerequisite: Concurrent enrollment in RNSG 1443 and RNSG 2360.. Lecture and Lab Hours: (0-3).

RNSG 2166 - PRACTICUM (OR FIELD EXPERIENCE) - REGISTERED NURSING/REGISTERED NURSE (FAMILY) (1)

Student may be required to travel to fulfill course requirements. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Clinical education is an unpaid learning experience. Program Fee: \$50.00

Prerequisite: Concurrent enrollment in RNSG 1412.. Lecture and Lab Hours: (0-8).

RNSG 2213 - MENTAL HEALTH NURSING (2)

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. Program Fee: \$100.00

Prerequisite: RNSG 1443 and RNSG 2360.. Lecture and Lab Hours: (2-0).

RNSG 2360 - CLINICAL - REGISTERED NURSING/REGISTERED NURSE (COMPLEX CONCEPTS) (3)

(Formerly RNSG 2460) Student may be required to travel to fulfill course requirements. 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. This course is included in the Field of Study Curriculum for Nursing. Program Fee: \$150.00

Prerequisite: Concurrent enrollment in RNSG 1443.. Lecture and Lab Hours: (0-12).

SOCI

SOCI 1301 - INTRODUCTORY SOCIOLOGY (3)

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.. Lecture and Lab Hours: (3-0).

SPAN

SPAN 1411 - BEGINNING SPANISH I (4)

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

Lecture and Lab Hours: (3-2).

SPAN 1412 - BEGINNING SPANISH II (4)

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. Lab Fee: \$24.00; Special Fee: \$12.00

Prerequisite: SPAN 1411.. Lecture and Lab Hours: (3-2).

SPAN 2311 - INTERMEDIATE SPANISH I (3)

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. Special Fee: \$12.00

Prerequisite: SPAN 1412.. Lecture and Lab Hours: (3-0).

SPAN 2312 - INTERMEDIATE SPANISH II (3)

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. Special Fee: \$12.00

Prerequisite: SPAN 2311.. Lecture and Lab Hours: (3-0).

SPCH

SPCH 1315 - PUBLIC SPEAKING (3)

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.

Lecture and Lab Hours: (3-0).

SPCH 1318 - INTERPERSONAL COMMUNICATION (3)

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with coworkers and supervisors.

Prerequisite: SPCH 1315.. Lecture and Lab Hours: (3-0).

SPCH 1342 - VOICE AND DICTION (3)

Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.

Lecture and Lab Hours: (3-0).

SRGT

SRGT 1160 - CLINICAL - SURGICAL TECHNOLOGY/TECHNOLOGIST (1)

Students may be required to travel to fulfill course requirements. 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. ; Liability Insurance \$20.00 (if not previously paid in current year)

Prerequisite: SRGT 1405.. Lecture and Lab Hours: (0-5).

SRGT 1405 - INTRODUCTION TO SURGICAL TECHNOLOGY (4)

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts. Lab Fee: \$24.00; Program Fee: \$50.00

Prerequisite: Must be accepted and enrolled in the Surgical Technology Program..
Lecture and Lab Hours: (3-2).

SRGT 1409 - FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES (4)

In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. Lab Fee: \$24.00; Program Fee: \$50.00

Prerequisite: SRGT 1405.. Lecture and Lab Hours: (2-6).

SRGT 1441 - SURGICAL PROCEDURES I (4)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to general, OB/GYN, genitourinary, and otorhinolaryngology and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Lab Fee: \$24.00; Program Fee: \$50.00

Prerequisite: SRGT 1405, SRGT 1409, and SRGT 1160.. Lecture and Lab Hours: (2-4).

SRGT 1442 - SURGICAL PROCEDURES II (4)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/maxillofacial and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Lab Fee: \$24.00; Program Fee: \$50.00

Prerequisite: SRGT 1441.. Lecture and Lab Hours: (2-4).

SRGT 1560 - CLINICAL - SURGICAL TECHNOLOGY/TECHNOLOGIST (5)

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. ; Liability Insurance: \$20.00 (if not previously paid in current year)

Prerequisite: SRGT 1160.. Lecture and Lab Hours: (0-30).

