



*Southwest Mississippi Community College*

*2015-2017 Catalog*

# SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE

1156 College Drive  
Summit, Mississippi 39666  
Phone: 601.276.2000  
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[www.smcc.edu](http://www.smcc.edu)

A public institution supported by  
Amite, Pike, Walthall, and Wilkinson Counties

The college reserves the right to change policies stated herein when necessary. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who are already enrolled in the college.

Updated information is available on our website

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## Accreditation

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

The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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## Member of

American Association of community and Junior Colleges Mississippi Association of Community and Junior Colleges Mississippi Association of Colleges

Southwest Mississippi Community college is in compliance with Public Law 101-542, the Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991.

Session 2015-17

# CONTENTS

BOARD OF TRUSTEES.....	12
BOARD OF SUPERVISORS .....	12
CLASS SCHEDULES.....	13
FINAL EXAMINATION SCHEDULE.....	13
GENERAL INFORMATION .....	14
MISSION STATEMENT .....	14
GOALS .....	14
HISTORY AND GROWTH.....	14
LOCATION.....	14
ADMINISTRATION .....	15
NON-DISCRIMINATION.....	15
REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT.....	15
OFFICE OF DISABILITY SUPPORT SERVICES (DSS) .....	15
RESIDENCE HALL ROOMS FOR STUDENTS WITH PHYSICAL DISABILITIES.....	16
RIGHTS OF PRIVACY/NOTIFICATION OF RIGHTS UNDER FERPA.....	16
OPERATION OF COLLEGE DURING INCLEMENT WEATHER.....	19
BUILDINGS AND FACILITIES .....	19
ALLIED HEALTH COMPLEX.....	19
J.S. BRUMFIELD BUILDING .....	19
W.S. BRYAN BUILDING.....	20
FINE ARTS BUILDING .....	20
THE WILLIAM C. AND LULA B. FORD LIBRARY.....	20
HORACE C. HOLMES STUDENT UNION BUILDING .....	20
H.T. HUDDLESTON VOCATIONAL-TECHNICAL BUILDING .....	20
BRITTE E. HUGHEY ADMINISTRATION BUILDING .....	20
HUMANITIES –SOCIAL SCIENCE BUILDING .....	20
KENNA HALL .....	21
PHYSICAL EDUCATION FACILITIES.....	21
REGIONAL WORKFORCE TRAINING CENTER.....	21
SIMMONS BUILDING .....	21
STUDENT ACTIVITY FACILITIES.....	21

ADMISSIONS .....	22
ADMISSION POLICY .....	22
REGULAR ADMISSION .....	22
IRREGULAR ADMISSION.....	23
DUAL ENROLLMENT .....	23
EARLY ADMISSION .....	24
ADMISSION OF INTERNATIONAL STUDENTS.....	24
TRANSFER STUDENTS .....	25
READMISSION.....	26
CREDIT THROUGH NON-TRADITIONAL MEANS .....	26
ADVANCED PLACEMENT PROGRAM.....	26
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) .....	26
MILITARY CREDIT .....	27
EXPENSES .....	28
EVENING COURSES.....	28
DISTANCE LEARNING/ONLINE COURSES .....	28
REFUNDS.....	28
PROCEDURES FOR REQUESTING A REFUND .....	28
ROOM RESERVATION .....	29
AUDITING.....	29
NON-CREDIT FEES .....	29
FINANCIAL AID.....	30
FEDERAL WORK-STUDY PROGRAM.....	30
ENROLLMENT STATUS .....	30
SATISFACTORY ACADEMIC PROGRESS POLICY.....	30
Status Review and Notification.....	31
Warning Semester .....	31
Failure to meet Warning Semester Requirements.....	31
Appeals Process.....	31
Failure to meet Probation and/or Academic Plan Requirements .....	32
Committee Appeals Process .....	32
Quantitative Requirement – Time Frame (Length) .....	32
OTHER REQUIRED CONSIDERATIONS.....	32

RETURN OF TITLE IV FUNDS .....	32
SMCC FINANCIAL AID REFUNDS .....	33
WORKFORCE INVESTMENT AND OPPORTUNITY ACT (WIOA) .....	33
PERFORMANCE SCHOLARSHIPS (BAND, CHEERLEADING, MUSIC, ETC.) .....	33
ACADEMIC SCHOLARSHIPS .....	33
FOUNDATION SCHOLARSHIPS .....	34
INSTRUCTIONAL INFORMATION .....	40
THE SEMESTER HOUR .....	40
GRADING SYSTEM .....	40
QUALITY POINTS .....	41
GRADE POINT AVERAGE .....	41
ACADEMIC PROBATION .....	41
COURSE LOAD .....	41
CLASSIFICATION OF STUDENTS .....	41
FULL-TIME STUDENTS .....	41
CLASS ATTENDANCE AND ABSENCES .....	42
TARDIES .....	42
HONOR ROLL .....	42
GRADUATION HONORS .....	42
STUDENT RESPONSIBILITIES .....	42
REGISTRATION .....	43
LATE REGISTRATION .....	43
CHANGE OF SCHEDULE .....	43
AUDIT STATUS .....	43
WITHDRAWAL .....	43
DISTANCE LEARNING .....	44
REQUIREMENTS FOR GRADUATION .....	44
Associate of Arts .....	44
Associate of Applied Science .....	45
Certificates of Completion .....	45
APPLICATION FOR GRADUATION .....	45
TRANSCRIPTS .....	46
SCHOLASTIC RESTART POLICY .....	46

WORKFORCE DEVELOPMENT SERVICES.....	46
Workforce Training .....	47
Institute for Learning in Retirement.....	47
Continuing Education Units.....	47
Testing and Assessment Center .....	47
Small Business Development Assistance .....	48
Adult Basic Education .....	48
Dropout Recovery.....	48
STUDENT AFFAIRS AND CAMPUS LIFE .....	48
HOUSING .....	48
ACADEMIC GUIDELINES FOR DORMITORY STUDENTS .....	49
STUDENT ACTIVITIES .....	49
MEALS .....	49
MAIL.....	49
HEALTH SERVICES.....	49
CULTURAL OPPORTUNITIES.....	49
SCHOOL PUBLICATIONS.....	50
STUDENT IDENTIFICATION CARD.....	50
AUTOMOBILE REGISTRATION AND PARKING .....	50
GUIDANCE .....	50
REQUIRED DEVELOPMENTAL COURSES .....	51
COURSE PLACEMENT GUIDELINES.....	51
STUDENT RIGHTS AND RESPONSIBILITIES .....	52
Student Governance.....	52
Due Process in Student Discipline .....	52
STUDENT COMPLAINT PROCEDURE .....	52
ORGANIZATIONS .....	54
ALUMNI ASSOCIATION .....	54
HONOR SOCIETY .....	54
STUDENT GOVERNMENT ASSOCIATION .....	54
STUDENT PROFESSIONAL ORGANIZATIONS AND CLUBS.....	54
SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC. ....	54
RELIGIOUS ORGANIZATIONS .....	55

VETERANS' INFORMATION .....	55
ACADEMIC PROGRAMS OF STUDY.....	57
Requirements for Graduation with an Associate of Arts Degree.....	57
Pre-Accounting, Agribusiness, Building Construction Science, Banking and Finance, Business, Business Information Systems, Computer Information Systems, Economics, Entrepreneurship, Finance, Insurance, International Business, Management, Management Information Systems, Marketing, Merchandising, Poultry Science, Real Estate .....	58
Pre-Advertising, English, Foreign Language, Journalism.....	58
Pre-Allied Health, Athletic Training, Exercise Science, Human Performance, Kinesiology .....	59
Pre-Animal Sciences, Horticulture, Veterinarian .....	59
Pre-Art.....	60
Pre-Biology, Forensics, Microbiology.....	60
Pre-Biochemistry, Chemistry, Marine Science, Physical Sciences, Polymer Science .....	61
Pre-Communication, Communication Sciences and Disorders, Communicative Disorders, Speech and Hearing Sciences, Speech, Speech Pathology and Audiology.....	61
Pre-Computer Engineering, Software Engineering .....	62
Pre-Computer Science .....	62
Pre-Criminal Justice.....	63
Pre-Cytotechnology, Medical Technology .....	63
Pre-Dental Hygiene.....	64
Pre-Earth System Science, Mathematics .....	64
Pre-Educational Psychology, Psychology .....	65
Pre-Elementary Education, Special Education .....	65
Pre-Engineering (Aerospace, Biological, Chemical, Electrical, Geological, Industrial, Mechanical) .....	66
Pre-Environmental Science .....	66
Pre-Forestry.....	67
Pre-General Studies.....	67
Pre-Health Care Administration, Radiologic Sciences.....	68
Pre-Health, Physical Education, and Recreation .....	68
Pre-History, Political Science.....	69
Pre-Hospitality Management, Hotel, Restaurant, and Tourism .....	69
Pre-Library and Information Science.....	70
Pre-Music .....	70

Pre-Nursing (Bachelor).....	71
Pre-Occupational Therapy.....	71
Pre-Paralegal.....	72
Pre-Pharmaceutical Sciences.....	72
Pre-Physics.....	73
Pre-Social Work, Sociology.....	73
TECHNICAL PROGRAMS OF STUDY.....	74
Associate Degree Nursing Program.....	74
CAREER-TECHNICAL EDUCATION.....	78
TECHNICAL PROGRAMS.....	78
AUTOMOTIVE TECHNOLOGY.....	78
BUSINESS AND OFFICE RELATED TECHNOLOGY.....	78
DIESEL EQUIPMENT TECHNOLOGY.....	79
EARLY CHILDHOOD EDUCATION TECHNOLOGY.....	79
ELECTRICAL TECHNOLOGY.....	80
HEALTH INFORMATION TECHNOLOGY.....	80
INFORMATION SYSTEMS TECHNOLOGY-COMPUTER NETWORK TECHNOLOGY.....	81
MARKETING MANAGEMENT.....	81
OCCUPATIONAL SAFETY AND HEALTH.....	81
PROCESS OPERATIONS TECHNOLOGY.....	82
WELL CONSTRUCTION TECHNOLOGY.....	82
CAREER PROGRAMS.....	83
RESIDENTIAL CARPENTRY.....	83
COMMERCIAL TRUCK DRIVING.....	83
COSMETOLOGY.....	84
HEATING AND AIR CONDITIONING.....	85
MASSAGE THERAPY.....	85
NURSE ASSISTANT/HEALTH CARE ASSISTANT.....	86
PRACTICAL NURSING.....	87
WELDING AND CUTTING.....	91
TECHNICAL PROGRAMS OF STUDY.....	92
Automotive Technology.....	92
Business and Office Related-Accounting Technology.....	92



Business and Office Related-Health Care Data Technology .....	93
Business and Office Related-Microcomputer Technology .....	93
Business and Office Related-Office Systems Technology .....	94
Diesel Equipment Technology .....	94
Early Childhood Education Technology .....	94
Electrical Technology .....	95
Health Information Technology .....	95
Information Systems Technology .....	96
Marketing Management .....	96
Occupational Safety and Health .....	97
Process Operations Technology .....	97
Well Construction Technology .....	98
CAREER PROGRAMS OF STUDY .....	99
Carpentry (Residential) .....	99
Commercial Truck Driving .....	99
Cosmetology .....	99
Heating and Air Conditioning .....	99
Massage Therapy .....	100
Nurse Assistant .....	100
Practical Nursing .....	100
Welding and Cutting .....	100
COURSE DESCRIPTIONS .....	101
ACCOUNTING (ACC) .....	101
ART (ART) .....	101
BIOLOGY (BIO) .....	102
BUSINESS ADMINISTRATION (BAD) .....	104
CHEMISTRY (CHE) .....	104
COMPUTER SCIENCE (CSC) .....	105
CRIMINAL JUSTICE (CRJ) .....	106
ECONOMICS (ECO) .....	107
EDUCATIONAL PSYCHOLOGY (EPY) .....	107
ENGLISH (ENG) .....	107
FAMILY AND COMMUNITY SERVICES (FCS) .....	108

GEOGRAPHY (GEO).....	108
HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPR).....	108
HISTORY (HIS).....	109
HONORS (HON).....	110
JOURNALISM (JOU).....	110
LEADERSHIP (LEA).....	111
LEARNING AND LIFESKILLS (LLS).....	111
LIBRARY SCIENCE (LIS).....	111
MATHEMATICS (MAT) .....	111
MODERN FOREIGN LANGUAGES (MFL) .....	113
MUSIC APPLIED (MUA).....	114
MUSIC ORGANIZATIONS .....	115
MUSIC (MUS).....	115
PHILOSOPHY (PHI) .....	116
PHYSICS (PHY).....	116
POLITICAL SCIENCE (PSC) .....	117
PSYCHOLOGY (PSY).....	118
SOCIAL WORK (SWK) .....	118
SOCIOLOGY (SOC).....	118
SPEECH (SPT).....	118
HEATING, REFRIGERATION, & AIR CONDITIONING (ACT).....	118
AUTOMOTIVE TECHNOLOGY (ATT).....	119
BUSINESS AND OFFICE-RELATED TECHNOLOGY (BOT) .....	121
CARPENTRY (CAV).....	124
EARLY CHILDHOOD EDUCATION TECHNOLOGY .....	125
COSMETOLOGY (COV).....	127
CAREER AND TECHNICAL EDUCATION (CTE).....	129
DIESEL EQUIPMENT TECHNOLOGY (DET) .....	129
COMMERCIAL TRUCK DRIVING (DTV).....	131
ELECTRONICS TECHNOLOGY (EET) .....	132
ELECTRICAL TECHNOLOGY (ELT).....	132
NURSE ASSISTANT (HCA).....	134
HEALTH INFORMATION TECHNOLOGY (HIT).....	135

OCCUPATIONAL SAFETY AND HEALTH (HST).....	137
INFORMATION SYSTEMS TECHNOLOGY (IST).....	138
MASSAGE THERAPY (MGV).....	140
MARKETING MANAGEMENT TECHNOLOGY (MMT).....	142
NURSING .....	143
PRACTICAL NURSING (PNV).....	145
PROCESS OPERATIONS TECHNOLOGY (PPT) .....	146
TECHNICAL ALLIED HEALTH (TAH).....	148
WORK-BASED LEARNING (WBL) .....	148
WELL CONSTRUCTION TECHNOLOGY (WCT) .....	149
WELDING AND CUTTING (WLV).....	150
ADMINISTRATION .....	152
INSTRUCTIONAL FACULTY .....	153
PROFESSIONAL STAFF .....	166
SUPPORT STAFF .....	169

# BOARD OF TRUSTEES

## PIKE COUNTY

James Brumfield .....	Magnolia
Jarrold Harrell.....	McComb
Jimmie M. McKennis .....	Magnolia
Bobby Nelson .....	McComb
Robert Vick, Jr. ....	Summit

## AMITE COUNTY

Chris Hollis .....	Liberty
Reggie Jones, President.....	Liberty
Henry L. Lewis, III.....	Liberty
Rebecca Robertson .....	Meadville
Bill Sharp.....	Smithdale
Scotty Whittington .....	Liberty

## WALTHALL COUNTY

Jerry Conerly, Vice-President .....	Tylertown
Jimmy Lowery.....	Tylertown
Cynthia Magee.....	Tylertown

## WILKINSON COUNTY

Timothy Scott, Secretary .....	Woodville
Treva Reid.....	Woodville

# BOARD OF SUPERVISORS

## AMITE COUNTY

Melvin Graves  
Max Lawson  
Warren Leake  
Will Powell  
J.P. (Jackie) Whittington, President

## WALTHALL COUNTY

Bruce Boyd  
Clennel Brown  
Ken Craft  
Larry Montgomery, President  
Shelton Stogner

## PIKE COUNTY

Luke Brewer  
Tazwell Bowsky  
Faye Hodges  
Gary Honea  
Chuck Lambert, President

## WILKINSON COUNTY

Bill Bankston  
Richard Hollins  
Kenyon Jackson  
Jennings, Nettles, President  
Will Seal

## CLASS SCHEDULES

### MWF-Monday, Wednesday, and Friday

	<b>Regular Schedule</b>	<b>Assembly Schedule</b>
First Period	8:00 – 8:50	8:00 – 8:40
Second Period	9:00 – 9:50	8:50 – 9:30
Third Period	10:00 – 10:50	10:40 – 11:20
Fourth Period	11:00 – 11:50	11:30 – 12:10
Fifth Period (MW)	12:45 – 2:00	12:45 – 2:00
Sixth Period (MW)	2:10 – 3:25	2:10 – 3:25

### TR-Tuesday, Thursday

A period	8:00 – 9:15	8:00 – 8:50
B period	9:25 – 10:40	9:00 – 9:50
C period	10:50 – 12:05	11:00 – 11:50
D period	12:45 – 2:00	12:45 – 2:00
E period	2:10 – 3:25	2:10 – 3:25

Assemblies meet 9:40-10:30 on Mondays, Wednesdays, and Fridays, and 10:00-10:50 on Tuesdays and Thursdays.

## FINAL EXAMINATION SCHEDULE

### Exam Day 1

8:00 – 10:00	1	MWF
10:15 – 12:15	4	MWF
1:00 – 3:00	B	TR
3:15 – 5:15	6	MW

### Exam Day 2

8:00 – 10:00	5	MW
10:15 – 12:15	C	TR
1:00 – 3:00	2	MWF
3:15 – 5:15	E	TR

### Exam Day 3

8:00 – 10:00	A	TR
10:15 – 12:15	3	MWF
1:00 – 3:00	D	TR

All final exams are to be given the week specified on the calendar. ANY deviation from this schedule must be cleared with the Vice-President for Academic Affairs.

All accounts must be cleared in the Business Office, Student Services, Library and Registrar's Office before a student will be permitted to take examinations.

# GENERAL INFORMATION

## MISSION STATEMENT

Southwest Mississippi Community College provides academic, career, and continuing education, meeting the diverse needs of the population at a reasonable cost. SMCC provides community services and promotes economic development through consultative and workforce training.

## GOALS

1. To provide a two-year college transfer program applicable to a bachelor's degree.
2. To provide career and technical programs leading to employment of skills enhancement.
3. To provide programs enabling students to overcome specific deficiencies and achieve success.
4. To provide curricula, instruction, guidance, extracurricular activities, and other support services enhancing student development.
5. To provide facilities, technology, methodology, and staff sustaining an appropriate environment conducive to learning.
6. To provide lifelong learning opportunities.
7. To provide facilities and serve supporting cultural, educational, and economic needs.
8. To publicize offerings of the institution and the opportunities it affords.

## HISTORY AND GROWTH

In 1918 Southwest Mississippi Community College was a small agricultural high school with a faculty of six who taught a student body of thirty-four. Classes were held at the "Old Hotel" building at "Godbold's Mineral Wells" in the "resort" community of Summit, Mississippi. This was a state as well as a national resort noted for its mineral waters. The first permanent building, Kenna Hall, was built in 1921. This building is still in use today.

The agricultural high school first offered college work in 1929, and the second-year courses were added in 1932 when the school became a two-year junior college. The original campus consisted of classrooms buildings, dormitories, and a comprehensive farm including dairy, beef, and row-crop operations.

The school has continued to grow and develop. Still located on the original site, the campus now includes twenty-eight buildings and a sports complex located on a sixty-acre plot. The buildings are situated around a central lake with walks, bridges, and paths connecting the buildings. The remainder of the approximately 855 acres is now a tree farm.

Southwest has had eight presidents: J. M. Kenna, 1918; H. D. Pickens, July 1947; Clyde H. Snell, July 1948; Charles C. Moore, July, 1951; H. T. Huddleston, July, 1952, Horace C. Holmes, July, 1972, and Oliver W. Young, July, 2005. J. Steven Bishop was named president July, 2011.

## LOCATION

Southwest Mississippi Community College is located about one mile east of the town of Summit, Mississippi. The campus is one of natural beauty covering sixty acres with an abundance of beautiful shade trees, shrubs, and flowering plants. The site combines beauty, quietness, restfulness, and the healthy, invigorating atmosphere of the country with all the conveniences offered by the town of Summit and the larger city of McComb, four miles to the south.

## ADMINISTRATION

Southwest Mississippi Community College is locally controlled by a Board of Trustees made up of seventeen members representing Amite, Pike, Walthall, and Wilkinson Counties. Administrative officers are listed in the back of this catalog.

## NON-DISCRIMINATION

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Dr. Bill Ashley, Vice President for Student Affairs and Title IX Coordinator and Director of Athletics, 601-276-3717, 1156 College Dr., Summit, MS 39666.

## REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT

Southwest Mississippi Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. No otherwise qualified handicapped person, solely on the basis of handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the administration of any education program or activity including admission or access thereto or in the treatment or employment therein by SMCC. All reasonable accommodations must be approved through Disability Support Services or the Vice-President for Student Affairs, who serves as the 504/ADA Compliance Officer. Students who need assistance in reasonably accommodating a disability in the classroom or on campus, please contact the Director of Disability Support Services.

## OFFICE OF DISABILITY SUPPORT SERVICES (DSS)

In accordance with the Rehabilitation Act of 1973 section 504 and the Americans with Disabilities Act (1990), SMCC provides reasonable accommodations for students with disabilities through the Office of Disability Support Services. DSS verifies eligibility and works with eligible students to develop and coordinate plans for the provision of accommodations. Eligible students include those who are enrolled in degree and non-degree programs offered by SMCC, are considered qualified to meet all college program requirements despite a disability, and meet the definition of disability as defined by the Rehabilitation Act of 1973 section 504 and ADA.

Accommodations/services available include test-taking accommodations, interpreters, note takers, and readers. In order to receive appropriate and timely accommodations, eligible students should contact the Office of Disability Support Services (DSS) before the semester begins to fill out an application and submit documentation of disability for review. The Office of Disability Support Services (DSS) is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability. All students, including those with documented disabilities are encouraged to participate in co-curricular activities.

Students requesting special accommodation because of a disability should:

1. Contact the Office of Disability Support Services (DSS), 601-276-3885 to set up an appointment with the Director of Disability Support Services.
2. Provide recent, valid documentation of the disability to the Office of Disability Support Services (DSS).
3. Explain and discuss in detail what accommodations will be needed.

The Director of Disability Support Services will counsel with the student to develop an appropriate plan for the student. The student's instructors will be notified by the Director of Disability Support Services concerning the student and the accommodations that will be offered. The request for disability services must be made prior to the semester in which accommodations are needed.

## RESIDENCE HALL ROOMS FOR STUDENTS WITH PHYSICAL DISABILITIES

The women's and men's residence halls each have two rooms designed for students with a physical handicap that requires the use of a wheelchair. The rooms are assigned to the students who request the rooms first and have verified their disability with the Office for Disability Services.

## RIGHTS OF PRIVACY/NOTIFICATION OF RIGHTS UNDER FERPA

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 Southwest Mississippi Community College receives a request for access. A student should submit to the registrar, division chair, 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 college 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 Southwest Mississippi Community 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 Southwest Mississippi Community 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 Southwest Mississippi Community College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwest Mississippi Community 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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Southwest Mississippi Community College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the college's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Southwest Mississippi Community College will release directory information to any reasonable inquiry about any student unless the student has notified the registrar's office in writing. This written request to Southwest Mississippi Community College complies with all provisions of the Federal law entitled Family Educational Rights & Privacy Act (FERPA). Copies of a policy statement indicating the records affected by this law, the student's rights and obligations and the College's rights and obligations may be obtained in the Registrar's Office.

Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees received, honors and awards earned, the most recent educational agency attended by the student, e-mail address, and other similar information.