SRGT 2660 - CLINICAL - SURGICAL TECHNOLOGY/TECHNOLOGIST (6)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. CST Prep and Exam Fee: \$280.00; Liability Insurance: \$20.00 (if not previously paid in current year)

Prerequisite: SRGT 1560.. Lecture and Lab Hours: (0-24).

TECA

TECA 1311 - EDUCATING YOUNG CHILDREN (3)

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety

of settings with varied and diverse populations; course includes a minimum of 16 hours of field experiences. Lab Fee: \$16.00

Lecture and Lab Hours: (2-2).

TECA 1354 - CHILD GROWTH AND DEVELOPMENT (3)

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Special Fee: \$18.00

Lecture and Lab Hours: (3-0).

VNSG

VNSG 1115 - DISEASE CONTROL AND PREVENTION (1)

Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions.

Lecture and Lab Hours: (1-0).

VNSG 1122 - VOCATIONAL NURSING CONCEPTS (1)

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. Nursing Central Fee: \$215.00

Prerequisite: Consent of instructor.. Lecture and Lab Hours: (1-0).

VNSG 1126 - GERONTOLOGY (1)

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.

Lecture and Lab Hours: (1-0).

VNSG 1133 - GROWTH AND DEVELOPMENT (1)

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.

Lecture and Lab Hours: (1-0).

VNSG 1161 - CLINICAL - LICENSED PRACTICAL/VOCATIONAL NURSE TRAINING (1)

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

Lecture and Lab Hours: (0-6).

VNSG 1162 - CLINICAL - LICENSED PRACTICAL/VOCATIONAL NURSE TRAINING (1)

Student may be required to travel to fulfill course requirements. 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. Special Fee: \$96.00; Liability Insurance: \$20.00 (Charged once per academic year)

Prerequisite: VNSG 1161 and VNSG 1423.. Lecture and Lab Hours: (0-6).

VNSG 1163 - CLINICAL - LICENSED PRACTICAL/VOCATIONAL NURSE TRAINING (1)

Student may be required to travel to fulfill course requirements. 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. Special Fee: \$96.00; Liability Insurance: \$20.00 (Charged once per academic year)

Prerequisite: VNSG 1423.. Lecture and Lab Hours: (0-6).

VNSG 1201 - MENTAL HEALTH AND MENTAL ILLNESS (2)

Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy.

Lecture and Lab Hours: (2-0).

VNSG 1216 - NUTRITION (2)

Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health.

Lecture and Lab Hours: (2-1).

VNSG 1227 - ESSENTIALS OF MEDICATION ADMINISTRATION (2)

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.

Lecture and Lab Hours: (1-4).

VNSG 1234 - PEDIATRICS (2)

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and development needs utilizing the nursing process.

Lecture and Lab Hours: (2-1).

VNSG 1263 - CLINICAL - LICENSED VOCATIONAL NURSE (LVN) TRAINING (2)

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; Liability Insurance: \$20.00 (Charged once per academic year)

Lecture and Lab Hours: (0-12).

VNSG 1320 - ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH (3)

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.. Lecture and Lab Hours: (3-1).

VNSG 1329 - MEDICAL-SURGICAL NURSING I (3)

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

Lecture and Lab Hours: (2-3).

VNSG 1330 - MATERNAL-NEONATAL NURSING (3)

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

Lecture and Lab Hours: (2-1).

VNSG 1331 - PHARMACOLOGY (3)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Special Fee: \$26.00

Lecture and Lab Hours: (2-2).

VNSG 1332 - MEDICAL-SURGICAL NURSING II (3)

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

Prerequisite: VNSG 1329.. Lecture and Lab Hours: (3-1).

VNSG 1362 - CLINICAL - LICENSED VOCATIONAL NURSE (LVN) TRAINING (3)

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

Lecture and Lab Hours: (0-18).

VNSG 1363 - CLINICAL - LICENSED VOCATIONAL NURSE (LVN) TRAINING (3)

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; Liability Insurance: \$20.00 (Charged once per academic year)

Lecture and Lab Hours: (0-18).