The custodian of the records at Southwest Mississippi Community College is the Registrar.

### **OPERATION OF COLLEGE DURING INCLEMENT WEATHER**

The development of threatening weather conditions in Southwest Mississippi is monitored by the Pike County Civil Defense Unit. If severe weather is threatening the SMCC campus, Pike County Civil Defense will notify the Vice President for Student Affairs or campus police. The Vice President for Student Affairs or his designee will activate the Bear Aware system during a severe weather emergency. Faculty, staff, and students are encouraged to stay on campus during severe weather alerts. If a weather emergency happens outside of normal business hours, students and employees will be advised of campus status by the Bear Aware system, SMCC homepage ([www.smcc.edu](http://www.smcc.edu)), and listening to the local radio (105.7 FM or [www.K106.net/homepage](http://www.K106.net/homepage)). The president or his designee will make all decisions regarding school closure related to severe weather.

### **BUILDINGS AND FACILITIES**

The many modern buildings and facilities on the Southwest Mississippi Community College campus reflect an intensive, continuing building program initiated several years ago. The modernization is apparent in the well-lighted, air-conditioned classrooms, properly-equipped laboratories and shops, and convenient living and dining accommodations. The campus is centered around a beautiful pine tree bordered lake. Campus features of particular interest are described below.

#### **ALLIED HEALTH COMPLEX**

The Allied Health Complex contains offices and classrooms and laboratories for Health Information Technology, Massage Therapy, Nurse Assistant, Practical Nursing, and Women's Basketball. A Sim-Man lab for health majors is housed in this facility.

#### **J.S. BRUMFIELD BUILDING**

The Brumfield Building contains classrooms and offices for the mathematics department.

## **W.S. BRYAN BUILDING**

The Bryan Building was erected on the west side of Bear Lake in 1969 with an addition completed in 1991 and a renovation in 2007. Included are experimental laboratories, each containing individual research stations, a master lecture auditorium, a computer laboratory, lecture rooms, faculty offices, and a faculty lounge.

## **FINE ARTS BUILDING**

The Fine Arts Building contains classrooms for art and music, studios for private voice and piano lessons, practice rooms equipped with pianos, and rehearsal and storage facilities for band, choral, and art equipment and supplies.

Also included is a modern auditorium equipped with a large stage, work and storage space, lighting and sound equipment, and seating capacity for one thousand. It is used for campus functions as well as for community events such as concerts, pageants, and festivals.

## **THE WILLIAM C. AND LULA B. FORD LIBRARY**

The Ford Library, completed in 1977, provides informational and recreational materials and services that support the aims and objectives of Southwest Mississippi Community college. Access to information is provided through print, media, wireless access, and computer support. The library collection complements all curricula: academic, technical, and career.

The Library houses an approximately 37,000-volume book collection consisting of reference materials, nonfiction, fiction, and biographies, utilizes an automated library system and provides Internet access, including wireless access for student use. A non-print collection is also available, which includes video tapes, DVD's and CD's. The Library subscribes to over 100 periodicals and newspapers to educate and entertain and to MAGNOLIA (a collection of databases useful in research provided by the state of Mississippi and MELO (Mississippi Electronic Libraries Online) which contain e-books, journals, and scholarly web sites. Other subscription databases are also available. Additional services available include a photocopier, study rooms for group study, and a special collection of "Mississippiana" which is housed in the Mississippi Room.

## **HORACE C. HOLMES STUDENT UNION BUILDING**

The Horace C. Holmes Student Union was completed in 2002. This building contains 40,000 square feet and houses the 300-500 seat cafeteria, the bookstore, offices, meeting and board rooms, and a 200-seat auditorium.

## **H.T. HUDDLESTON VOCATIONAL-TECHNICAL BUILDING**

The Huddleston Building houses many of our career-technical programs. In addition there are related studies and work-based learning.

## **BRITTE E. HUGHEY ADMINISTRATION BUILDING**

Offices of the President, Vice-President for Physical Resources, Vice-President for Financial Affairs, Vice-President for Admissions/Registrar, and Vice-President for Academic Affairs are located in this building. The Financial Aid Office, Business Office, and Registrar's Office are also located in this building.

## **HUMANITIES–SOCIAL SCIENCE BUILDING**

The Humanities-Social Sciences Building, completed in 1990, is a modern, one-story brick building which faces Lakeside Drive. This building contains ten classrooms, including one computer lab. Classes which meet in the building are English, history, speech, psychology, sociology, accounting, and foreign language.

## KENNA HALL

Kenna Hall, built in 1921, is the oldest building on the campus. It is named for the first president of Southwest, James M. Kenna. Renovated in 1995, this building now houses counseling services, proctored testing, classrooms, faculty offices, yearbook and newspaper offices, and other administrative offices, including the Vice-President for Student Affairs.

## PHYSICAL EDUCATION FACILITIES

Athletic and physical education facilities at Southwest include:

The Athletic Field House, completed in 1991, provides offices for the football coaches, dressing rooms, equipment and weight and exercise facilities for athletes.

The Basketball Gymnasium is a large facility with a seating capacity of 1600. There are accommodations for visiting athletic teams.

The John I Hurst Stadium and Monroe McElveen Field was built in 1949 and has modern lighting and a seating capacity of 5000.

The Health and Physical Education Building includes two basketball/tennis courts, a weight room, two handball courts, locker rooms, and baseball, softball and intramural offices.

There are also three paved tennis courts and facilities for volleyball and badminton on campus. Completing the athletic complex are baseball, softball, and soccer fields.

## REGIONAL WORKFORCE TRAINING CENTER

The Regional Workforce Training Center, completed in 2012, serves Amite, Pike, Walthall, and Wilkinson counties in a variety of Workforce Development services utilizing a 32,000-square-foot facility that has nine classrooms, three computer laboratories, and Emergency Medical Services-Basic suite, and a conference hall, along with meeting rooms and offices for the staff.

## SIMMONS BUILDING

The Simmons building houses the day care facility and provides space for classes for the Child Development Technology program.

## STUDENT ACTIVITY FACILITIES

The Student Recreation Building contains recreational facilities, a snack bar, basketball courts, and a large-screen television.

The Inter-denominational Chapel houses offices and facilities for religious groups of any faith or denomination.

The Observatory provides students and the general public viewing of the universe through a seven-inch Starfire refracting telescope.

## TRUCK DRIVING INSTRUCTIONAL CLASSROOM BUILDING

The Truck Driving Instructional Classroom Building, completed in 2014, offers classroom space as well as office facilities for the SMCC Truck Driving Program.

# ADMISSIONS

## ADMISSION POLICY

Admission to Southwest Mississippi Community college is not denied to any student on the grounds of race, color, or creed; however, when any prospective student seeks admission to the college and has language or academic deficiencies which would make minimum expected progress improbable, the college reserves the right to admit to special programs only those students in kind and number which these programs are capable of helping.

Southwest Mississippi Community College reserves the right to reject any applicant whose character and behavior do not reflect belief in the philosophy of the school.

The Registrar receives applications for admission, evaluates high school transcripts, and informs applicants of their admission status. All required admission information should be submitted at least twenty days before the beginning of the semester in which the student intends to enroll. An applicant is not officially admitted until all admission requirements are met.

Admission to the college does not necessarily guarantee admission to a specific program. Therefore prospective applicants should check the prerequisites for each program in order to determine eligibility for enrolling in a particular program.

## REGULAR ADMISSION

For regular admission to an academic or technical program, an applicant must submit the following to the Office of Admissions:

1. A completed application for admission.\*
2. A final official transcript of high school work which indicates date of graduation. An applicant must be a high school graduate, receiving a regular or standard diploma. A student who completed a home-school curriculum must present an official transcript from the certifying association. Home school transcripts should (1) list the school name and address, (2) list all courses taken and dates completed, (3) have a cumulative GPA calculated on a 4.0 point scale, (4) include the graduation date, if the student has graduated, (5) be signed and dated by the school principal, which in most cases will be the parent, and (6) be notarized if grades are conferred by a parent. In cases where a third party home school association or organization validates and confers an official transcript, that official transcript is not required to be notarized. A person who did not graduate from high school with a regular or standard diploma may be admitted on the basis of satisfactory scores on a state-authorized high school equivalency test (currently GED®, HiSET®, and TASC™). An official certificate must be received by the Office of Admissions. A transfer student must submit a final official transcript from each college attended. Any coursework listed as "in progress" voids any transcript from being a final transcript.
3. ACT® scores are requested. Students admitted without ACT® scores may be required to take placement tests. Some programs of study may require ACT® scores for admission. Prospective applicants should check the prerequisites for each program in order to determine if ACT® scores are required.
4. Applicants who did not graduate from high school with a standard or regular diploma or pass a state-authorized high school equivalent test may be admitted to Carpentry, Commercial Truck Driving, Heating and Air Conditioning, or Welding if they meet the federal "Ability to Benefit" test requirements.

5. Any applicant who is a graduate of a high school that is not regionally accredited is asked to submit a portfolio of documents showing the applicant's readiness for college level class work. An official transcript of all high school work is required. ACT® scores are highly recommended. The Vice-President for Admissions/Registrar will review the documents provided and use them to determine admissions eligibility.

\* To be completed by applicant online at [www.smcc.edu](http://www.smcc.edu). A paper application with instructions on how to submit can also be printed at [www.smcc.edu](http://www.smcc.edu).

In extenuating circumstances, provisional admission may be granted pending receipt of transcript. Such admission is valid for a period of 10 days.

## IRREGULAR ADMISSION

A person who is not pursuing any type of degree or certificate and/or who is attending for personal improvement may be admitted as a special student upon written request.

NOTE: All persons who enroll in semester hour credit programs with the exception of on-year career certificate programs must have an official transcript on file at Southwest Mississippi Community college which indicated high school graduation or successful completion of the a state-approved high school equivalency test.

## DUAL ENROLLMENT

Course prerequisites shall be the same for dually-enrolled students as for regularly-enrolled students. Requirements for dual enrollment are as follows:

- A. Students must submit a completed application for admission.\*
- B. Students must have a 3.0 grade point average on a 4.0 scale, or better, on all high school courses as documented by an official high school transcript. A home-schooled student must submit a transcript with an affidavit, sworn and signed by the parent, legal guardian or custodian, noting that this requirement has been met.
- C. Students must have an unconditional written recommendation from their high school principal and/or guidance counselor. A home-schooled student must submit the written recommendation of a parent, legal guardian, or custodian to satisfy this requirement.
- D. Students must have completed a minimum of fourteen (14) core high school units\*\* and have attained junior status in high school, as documented by an official high school transcript. Students who have not completed the minimum of fourteen (14) core high school units may be considered for the dual enrollment program if they have a minimum ACT composite score of thirty (30) or the equivalent SAT score, and have the required grade point average and recommendations prescribed above.

\*An application for admission may be obtained from the admissions office or may be printed from the school's website, [www.smcc.edu](http://www.smcc.edu).

\*\*The 14 prerequisite high school credits, required for dual enrollment, shall be made up of 14 of the 33 units listed in Appendix B of the Mississippi Public School Accountability Standards.

## EARLY ADMISSION

Requirements for early admission are as follows:

1. Students must have completed a minimum of fourteen (14) core high school units.
2. Students must have a 3.0 grade point average on a 4.0 scale, or better, on all high school courses, as documented by an official high school transcript. A home-schooled student must submit a transcript with an affidavit, sworn and signed by the parent, legal guardian, or custodian, noting that this requirement has been met.
3. Students must have a written recommendation from their high school principal and/or guidance counselor that early admission is in the best interest of the student and that the student's age will not prevent him/her from being successful. A home-schooled student must submit the written recommendation of a parent, legal guardian, or custodian to satisfy this requirement.
4. Students must have a minimum ACT composite score of twenty-six (26) or the equivalent SAT score.