VNSG 1423 - BASIC NURSING SKILLS (4)

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

Lecture and Lab Hours: (3-4).

VNSG 1460 - CLINICAL - LICENSED VOCATIONAL NURSE (LVN) TRAINING (4)

(Formerly VNSG 1360) 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; Liability Insurance: \$20.00 (Charged once per academic year)

Lecture and Lab Hours: (0-20).

VNSG 2431 - ADVANCED NURSING SKILLS (4)

Application 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

Lecture and Lab Hours: (3-4).

WLDG

WLDG 1337 - INTRODUCTION TO WELDING METALLURGY (3)

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

Lecture and Lab Hours: (2-3).

WLDG 1413 - INTRODUCTION TO BLUEPRINT READING FOR WELDERS (4)

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.

Lecture and Lab Hours: (4-0).

WLDG 1417 - INTRODUCTION TO LAYOUT AND FABRICATION (4)

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Lab Fee: \$24.00; Special Fee: \$126.00

Prerequisite: WLDG 1413, WLDG 1428, WLDG 1430, and WLDG 2413.. Lecture and Lab Hours: (2-4).

WLDG 1427 - WELDING CODES AND STANDARDS (4)

(Formerly WLDG 1327) An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods. Lab Fee: \$24.00; Special Fee: \$126.00

Prerequisite: Capstone course, to be taken with the consent of instructor in the student's last semester prior to graduation; and WLDG 2413.. Lecture and Lab Hours: (3-2).

WLDG 1428 - INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW) (4)

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Lab Fee: \$24.00; Special Fee: \$126.00

Lecture and Lab Hours: (2-6).

WLDG 1430 - INTRODUCTION TO GAS METAL ARC WELDING (GMAW) (4)

Principles of gas metal arc welding; setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs. Lab Fee: \$24.00; Special Fee: \$126.00

Lecture and Lab Hours: (2-6).

WLDG 1434 - INTRODUCTION TO GAS TUNGSTEN ARC (GTAW) WELDING (4)

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs. Lab Fee: \$24.00; Special Fee: \$126.00

Lecture and Lab Hours: (2-6).

WLDG 1435 - INTRODUCTION TO PIPE WELDING (4)

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 welding positions and electrodes. Lab Fee: \$24.00; Special Fee: \$126.00

Prerequisite: WLDG 1428.. Lecture and Lab Hours: (2-6).

WLDG 1457 - INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW) (4)

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

Lecture and Lab Hours: (2-4).

WLDG 2380 - COOPERATIVE EDUCATION - WELDING TECHNOLOGY/WELDER (3)

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.

Prerequisite: Eight hours of major requirements and consent of instructor.. Lecture and Lab Hours: (1-20).

WLDG 2381 - COOPERATIVE EDUCATION - WELDING TECHNOLOGY/WELDER (3)

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.

Prerequisite: Eight hours of major requirements and consent of instructor.. Lecture and Lab Hours: (1-20).

WLDG 2413 - INTERMEDIATE WELDING USING MULTIPLE PROCESSES (4)

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). Lab Fee: \$24.00; Special Fee: \$126.00

Prerequisite: WLDG 1434.. Lecture and Lab Hours: (2-6).

WLDG 2453 - ADVANCED PIPE WELDING (4)

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. Lab Fee: \$24.00; Special Fee: \$126.00

Prerequisite: WLDG 1435.. Lecture and Lab Hours: (2-6).

COLLEGE ORGANIZATION

Administration

Dusty Johnston President

B.S., Texas Tech University
M.Ed., Texas Tech University
Ed. D., Texas Tech University

Garry David, CPA Dean of Administrative Services

B.S., Southwestern Oklahoma State University

Vacant Vice President of Instructional Services

Shana Drury Associate Dean of Instructional Services

B.B.A., Midwestern State University
M.A., Midwestern State University

Kristin Harris Associate Dean of Student Services

B.A., Midwestern State University
M.A., Midwestern State University

James Nordone, Jr. Dean of Student Services

A.A., Westchester Community College
B.A., Western Connecticut State University
M.S., Western Connecticut State University

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