## ADMISSION OF INTERNATIONAL STUDENTS

International students must meet the following admission requirements at least six weeks prior to enrollment:

1. Complete the application for International Admission.
2. Complete the Affidavit of Financial Support for International Students and provide necessary supporting documentation.
3. Provide official secondary and/or college transcripts with the English translation and the evaluation of that coursework by a reputable American transcript evaluation service.\*
4. If English is not the native language of the student, a score of at least 61 on the TOEFL iBT (Test of English as a Foreign Language internet-Based Test). This requirement may be waived for international students who transfer from a regionally accredited university/college within the United States and who have completed English Composition (2 semesters) with a "C" or better in each course or by an interview with the Vice-President for Admissions.
5. Provide proof of medical insurance.

\*There are many reputable services in the U. S. which you may utilize including the following:

1. **American Education Research Corporation, Inc. (AERC)**. P.O. Box 996, West Covina, CA 91793-0996. Phone (626)339-4404. Fax: (626)339-9081. Web: [www.CredentialsEvaluation.com](http://www.CredentialsEvaluation.com). Evaluates and translates foreign credentials, degrees, and diplomas.
2. **Education Credential Evaluators, Inc.**, P.O. Box 92970, Milwaukee, WI 53202-0970, Phone (414)289-3411. Evaluates foreign educational credentials, degrees, and diplomas. Does not do translation of documents.
3. **Global Credential Evaluators, Inc.**, P.O. Box 1904, Ocean Springs, MS 39566-1904, Fax (228)818.4487, Web: [www.gcevaluators.com](http://www.gcevaluators.com), Email: [gce@gceus.com](mailto:gce@gceus.com). Evaluates foreign education credentials, degrees, and diplomas. Does not do translation of documents.
4. **International Education Research Foundation, Inc.**, P.O. Box 66940, Los Angeles, CA 90066, Phone: (310)390-6276. Fax: (310)397-7686, Web: [www.ierf.org](http://www.ierf.org), Email: [info@ierf.org](mailto:info@ierf.org). Evaluates foreign education credentials, degrees, and diplomas. Does not do translations of documents.



5. **Josef Silny and Associate, Inc.**, P.O. Box 248233, Coral Gables, FL 33123, Phone: (305) 666-0233, Fax: (305)666-4133, Web: [www.jsilny.com](http://www.jsilny.com), Email: [info@jsilny.com](mailto:info@jsilny.com). Evaluates and translates foreign credentials, degrees, and diplomas.
6. **Lisano International: Foreign Educational Credential Evaluation**, P. O. Box 407, Auburn, AL 36831-0407, Phone and fax: (334)745-0425, Web: [www.Lisano-INTL.com](http://www.Lisano-INTL.com), Email: [LisanoINTL@aol.com](mailto:LisanoINTL@aol.com). Evaluates foreign educational credentials, degrees, and diplomas. Does not do translations of documents.
7. **World Education Services, Inc.**, P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745, Phone: 1-800-937-3895 ext. 316, Fax: (212)966-6395, Email: [support@wes.org](mailto:support@wes.org).

Prospective students should ask for a **detailed (literal) report which provides an exact match with courses listed on the foreign credentials**. Evaluations should be mailed directly from the evaluation service to the Office of Admissions, Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666.

## TRANSFER STUDENTS

A transfer student is defined as a student who has attended another regionally accredited institution and has attempted credit hours as evidenced by a transcript. Developmental and/or remedial hours are not considered transferable, nor are hours from an institution that is not regionally accredited. Applicants whose records show unsatisfactory scholastic standing may be accepted on a probationary basis if their individual cases indicate that they may deserve special considerations.

Transfer students may be admitted to advanced standing. A transfer student should submit an official transcript from each college attended to the Registrar's Office prior to entrance. The Vice-President for Admissions/Registrar, along with the faculty advisor, evaluates the work to be transferred. Courses equivalent to Southwest courses in description, content, and length are listed as transfer work on the student's Southwest transcript. Advanced standing via other means must meet the same requirements and will be limited in the same manner as stated in other sections of the catalog.

All grades of "D" or above will be accepted as hours attempted and hours passed. If a student has less than a 2.00 GPA on transfer work as determined by the current method of computing grade point average, sufficient quality points must be earned at Southwest in order to graduate. Excessive quality points from another institution cannot be used to raise a deficient grade point average on courses taken at Southwest.

A transfer student currently enrolled at another college or university intending to return to that college or university after enrolling for one semester at Southwest (typically during the summer) must submit a transient letter/letter of good standing from his or her current institution. The transient letter/letter of good standing will be used in lieu of an official transcript from the student's current college or university to satisfy admission requirements for a period of one semester. Current course placement guidelines at Southwest will apply unless the transient letter/letter of good standing specifically lists the courses in which the student has permission to enroll.

## READMISSION

A person who has discontinued attendance at SMCC for one semester or more (excluding summer school) must apply for readmission. If, in the meantime, the student has attended other colleges, the schools attended must send official transcripts to SMCC.

## CREDIT THROUGH NON-TRADITIONAL MEANS

Southwest Mississippi Community College will allow students to earn credit by non-traditional means via one or more of the following methods up to a total of twenty-four (24) semester hours. Students must have earned a minimum of 16 semester hours of traditional credit at Southwest Mississippi Community College before non-traditional credit will become a part of the Southwest Mississippi Community College academic record. Such credit will not be used in computing grade point averages, nor will traditional letter grades be assigned. In order for a student to receive proper credit, official test scores must be on file in the Registrar's Office. Determining eligibility for credit is the responsibility of the Registrar in consultation with the Vice-President for Academic Affairs, division chairperson, and appropriate faculty advisor.

## ADVANCED PLACEMENT PROGRAM

Students entering Southwest Mississippi Community college from cooperating high schools may earn a maximum of 12 semester hours credit through the College Board's Advanced Placement Program. Credit is to be awarded only for grades of three (3) or higher. Six (6) semester hours or two courses per subject matter area are the maximum allowed. Students with scores of 3 or 4 will receive three (3) semester hours in the appropriate subject matter area. Students with scores of 5 will receive six (6) semester hours in the appropriate subject matter area.

Students must have earned a minimum of one-fourth of the credit hours required to graduate (usually sixteen (16) semester hours) at Southwest Mississippi Community College before Advanced Placement credit will become a part of the Southwest Mississippi Community College academic record. Such credit will not be used in computing grade point averages, nor will letter grades be assigned. In order for a student to receive Advanced Placement credit, official test scores must be on file in the Registrar's Office. Determining eligibility for credit is the responsibility of the Registrar in consultation with the Vice-President for Academic Affairs, division chairpersons, and appropriate faculty advisors.

NOTE: Each institution has its own Advanced Placement policy. Therefore, students planning to utilize Advanced Placement credit should review the policy of the appropriate institution.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Southwest Mississippi Community College will allow a maximum of twenty-four (24) semester hours' credit by examination. Students must earn at least 16 semester hours of college credit at SMCC before CLEP credit will be recorded on the student's transcript. Credit granted via CLEP scores is not used in computing grade point averages, nor will letter grades be assigned.

In order for a student to receive credit for a CLEP examination, the official test scores must be on file in the Registrar's Office. Credit will not be given for courses where failing grades have been previously earned. Determining eligibility for credit is the responsibility of the Registrar in consultation with the Vice-President for Academic Affairs, division chairpersons, and appropriate faculty advisors.

## MILITARY CREDIT

Students entering Southwest Mississippi Community College after service in the military may be awarded institutional credit if the student's experiences in the military are equivalent to courses taught at SMCC. Such credit will not be used in computing grade point averages, nor will letter grades be assigned. In order for a student to receive course credit for military service, an official transcript from the military detailing the student's experiences and ACE recommendations for those experiences must be on file in the Registrar's Office. Determining eligibility for credit is the responsibility of the Registrar in consultation with the Vice-President for Academic Affairs, division chairpersons, and appropriate faculty advisors.

## EXPENSES

Please visit our website for the latest information on fees.

ALL FEES ARE DUE AT TIME OF REGISTRATION unless otherwise stated. By the end of the ninth week of school, all fees must be paid.

Senior citizens (65 and over) are admitted without a general fee charge on a space available basis to regular academic day classes and regular academic night classes only if there are enough paying students to organize the class. Senior citizens are subject to the student services fee and the technology fee per semester. All students must pay the tuition charged for short-term, non-credit courses.

## EVENING COURSES

Academic and technical evening class fees are assessed at the hourly tuition rate depending on the student's residency. Evening students are also subject to the student service fee and technology fee. There are no refunds of evening school fees.

## DISTANCE LEARNING/ONLINE COURSES

Online classes are assessed as traditional classes with the addition of a Mississippi Virtual Community College per-course fee.

## REFUNDS

Refunds- A student who withdraws from school during the first full week of classes will receive a refund of 100 percent of tuition and the board charges (meal ticket), the second week, 75 percent; the third week, 50 percent; and the fourth week, 25 percent. After the fourth week, no refund will be made. No refund will be made for room rent. No refund will be made of any out-of-state, MVCC, technology or student services fees. No refund will be made of special department, CEU, or non-credit fees. No student will be allowed to officially withdraw until all fees are paid.

## PROCEDURES FOR REQUESTING A REFUND

A student who discontinues enrollment after the published drop/add period may be granted a refund if proper procedures are followed. Procedures for requesting a refund are:

1. Write a letter requesting a refund to the Director of Academic Counseling or the Career-Technical Counselor.
2. Attach support documentation (military orders, physician's letter, etc.)
3. Submit the letter within six weeks of the end of the term.

Supporting documentation must include one of the following:

1. Written documentation of call to or enlistment in active military duty or change of military station.

2. Death of the student or member of the student's immediate family (parent, spouse, child, sibling)
3. Illness of the student or of a dependent person of such severity or duration as confirmed in writing by a physician, that completion of the semester is precluded.

### ROOM RESERVATION

To reserve a room, an applicant should send the room reservation fee plus the key deposit to the Vice-President for Student Affairs. The room reservation deposit is not refundable after July 15. A room reservation form may be obtained from Student Services or may be printed from the school's website, [wee.smcc.edu](http://wee.smcc.edu). The required key deposit will be refunded when the key is returned.

### AUDITING

A student may enroll to audit a course for which no credit is awarded. The fee for auditing is one-half the regular tuition fee. A student who audits a course is also subject to the student service fee and technology fee.

### NON-CREDIT FEES

Fees may be assessed to individuals or business and industry for non-credit training. An additional fee may be assessed to individuals receiving Continuing Education Units (CEUs) for non-credit training.

## FINANCIAL AID

Southwest Mississippi Community College is a low-cost, locally controlled institution; therefore, students wishing to attend should not let financial reasons prevent them from doing so. Through one of the programs listed below, or a combination of programs, all students having need should be able to acquire necessary funds.

Financial aid is the economic assistance available to help students meet the differences between what they can reasonably be expected to pay and what it will cost to go to college. This economic assistance may be in the form of scholarships, grants, work-study jobs, or a combination of any of these programs. A student's total award package cannot exceed SMCC's cost of attendance budget. Most programs offered at SMCC require a high school diploma or GED; however, SMCC offers limited career-technical programs that do not require a high school diploma or GED.

All federal aid programs available require that the student demonstrate a financial need. To determine this need, the college requires the student to submit the Free Application for Federal Student Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Mississippi residents can apply for state aid at [www.riseupms.com](http://www.riseupms.com). A student must maintain eligibility each semester according to the Satisfactory Academic Progress policy listed in this catalog and on our Financial Aid section on the SMCC website at [www.smcc.edu](http://www.smcc.edu).

### FEDERAL WORK-STUDY PROGRAM

Eligible students may apply for part-time jobs under this program to help them earn part of their college expenses. This program, like the other Financial Aid Programs, is based on need. Students will be paid at the National Minimum Wage per hour.

### ENROLLMENT STATUS

Financial aid is awarded and paid according to the student's enrollment status:

12+ hours = full time enrollment

9-11 hours =  $\frac{3}{4}$  time enrollment

6-8 hours =  $\frac{1}{2}$  time enrollment

Less than 6 hours = less than  $\frac{1}{2}$  time enrollment

(You must be enrolled full time to receive all scholarships, and state grants.)

### SATISFACTORY ACADEMIC PROGRESS POLICY

Southwest Mississippi Community College (SMCC) is required by federal regulations to establish minimum standards of satisfactory academic progress (SAP) to determine a student's eligibility to receive federal Title IV student aid for their chosen program of study. Federal Title IV student aid programs available at SMCC are:

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Work-study Programs (FWS)

To maintain student financial aid eligibility, the student must progress satisfactorily toward completing a chosen academic or career-technical program.

### **Qualitative Requirement – GPA and % of Hours Passed**

SAP will be measured according to the following criteria:

Cumulative Semester Hours Attempted *	Cumulative Grade Point Average (GPA)	Percentage of Semester Hours Passed*
1 – 29	1.5	66.7%
30– 59	1.75	66.7%
60 and above	2.0	66.7%

\*All attempted classes will count in hours attempted, including classes from which the student withdrew – Grade “W”. According to individual program standards, Associate Degree Nursing, License Practical Nursing and Cosmetology will require a higher GPA for SAP.

### **STATUS REVIEW AND NOTIFICATION**

A student’s entire academic record will be evaluated to determine eligibility for financial aid, whether or not financial aid was received for all semesters or the student was granted an Academic Restart. Students transferring from another school on financial aid suspension or probation may be placed on financial aid warning for the first semester at SMCC. Students will be notified by mail if placed on a Warning Semester.

### **WARNING SEMESTER**

Any student who fails to meet the satisfactory academic progress standards will be placed on financial aid warning for one semester. Financial Aid Warning may be assigned without an appeal or other action by the student. During this warning semester, a student will continue to be eligible for Title IV funds. Only one semester of warning will be granted to students.

### **FAILURE TO MEET WARNING SEMESTER REQUIREMENTS**

If the minimum SAP standards are not achieved upon completion of the warning semester, all federal aid will be suspended.

### **APPEALS PROCESS**

A student can appeal the suspension of their financial aid if one or more of the following situations occurred:

1. Death in the Family
2. Injury or Illness
3. Special Circumstances

When completing the appeals application the student must also disclose what has changed in their situation that will allow them to meet the SAP requirements at the end of the next evaluation. After completing the appeal, the director will determine if the student will be placed on Probation and/or Academic Plan. If approved for an Academic Plan, the terms of this plan will be mailed to the student. The student must acknowledge their Academic Plan by signing and return the plan requirements letter to the Financial Aid Office.

During the Probation and/or Academic Plan semester, a student will continue to be eligible for Title IV funds. At the end of each payment period, while on Financial Aid Probation, the student must meet the terms of their Probation and/or Academic Plan to continue receiving Title IV Funds. Academic progress will be evaluated at the end of each semester. The results of this evaluation will be mailed to the student.

## FAILURE TO MEET PROBATION AND/OR ACADEMIC PLAN REQUIREMENTS

If a student fails to meet the terms of their Probation and/or Academic Plan financial aid will be suspended.

## COMMITTEE APPEALS PROCESS

If the student wants to appeal this decision, the student must submit a committee appeals application to the financial aid office. Once the committee makes their decision, the Financial Aid Director will contact the student in writing.

## QUANTITATIVE REQUIREMENT – TIME FRAME (LENGTH)

As required by federal regulations, a student must complete the program of study (major) within a time frame not to exceed 150% of the published length of the program. All courses including, but not limited to, withdrawals, repeats and accepted transfer hours from another college, will be counted in the time frame. Students who reach the 150% limit will no longer be eligible to receive federal financial aid. A student is ineligible when it becomes mathematically impossible for him to complete his program within the 150% of the length of the program. An appeal may be considered on case-by-case bases.

## OTHER REQUIRED CONSIDERATIONS

All coursework for students, including any semesters that students did not receive financial aid, will be included in the SAP review.

**Incompletes:** A grade of “I” incomplete will count as an “F” in all financial aid calculations. Once the incomplete is removed, the actual earned grade will be used. The student will need to advise the financial aid office when the change is made.

**Repeats:** Students may repeat a passing course one time with a D or better and receive Title IV funds. Any additional repeats of the same course will not be Title IV eligible.

**Add – Drops:** Title IV financial aid will not be adjusted once late registration ends. However, all attempted classes, including dropped courses, will count toward your GPA and percent needed to continue eligibility.

**Withdrawals:** Students may withdraw from a class and receive no credit with a grade of “W.” Classes from which students withdraw will count in the hours attempted.

**Developmental courses:** These courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.

**Transfer Credits:** All credit hours from another institution, that are required courses for the students program, will count in the hours attempted. Credits hours received at a non-accredited institution, where Title IV funds were not received by the student, will not be included in the financial aid calculation of attempted hours.

## RETURN OF TITLE IV FUNDS

A Title IV federal aid recipient who withdraws, officially or unofficially, from all classes on or before the 60% point of the academic term will be subject to repayment based upon the federal “Return of Title IV Funds” calculation.



## SMCC FINANCIAL AID REFUNDS

Any financial aid refunds will be mailed to the student's home address between the 10<sup>th</sup> and 12<sup>th</sup> week of the term. All applicable registration fees, non-resident tuition fees, residence hall fees, and other outstanding financial obligations (including parking fees and fines) will be deducted from this award.

## WORKFORCE INVESTMENT AND OPPORTUNITY ACT (WIOA)

Financial assistance through the Workforce Investment and Opportunity Act (WIOA), a federal grant previously known as the Workforce Investment Act (WIA), may be available for qualified students who are participating in eligible Career-Technical training programs. WIOA is not an entitlement program. Contact your local WIN Job Center for more information.

## PERFORMANCE SCHOLARSHIPS (BAND, CHEERLEADING, MUSIC, ETC.)

If institutional scholarships exceed the cost of attendance, the balance will be credited to the student's account and may be used in the college bookstore, cafeteria, or applied to student fees. Qualifications for this type of scholarship are:

1. Must be a full-time student or the scholarship will be prorated according to the number of hours enrolled throughout the semester. A part-time student's scholarship could not exceed tuition.
1. Must maintain a 2.0 cumulative grade point average.

## ACADEMIC SCHOLARSHIPS

Only one academic scholarship will be awarded to a student. If institutional scholarships exceed the cost of attendance, the balance will be credited to the student's account and may be used in the college bookstore, cafeteria, or applied to student fees.

### ALL ACADEMIC SCHOLARSHIPS ARE SUBJECT TO THE FOLLOWING STUDENT QUALIFICATIONS:

1. Must be a full-time student
2. Must not have a college degree but must have a high school diploma or equivalent
3. Must maintain an overall 3.0 or higher GPA on all college work. Must not have attended college more than three full-time semesters
4. Must successfully complete at least twelve hours for each semester the scholarship was received

Scholarships may be renewed up to three subsequent semesters based on eligibility. It is the student's responsibility to notify the college when eligibility is regained.

Southwest Mississippi Community College awards academic scholarships to qualifying students in the following categories:

ACT Academic Scholarships — Southwest Mississippi Community College awards ACT scholarships to qualifying students in the following categories for Fall and Spring semesters. ACT scholarships are awarded only for scores earned before enrolling in college courses (excluding dual enrollment courses).

A student with an ACT composite score from 21 to 24 is eligible for a one-half academic tuition scholarship.

A student with a composite score from 25 to 26 is eligible for a full academic tuition scholarship.

A student with a score of 27 to 28 is eligible for a full academic tuition scholarship plus a \$250 bookstore credit.

A student with a score of 29 or higher is eligible for full tuition, room and board plus a \$250 bookstore credit.

## FOUNDATION SCHOLARSHIPS

In order to qualify for a scholarship through the SMCC Foundation, Inc., applicants:

1. Must complete the application for Federal Pell Grant (FAFSA) and have the information sent to Southwest Mississippi Community College.
2. Must be a full-time student.
3. Must complete the SMCC Foundation's scholarship application form and provide all requested information.
4. Must submit the completed application form with all required information by March 31<sup>st</sup> for the fall semester and by October 31<sup>st</sup> for the spring semester. No applications will be accepted after those dates.
5. Must have a minimum GPA of 2.5 unless otherwise stated.

AMITE COUNTY FARM BUREAU SCHOLARSHIP was established by Amite County Farm Bureau. Applicants for the Amite County Farm Bureau Scholarship must be residents of Amite County, Mississippi; be a full-time student enrolled at Southwest Mississippi Community College or an incoming freshman from any of the high schools in Amite County; maintain Amity County Farm Bureau membership at primary residence address (provide policy number); and have a minimum score of 18 on the ACT. Sophomores applying for the scholarship must have a 3.0 or higher GPA.

AMOS AND COLLEEN PARKER SCHOLARSHIP was established by Jim and Pinet McBride and provides academic tuition for up to four semesters. Applicants must have a GPA of 2.5 or higher.

API MS CHAPTER PROCESS TECHNOLOGY SCHOLARSHIP was established by the API Mississippi Chapter to provide tuition to full-time students enrolled in the Southwest Mississippi Community College Process Technology Program.

BETTY JOHNSON BEAR TRACKERS SCHOLARSHIP was established by Patricia Young in honor of counselor, Betty Johnson, to provide tuition to full-time students enrolled at Southwest Mississippi Community College and participating as a Bear Tracker. The student must have a minimum GPA of 3.0 and exemplify all qualities of Bear Trackers

BP PROCESS TECHNOLOGY SCHOLARSHIP was established by the company to provide tuition to full-time students at Southwest Mississippi Community College enrolled in the

Process Technology Program of study. Preference will be given to U.S. veterans. Applicants must have a 2.5 or higher GPA.

BRENT JOHNSTON MEMORIAL SCHOLARSHIP was established in memory of Brent Johnston by friends and family, to provide tuition to full-time students enrolled at Southwest Mississippi Community College, actively involved in campus organizations, athletics, and activities.

BUSINESS LEADERS SHOOT FOR TUITION SCHOLARSHIP was established by local business leaders, Mike Bridwell-Amite County Farm Bureau; Charles Bates-The Summit Health & Rehab; Bill Garner-Insurance & Risk Managers; and Justin Stoll-State Farm, to provide tuition to students enrolled at Southwest Mississippi Community College. Applicants must have 2.5 or higher GPA and must successfully make a basketball goal at the designated basketball game.

BUSBY FAMILY MEMORIAL SCHOLARSHIP was established by Mary Alice Busby Jones in honor of her family's long-standing history with Southwest Mississippi Community College to provide tuition to full-time students enrolled at Southwest Mississippi community College.

CASEY CASANOVA MEMORIAL SCHOLARSHIP was established in memory of Casey Casanova by her mother for music majors with an interest in percussion. Applicants must have a minimum GPA of 3.0 and be a full-time student.

CHAMPION TECHNOLOGIES PROCESS TECHNOLOGY SCHOLARSHIP was established by the company to provide tuition for full-time students enrolled in the Southwest Mississippi Community College Process Technology Program.

DENBURY PROCESS TECHNOLOGY SCHOLARSHIP was established by the company to provide tuition to full-time students enrolled in the Southwest Mississippi Community College Process Technology Program. Applicants must have a minimum GPA of 3.0.

EASTERN FISHING & RENTAL TOOLS PROCESS TECHNOLOGY was established by the company to provide tuition to full-time students enrolled in the Southwest Mississippi Community College Process Technology Program.

EMMA GRACE HAYES MEMORIAL SCHOLARSHIP was established by Mr. & Mrs. Robert Hayes, Jr., in loving memory of their daughter, Emma Grace Hayes, to provide tuition to a full-time student majoring in education, with priority given to special-education majors. Applicants must have a minimum 3.0 GPA.

FIRST BANK ENDOWED SCHOLARSHIP was established by First Bank to provide tuition to students enrolled full-time at Southwest Mississippi Community College. Applicants must have a 3.0 or higher GPA.

FORTINBERRY PRE-PHYSICAL THERAPY BOOK SCHOLARSHIP was established by Brad and Melissa Fortinberry to provide a book scholarship to a full-time student planning to major in physical therapy. Applicants must have a minimum GPA of 3.5.

FRANCES L. COTTON MEMORIAL SCHOLARSHIP was established by her family in her memory because of her deep love of Southwest Mississippi Community College to provide tuition to a full-time student. Priority will be given to women entering the ministry.

GIS OILFIELD CONTRACTORS GENERAL SCHOLARSHIP was established by GIS Oilfield Contractors to provide tuition to full-time students enrolled at Southwest Mississippi Community College.

HERITAGE SCHOLARSHIP was established by the Southwest Mississippi Community College Classes of 1959 and 1960 to provide tuition or book fees to full-time students enrolled at Southwest Mississippi Community College.

HOWELL MINISTERIAL SCHOLARSHIP was established to provide tuition to full-time students enrolled at Southwest Mississippi Community College called to the Baptist Ministry.

JEWEL D. RUSHING SCHOLARSHIP was established in his honor to provide tuition to full-time students enrolled at Southwest Mississippi Community College that display leadership through volunteerism.

J.W. BECK BOOK SCHOLARSHIP was established to provide a book scholarship to a full-time student enrolled at Southwest Mississippi Community College with financial needs who doesn't qualify for other financial assistance.

LT. ROBERT LEE CAMPBELL SCHOLARSHIP was established by Mr. and Mrs. James A. Causey of Liberty, Mississippi for full-time students enrolled at Southwest Mississippi Community College. The scholarship is in honor and memory of Lt. Campbell and the service he rendered to his country during World War II as a United States Air Force Pilot. Lt. Campbell was killed in action and is buried in England. Criteria used for the awarding of this scholarship will include academic record, citizenship, and future plans and goals of the student.

MAC CAMPBELL MEMORIAL SCHOLARSHIP was established by his parents, Ray and Linda Campbell, in his memory to provide tuition to full-time students enrolled at Southwest Mississippi Community College.

MAPP OILFIELD SERVICES PROCESS TECHNOLOGY SCHOLARSHIP was established by the company to provide tuition to full-time students enrolled in the Southwest Mississippi Community College Process Technology Program.

MARILYN & MELVIN BRISTER MEMORIAL SCHOLARSHIP FOR MUSIC STUDENTS was established by their daughters in their memory for a full-time student enrolled at Southwest

Mississippi Community College majoring in music. Applicants must have a GPA of 3.0 or higher.

MARKET YOUR FUTURE SCHOLARSHIP was established by McComb Market to provide tuition to full-time students enrolled at Southwest Mississippi Community College. Applicants must have a 3.0 or higher GPA. Preference will be given to marketing or business majors.

MASSAGE THERAPY SCHOLARSHIP was established by the students of the Southwest Mississippi Community College Massage Therapy Program in 2009 to provide financial assistance to full-time students enrolled in the massage therapy program at southwest Mississippi Community College who experience difficulty in purchasing necessary equipment and supplies for the course.

MCCOMB COCA COLA KICK FOR TUITION SCHOLARSHIP was established by McComb Coca Cola Bottling Company to provide tuition to students enrolled full-time at Southwest Mississippi Community College. Applicants must have a 2.5 GPA and kick the field goal at the designated Southwest football game.

MICHAEL J. BARTEE SCULPTURE SCHOLARSHIP was established by Mr. Bartee because of his love for Southwest Mississippi Community College to provide a partial scholarship to full-time students that are enrolled in both a visual art class and welding. Additional criteria are available from the SMCC Foundation Office.

MS ORGANIZATION FOR ASSOCIATE DEGREE NURSING (M-OADN) SCHOLARSHIP was established by the Mississippi Organization for Associate Degree Nursing to provide tuition to full-time students enrolled in the Associate Degree Nursing Program at Southwest Mississippi Community College. This scholarship can be awarded even if the student has already attended four semesters at Southwest.

OLIVER YOUNG SCHOLARSHIP was established by the Southwest Mississippi Community College Alumni Association in honor of Dr. Oliver Young's tireless dedication and service to Southwest Mississippi Community College to provide tuition or book fees to full-time students enrolled at Southwest Mississippi Community College. The Student must have a minimum 3.0 GPA.

OSYKA CIVIC CLUB HONOR SOCIETY FOUNDATION SCHOLARSHIP was established by the Osyka Civic Club to provide tuition to full-time students enrolled at Southwest Mississippi Community College with preference given to a female descendant of a past and/or present Osyka Civic Club Member; current resident of the town of Osyka; actively involved in College programs other than academic courses; a returning sophomore. The student must have a minimum 3.0 GPA.

PAT YOUNG SCHOLARSHIP was established by Pat Young to provide tuition to the student(s) kicking for tuition that do not make the field goal attempt. The student must be enrolled full-time at Southwest Mississippi Community College.

PATTY HANCOCK MEMORIAL PROCESS TECHNOLOGY SCHOLARSHIP was established in her memory by her husband to provide tuition to a full-time student enrolled in the Southwest Mississippi Community College Process Technology Program.

PAUL E. GUY HONOR SCHOLARSHIP was established by his children in his memory to provide tuition to a full-time student enrolled at Southwest Mississippi Community College. Preference is given to students that are residents of Pike County. Applicants must have a 3.0 or higher GPA.

PERSEVERANCE SCHOLARSHIP was established by Rebecca Wilson Askew to provide tuition to a full-time student enrolled at Southwest Mississippi Community College in the program leading to the Associate Degree Nursing Program. Applicants must be a Mississippi resident experiencing financial challenges that could potentially interfere with the ability to continue college. Applicants must have purchased a Mississippi Nurses Foundation car tag and have it displayed on personal vehicle at time of application.

PINE BURR & WHISPERING PINED JOURNALISM SCHOLARSHIP was established by the Enterprise-Journal, The Tylertown Times, Southern Herald, Wilk-Amite Record and the Franklin Advocate newspapers to provide tuition to full-time students serving as the editor of the *Pine Burr* campus newspaper and the editor of the *Whispering Pines* yearbook. Applicants must have a minimum GPA of 3.0 and be referred by the *Pine Burr/Whispering Pines* advisor.

PRODUCTION TECHNICIANS PROCESS TECHNOLOGY SCHOLARSHIP was established by the company to provide tuition to full-time students enrolled in the Southwest Mississippi Community College Process Technology Program. Applicants must have a minimum 3.0 GPA.

ROBBIE HAMILTON K106 SPORTS SCHOLARSHIP was established by Southwest Broadcasting in honor of Robbie Hamilton at the time of his retirement to provide tuition to full-time students enrolled at Southwest Mississippi Community College. Applicants must have a minimum 2.5 or higher GPA.

SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE ALUMNI ASSOCIATION BOOK SCHOLARSHIP was established by the Southwest Mississippi Community College Alumni Association to provide book scholarships to full-time students enrolled at Southwest Mississippi Community College in academic, nursing or other career-technical programs. Third-year students are eligible and must be residents of Amite, Pike, Walthall, or Wilkinson County. Preference will be given to children of SMCC Alumni.

STOKES ENDOWED SCHOLARSHIP was established by Lamar and Pauline Stokes to provide tuition to full-time students enrolled at Southwest Mississippi Community College. Applicants must have a minimum 2.5 or higher GPA.

SUE CARTER MEMORIAL SCHOLARSHIP was established by Mrs. Carter's family in her memory. Applicants must be enrolled full-time at Southwest Mississippi Community College. Preference will be given to graduates of North Pike High School. Applicants must have a GPA of 2.5 or higher.

THOMPSON SCHOLARSHIP FOR STUDENT LEADERS was established by Dustin Thompson in memory of his mother, Waynette Thornton Thompson. It is funded by contributions from Mr. Thompson and other family members. Applicants must be enrolled full-time at Southwest Mississippi Community College and have proven leadership through involvement in campus organizations and activities. Applicants must have a GPA of 3.0 or higher.

TRISTIN JETT HALL MEMORIAL SCHOLARSHIP was established in his memory by his family for out-of-state students enrolled in southwest Mississippi Community College Well Construction Technology Program. For more information on applying for this scholarship, contact the Foundation Office.

WILLIE ANNA SANDIDGE DICKERSON SCHOLARSHIP was established by her family in her memory because of her deep love of Southwest Mississippi Community College for full-time students enrolled at Southwest majoring in Journalism or English. Applicants must submit an original prose or piece of poetry. Preference will be given to Pike or Lincoln county residents. Applicants must have a 3.0 or higher GPA.

WOOD GROUP PROCESS TECHNOLOGY SCHOLARSHIP was established by the company to provide tuition to full-time students enrolled in the Southwest Mississippi Community College Process Technology Program.

ZION LODGE #702 BOOK SCHOLARSHIP was established by the members of ion Lodge #702 to provide a book scholarship to a student enrolled full-time at Southwest Mississippi Community College. Applicants must have a 2.5 or higher GPA.

# INSTRUCTIONAL INFORMATION

Published calendar, policies, and regulations apply to all students enrolled in academic, technical, and career courses unless otherwise specified.

## THE SEMESTER HOUR

The academic year is divided into two semesters. The fall semester extends from mid-August through mid-December. The spring semester extends from January through mid-May. Students earn credit in semester hours. Students must attend lecture courses one hour per week for one semester to receive one semester hour credit. Laboratory courses require two to three hours attendance per week per semester hour of credit. Most courses offered at Southwest Mississippi Community College meet three hours per week and provide three semester hours of credit.

## GRADING SYSTEM

The final grade represents an evaluation of the student's achievement during a semester's attendance in a course. In addition, regular examinations of one to two hours in length are given according to a definite schedule. At the end of each semester, all students are required to take final examinations.

The evaluations will be expressed according to the following letter system:

A	EXCELLENT
AU	AUDIT
B	GOOD
C	SATISFACTORY
D	BELOW AVERAGE
F	FAILURE
I	INCOMPLETE
P	PASS (NO QUALITY POINTS AWARDED)
W	WITHDRAWAL (NO ACADEMIC PENALTY)
WF	WITHDRAWAL FAILING (SAME AS FAILURE)
WH	WITHDRAWAL HOLDING (OUTSTANDING ACCOUNT)
WP	WITHDRAWAL PASSING

An incomplete must be removed within the first regular semester which follows the grade period reporting "I," or it will automatically become "F."

Questions concerning the accuracy of final grades must be brought to the attention of the Vice-President for Admissions and Registrar in writing within one semester. Students wishing to contest a grade must contact the appropriate instructor first.



## QUALITY POINTS

A minimum of 128 quality points and 64 hours is required of academic students for graduation. Quality points are determined by semester averages and calculated as follows:

Grade	Quality Points per Semester Hour
A	4
B	3
C	2
D	1

## GRADE POINT AVERAGE

The grade point average (GPA) is figured by dividing the total number of quality points by the total number of semester hours attempted.

## ACADEMIC PROBATION

Any student who does not earn at least a 1.500 grade point average for work attempted during a given semester will be placed on academic probation at the end of that semester. Any student who does not earn at least a 1.500 grade point average for work attempted during an academic probation semester will be placed on academic suspension at the end of that semester. A student placed on academic suspension will not be allowed to attend the following (fall or spring) semester. A student on academic suspension may attend during the summer semester at the discretion of the Vice-President for Academic Affairs.

**\*See academic guidelines for dormitory students under Student Affairs and Campus Life.**

## COURSE LOAD

The normal course load for students is fifteen to eighteen semester hours. Any student enrolling in twenty or more hours must obtain special permission from his or her advisor and have the approval of the Vice-President for Academic Affairs. Additional will be charged for each hour above nineteen.

## CLASSIFICATION OF STUDENTS

Students are classified according to these standards:

Freshman—a student who has completed fewer than 24 semester hours.

Sophomore—a student who has completed 24 or more hours.

## FULL-TIME STUDENTS

Students registering for twelve or more semester hours are classified as full-time students.

## CLASS ATTENDANCE AND ABSENCES

A student who enrolls in a class accepts responsibility for attending that class and for completing the work assigned.

The college may authorize absences under three circumstances: hospitalization of the student, death in the student's immediate family, or participation by the student in a school-sponsored activity.

A student whose absence is authorized by the college will be allowed to make up any work missed during that authorized absence, but only if the student notifies the instructor of the situation on the day of the student's return to class.

When a student's total number of absences exceeds the equivalent of two weeks of the scheduled meetings for a class, that student will be dropped from that class. If this action happens after the deadline for dropping the class without penalty, that student may receive a grade of "F" for that class.

Being dropped from a class might reduce a student's status from full-time to part-time and thereby affect, among other things, that student's scholarships, financial aid, athletic eligibility, and eligibility to reside in the dormitories.

## TARDIES

A tardy is defined as arriving after the regularly scheduled time for a class to begin. Three tardies will constitute one absence.

## HONOR ROLL

A student's grade point average (GPA) determines his/her academic standing. Students who obtain a 3.5 GPA on a minimum of fifteen hours for any semester will be placed on the honor roll for that semester.

## GRADUATION HONORS

**Certificate Programs:** Students graduating from a certificate program with a cumulative program GPA from 3.5 to 3.99 will graduate with honors. Those with a cumulative program GPA of 4.00 will graduate with highest honors.

**Degree Programs:** Students in an Associate of Arts or Associate of Applied Science degree program who attain a cumulative grade point average from 3.40 to 3.499 will graduate with distinction; those who attain a cumulative grade point average from 3.50 to 3.749 will graduate with honors; those who attain a cumulative grade point average from 3.75 to 3.999 will graduate with high honors; and those who attain a cumulative grade point average of 4.0 will graduate with highest honors.

## STUDENT RESPONSIBILITIES

All colleges establish certain requirements which must be met prior to admissions and/or before a degree is granted. These regulations concern such things as programs of study, course

descriptions, majors, and campus residence requirements, but the STUDENT IS RESPONSIBLE FOR FULFILLING THEM.

NOTE: Any student who, with intent to defraud Southwest Mississippi Community College, knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statement or entry, shall be subject to immediate suspension and/or dismissal from the institution. Miss. Code 97-7-10, 1988

The student is also responsible for being acquainted with all regulations and procedures as stated in the catalog, student handbook, and other official publications of the college. For this reason, it is important for each student to be familiar with these publications.

## REGISTRATION

Dates of particular interest, including the last day to register, add classes, or drop with a grade of "W" are published on the college website. All class schedules are considered permanent after the last day to add a class.

## LATE REGISTRATION

It is very important that students register during the regular days provided for registration. A late registration fee will be charged to any student registering after the scheduled date.

## CHANGE OF SCHEDULE

Students should consult with their faculty advisor whenever making any changes to their class schedule. During the late registration period each semester, a student may withdraw from a course without receiving a grade and/or register for another course. A grade of "W" will be recorded as the student's grade for a class dropped after the last day to register or add a course but before the last day to drop a course without penalty. The grade of "W" is not used in computing grade point averages. No changes of schedule are permitted after the last day to drop a course without penalty. For details on how to drop or add a course, consult the Student Handbook or [www.smcc.edu](http://www.smcc.edu).

## AUDIT STATUS

A student may not change a course from "credit" to "audit" after the last day stated in the school catalog to drop a course. A student may not change from "audit" to "credit" after the last day designated for entering a course. The student who audits a course is not allowed to take my tests or to receive any grades.

## WITHDRAWAL

If a student withdraws from the college prior to the last day to drop a course without penalty as listed in the catalog, the student's transcript will show a "W" (withdrawal) for each course. If a student withdraws from the college after the last day to drop a course without a penalty as listed in the catalog, the student's transcript will show a "WP" (withdrawal passing) or "WF" (withdrawal failing) for each course depending upon what grade was at the mid-term reporting period unless specific program policies state otherwise.

To begin the process of officially withdrawing from the college, the student must first secure an OFFICIAL WITHDRAWAL form from the appropriate counselor (academic or career technical). The student will then be required to obtain signatures from other administrative offices on campus before taking the completed form to the business office. Failure to withdraw properly will forfeit the student's right to any refund due and will result in a grade on each subject for the semester being recorded as "F" (failure) on the student's transcript. A student must pay all fees due to complete withdrawal. A student will not be allowed to withdraw from school during final exam week.

**\*Rental books not returned by four weeks after the term ends will be assessed the full purchase price of the book.** At that time the borrower forfeits the right to return the overdue book, and the book will no longer be accepted at the Bookstore. All fines and fees, as well as the full purchase price of the book, then become due and payable at the Business Office.

## DISTANCE LEARNING

Southwest Mississippi Community College participates in the Mississippi Virtual Community College (MSVCC). Most academic and some career-technical classes are taught online through the MSVDD each of the three semesters, fall, spring, and summer. The calendar and available classes are listed at [www.msvcc.org](http://www.msvcc.org). To find more information or to schedule a class, go to the distance learning link on our website.

Students taking online courses are expected to fulfill admission requirements, be regular in attendance, and generally meet the same requirements as persons attending traditional classes. The intent of distance learning courses is to provide a quality program of instruction for students who are not available for traditional class attendance during normal hours.

## REQUIREMENTS FOR GRADUATION

### ASSOCIATE OF ARTS

To be awarded the Associate of Arts degree, a student

1. Must be entitled to an honorable dismissal;
2. Must have attained a scholastic average of 2.00 or better on all work attempted, as well as a 2.00 GPA on all work attempted at SMCC;
3. Must have completed a minimum of sixty-four semester hours\*\* of acceptable college work, which must include the SMCC thirty-six hour basic core;
4. Must have completed a minimum of 25 percent of the required hours (usually 16 semester hours) at SMCC; and
5. Must have attended Southwest Mississippi Community College at least one semester.

## ASSOCIATE OF APPLIED SCIENCE

To be awarded the Associate of Applied Science degree, a student

1. Must be entitled to an honorable dismissal;
2. Must have attained a scholastic average of 2.00 or better on all work attempted in the program of study followed;
3. Must have completed a minimum of sixty-four hours\*\* following one of the prescribed technical programs of study included in the SMCC Catalog. These 64 hours must include a total of 15 semester hours of general education courses which must contain one or more courses from each of the following four areas: humanities or fine arts, social or behavioral sciences, natural sciences or mathematics, orientation, and a component designed to develop oral/written communication skills.
4. Must have completed a minimum of 25 percent of the required hours (usually 16 semester hours) at SMCC; and
5. Must have attended Southwest Mississippi Community College a minimum of one semester.

\*\*A maximum of 24 hours of non-traditional credit may be applied toward graduation with a maximum of 16 earned by correspondence or extension credit.

## CERTIFICATES OF COMPLETION

To be awarded a certificate of completion, a student

1. Must be entitled to an honorable dismissal;
2. Must have attained a scholastic average of 2.00 or better on all work attempted in the program of study followed;
3. Must have followed and satisfactorily completed one of the specialized vocational programs of study included in the SMCC Catalog, including orientation.
4. Must have completed a minimum of 25 percent of the requirements at SMCC.
5. Must have attended Southwest Mississippi Community College a minimum of one semester.

## APPLICATION FOR GRADUATION

An application for graduation should be submitted to the Registrar's office within one week after the last day to add classes for the semester of graduation.

A student may make application for graduation under provisions of the current catalog or the catalog under which he/she entered Southwest Mississippi Community College, provided that catalog is dated not more than two years prior to the expected graduation and current statutes, rules, regulations, policies, or procedures permit.

## TRANSCRIPTS

Graduates of Southwest Mississippi Community College are entitled to copies of their academic record without charge. Transcripts will not be issued to students who have not met all financial obligations to the school.

## SCHOLASTIC RESTART POLICY

Southwest Mississippi Community College encourages the enrollment of previous who have decided to continue their education. Too often these students were not serious about their studies during their early endeavors at SMCC. Scholastic restart is a way to remove previously-earned grades from consideration when computing grade point average or when assessing graduation status at Southwest Mississippi Community College. Below are the requirements for participating in the scholastic restart program.

The student should complete a Declaration of Scholastic Restart and submit it to the registrar.

Scholastic restart may be declared only one time at SMCC.

The student must not have been enrolled for five academic years (60 months) prior to applying for scholastic restart.

The student must re-enroll at Southwest Mississippi Community College and successfully complete at least one semester before any grades are removed from calculations.

Scholastic restart does not affect eligibility for federally funded financial aid.

The student will not be allowed to specify the grades that will be forgiven. NO grades prior to the restart semester will be counted for graduation or grade point average calculation. All grades will remain on the transcript with a special notation for forgiven grades.

Other colleges or universities may not honor the scholastic restart. Please check with those institutions for individual policies.

A student who has received a degree or certificate is not eligible for scholastic restart. The registrar is responsible for providing the necessary interpretations on questions not expressly answered in this policy.

## WORKFORCE DEVELOPMENT SERVICES

Located in the Regional Workforce Training Center, the Workforce Development personnel provide a variety of services and act as liaisons between Southwest Mississippi Community college, the business community, and the workforce/ A team approach is used in offering Business, Industrial, workforce and basic skills training. Adult Basic Education (ABE) and General Educational Development (GED) free preparatory classes; Testing and Assessment services along with Pearson VUE testing; a Dropout/Educational Recovery Program; an Institute for Learning in Retirement program; and a Workforce Investment Act (WIA) program. All services are designed to serve incumbent and prospective members of the workforce, business and industry, and WIA

eligible career and technical students. Log onto the Southwest Mississippi Community College website, [www.smcc.edu](http://www.smcc.edu), and click on “Workforce” for more information.

## WORKFORCE TRAINING

Southwest Mississippi Community College meets the business/industry and community educational and training needs through a variety of continuing education courses and other services for the workforce. These courses are not applicable to the Associate of Arts degree, the Associate of Applied Science degree, or the Certificate of Completion, nor are they transferrable. They are usually established as a result of the job-specific needs. Southwest Mississippi Community College facilities and personnel are available to any group which has an educational training need on the community college level.

Although these short term specific training courses are non-credit and not applicable to a degree from the college, they are offered to supplement or provide continuing education and training programs within business and industry. These courses are specifically designed for the purpose of upgrading the knowledge and skills of current or prospective business and industry employees.

An individual, association, or business group desiring business or industry related continuing education or training programs should contact Workforce Development in the Regional Workforce Training Center (RWTC). Classes may be held at the RWTC or at the place of business if enough interest exists. There may be some entrance requirements for the Workforce training courses. Anyone desiring to enroll in these courses may register through Workforce Development in the RWTC.

## INSTITUTE FOR LEARNING IN RETIREMENT

Southwest Mississippi Community College’s Institute for Learning in Retirement (ILR) offers classes for retirees or individuals over 50 years of age who are interested in combining learning with social activities. Members pay an annual fee and course fees as they are offered. The ILR is membership driven, giving participants an opportunity to plan educational and social events to meet their particular needs. For more information contact the Workforce Development Center in the RWTC.

## CONTINUING EDUCATION UNITS

Continuing Education Units (CEU’s) may be awarded to those taking non-credit training programs/activities that meet established guidelines. Appropriate approval for awarding CEU’s must be determined prior to the start of a program/activity. For more information contact the Workforce Development Center in the Regional Workforce Training Center.

## TESTING AND ASSESSMENT CENTER

The General Education Development (GED) test, Test for Adult Basic Education (TABE), ASSET, Career Readiness Certificate, and CHOICES Interest Inventory are administered through the RWTC. Southwest Mississippi Community College is a Pearson VUE authorized test center.

## SMALL BUSINESS DEVELOPMENT ASSISTANCE

For assistance, please call 1-800-725-7232 or log onto [www.mssbdc.org](http://www.mssbdc.org) for more information that may be helpful in starting your own small business.

## ADULT BASIC EDUCATION

Adult Basic Education (ABE) and General Development (GED) classes are free and available to Mississippians 17 years of age or older (by September 1), who are not enrolled in any public, private, or home school programs. These classes help individuals enhance basic reading, writing, or math skills and prepare to take the GED test. For more information contact Workforce Development in the RWTC.

## DROPOUT RECOVERY

The purpose of the Dropout Recovery Initiative is to “reclaim lost potential.” Anyone who has not completed high school is encouraged to prepare for and take the GED. Once the GED is completed, free counseling is available to help individuals plan continued education. For more information contact Workforce Development in the RWTC.

# STUDENT AFFAIRS AND CAMPUS LIFE

## HOUSING

Residence Halls are located on campus for men and women students. Each residence hall has live-in professional staff. Rooms are furnished with single beds, chest or closet, desks, chairs, cable and wireless internet. Students must provide sheets, towels, pillows and blankets. A list of items needed can be found on the school’s website at [www.smcc.edu](http://www.smcc.edu) under Student Services and then Dormitory Information. Students are required to purchase a 5 or 7 day meal plan.

To reserve a room in the residence hall, a student must submit a completed housing application and the \$80 fee which covers the room reservation fee (\$30.00) and key deposit (\$50.00) to the Director of Student Activities & Housing in Student Services. All students must re-apply each year to live in the residences halls.

If a student applies for housing and then decides they do not want to live in the residence hall, the student must notify the Director of Student Activities & Housing in writing. The \$30.00 room reservation fee is not refunded after the 2<sup>nd</sup> Friday in July.

Students must be enrolled in 12 traditional, on campus hours, and have a 1.5 GPA to be eligible for campus housing.

A housing application may be obtained from Student Services or may be printed from the school’s website at [www.smcc.edu](http://www.smcc.edu) under Student Services and then Dormitory Information.

The \$50.00 key deposit is refundable after the key is returned to the head resident, unless a student owes fees in the business office.



## ACADEMIC GUIDELINES FOR DORMITORY STUDENTS

Residence Hall students must be enrolled in a minimum of twelve traditional, on campus hours to live in the Residence Hall. All students must maintain a 1.50 GPA or better to be eligible for campus housing. The Director of Student Activities & Housing will give and remind all residence hall students of these GPA standards during their monthly residence hall meetings.

Residence Hall students grades will be reviewed at the end of each semester and any student, who is not in compliance with GPA standard, will be removed from the residence hall until their GPA is raised to a minimum of 1.50.

A student may appeal this action in writing to the Vice President for Student Affairs. This appeal must be made within five school days of the removal. A student's residence hall violations and class attendance will be taken into account.

## STUDENT ACTIVITIES

The social life of the campus is directed by a committee of the faculty and the Student Government Association. All social functions must have the approval of the Student Activities Committee.

## MEALS

Meals are served in the college cafeteria at regular hours. A schedule for meals will be posted in the cafeteria at the beginning of the semester. Visitors who eat in the cafeteria are required to pay for their meals.

## MAIL

A post office is maintained on the campus in the Horace C. Holmes Student Union for the convenience of the students. Mail should be addressed to the individual as follows: John Doe, Box 9999, Southwest Mississippi Community College, Summit, Mississippi 39666.

Students wishing to obtain a post office box should apply at the bookstore in the Horace C. Holmes Student Union.

## HEALTH SERVICES

Students who need professional medical care or treatment are referred to local physicians or to the local hospital. In emergency situations, the college will assist in securing the services of a physician and then contact parents or nearest relatives. Expenses for professional care or treatment are the responsibility of the student or parents.

## CULTURAL OPPORTUNITIES

Periodically, opportunities may be provided for students to attend operas, play, exhibitions, or other events.

## SCHOOL PUBLICATIONS

**STUDENT HANDBOOK:** This publication includes regulations and general information to acquaint the student with various phases of campus life. Each student receives a copy at registration or may request one from the Vice-President for Student Affairs. An electronic version is available online. The student is responsible for becoming familiar with this handbook.

**THE PINE BURR:** This student newspaper is published by the student under the direction of a faculty member and affords an opportunity for expression of student opinions and for the development of journalistic skills.

**THE WHISPERING PINES:** The school yearbook is published each year, with faculty guidance, by students who have shown interest in and demonstrated ability for this work.

## STUDENT IDENTIFICATION CARD

Each registered SMCC student will be issued an identification card (ID) the week prior to school starting. This card will serve as an admission ticket to all school sponsored activities and as a meal ticket for residence hall students. If the card is lost, contact the Business Office. A fee will be charged for the replacement. ID cards are non-transferable among students. The ID card may be revoked or a fine issued for the ID card being used in an unauthorized manner. All students are required to wear their ID card in a visible place on the front of their person at all times on campus.

## AUTOMOBILE REGISTRATION AND PARKING

Students may bring automobiles on campus, but vehicles must display a Southwest hangtag. One parking hangtag will be given to each student upon registration. Each additional parking hangtag will cost \$5.00. Cars not displaying a hangtag will be ticketed. Students parking in any zone other than that designated on the hangtag will be ticketed. Parking lots are provided for students. The charge for parking violations will double if fee is not paid within ten days after receiving a ticket.

Traffic laws are enforced to protect all community members. Each motorist is encouraged to practice caution, common sense, and courtesy.

## GUIDANCE

Southwest Mississippi Community College recognized that almost all beginning college students need assistance in making educational, vocational, and personal adjustments. Provision is made for this help through the office of the Vice-President for Student Affairs. The entire faculty work together to promote the optimum development of each student. Inherent in the guidance program is the recognition of the principle that the purpose of guidance is to aid each student to help himself/herself through self-understanding and awareness of potential.

Qualified counselors are available in Kenna Hall and Huddleston Vocational-Technical Complex.

Many college students have personal problems that may interfere with their academic work. The counseling staff provides an atmosphere in which students may discuss concerns with the assurance of confidentiality. Records will be released only with the permission of the student.

## REQUIRED DEVELOPMENTAL COURSES

Southwest Mississippi Community College adheres to an “open admissions” policy consistent with all appertaining laws. It also embraces the philosophy that student be provided opportunities for learning experiences, e.g., developmental courses, counseling, tutorial assistance, etc., that will help students succeed in achieving their educational goals.

Southwest Mississippi Community College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist in the selection of the most appropriate program options to help assure students success.

Developmental courses at SMCC consist of the following: ENG 0125 Intermediate English and Reading and MAT 0123 Beginning Algebra. These courses are required for students with deficiencies. Low scores on ACT/placement tests will result in the student’s being placed in developmental courses. In addition, if competencies specified in course syllable are not met with at least a “C” average, the student must repeat the course(s) until such competencies are met. Developmental courses do not satisfy degree or program requirements.

## COURSE PLACEMENT GUIDELINES

### English ACT Subscore

Greater than or equal to 17 or a grade of “C” or better in ENG 0125	ENG 1113 English Composition I
Less than or equal to 16	ENG 0125 Intermediate English and Reading

### Math ACT Subscore

Greater than or equal to 19 or a grade of “C” or better in MAT 1233	MAT 1313 College Algebra
Greater than or equal to 17 or a grade of “C” or better in MAT 0123	MAT 1233 Intermediate Algebra
Less than or equal to 16	MAT 0123 Beginning Algebra

## STUDENT RIGHTS AND RESPONSIBILITIES

### STUDENT GOVERNANCE

Southwest Mississippi Community College students are encouraged to participate in the institutional decision-making process. The college values the students' thoughts and suggestions in the decision-making process. The governance for the student body is through an active Student Government Association (SGA), which is presided over by a president, a vice-president, a secretary, a treasurer and various student representatives. All students are encouraged to submit suggestions or recommendations and give them to one of their Student Government Association Officers. The officers will present them in their SGA meeting and vote to forward each suggestion or recommendation to the school's administrative staff. If the SGA cast a majority vote for sending a suggestion or recommendation to the administration, the SGA sponsor will present it to the administrative staff and report their response to the SGA. The SGA provides many activities for improved student life. The SGA officers and representatives serve on various college committees to help determine the direction of the institution.

### DUE PROCESS IN STUDENT DISCIPLINE

To protect its fundamental legal and moral integrity and the constitutional rights of its students, and to meet the elemental requirements of fairness, an educational institution should guarantee procedural safeguards to students involved in disciplinary cases. Although disciplinary hearings on campus are not entirely analogous to adversary proceedings in courts of law, they should be conducted in a fair and judicious manner, with the aim of lessening the likelihood of error or prejudice. The procedure should incorporate the basic elements of what has become commonly recognized as due process. (See Student Handbook for student discipline procedures and responsibilities.)

### STUDENT COMPLAINT PROCEDURE

Southwest Mississippi Community College has an administrative procedure in place which is designed to receive, investigate, and resolve student complaints, whether academic or nonacademic. Students who fail to use existing appeals committees will forfeit their right to future due process.

Any student who wishes to make a formal complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college must take the following steps within five school days of the incident:

1. Discuss the problem with the faculty member, staff member, or administrator involved and/or use existing appeals committees where available prior to initiating formal complaint procedures under this policy. If informal efforts are not productive or appropriate in resolving the complaint, the student proceeds to steps 2 and 3.
2. Contact the Vice-President for Student Affairs, College Drive, Summit, MS 39666.

3. Express the nature of the complaint and pertinent information in writing to the Vice-President for Student Affairs.

The Vice-President for Student Affairs will either handle the complaint personally or will refer it to the appropriate person for disposition. A written response will be made to the student within 15 business days. Students who are not satisfied with the resolution of the investigating officer shall have the right to appeal to a grievance committee. This appeal must be made within 3 business days after the decision by the investigating officer. The grievance committee will be appointed by the President of the college and will consist of at least two faculty not directly involved in the alleged problem. The decision of the grievance committee is considered final. A written response will be made to the student within 5 business days.

No adverse action will be taken against a student for filing a complaint.

# ORGANIZATIONS

## ALUMNI ASSOCIATION

The Southwest Mississippi Community College Alumni Association promotes cordial relations between the school and its alumni. The association meets on Homecoming Day. The executive committee of the association meets at the college in January, July, and October of each year, with the exact date set by the president with the approval of the executive committee.

## HONOR SOCIETY

Chartered in the spring of 1966, the Omicron Delta Chapter of Phi Theta Kappa, a national community college honor society, offers membership to students achieving and maintaining high academic standing. To be admitted into Phi Theta Kappa, a student must complete fifteen academic hours and must have an overall average of 3.50. To continue in the society, the student must maintain an overall 3.00 average. Southwest also has a chapter of Tri Beta, a biological honor society for students participating in biology classes.

## STUDENT GOVERNMENT ASSOCIATION

All regularly enrolled full-time students at Southwest Mississippi Community college are members of the Student Government Association. A student council, composed of four student government officers, four sophomore class officers, and four freshman class officers, is charged with directing the activities of the Student Government Association. The purpose of this association is to bring about a better understanding among students and faculty; to sponsor social activities; to encourage scholarship, leadership, and citizenship, and to contribute to the betterment of the school in its educational programs.

## STUDENT PROFESSIONAL ORGANIZATIONS AND CLUBS

Several organizations are available, and all students are urged to identify with some of them. The Mississippi Organization of ADN Student Association (MOSA) and Student Nurses Organization (SNO) are organizations available to nursing students. Phi Beta Lambda (PBL) is an organization available to selected technical students. Health Occupation Students of America (HOSA) is available to LPN students. Collegiate DECA is available to all business-related majors. Future Educators of America is open to students interested in pursuing careers in education. Health Information Management Student Association (HIMSA) welcomes Health Information students.

## SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC.

The Southwest Mississippi Community College Foundation is a non-profit corporation chartered in 1973 by the state of Mississippi to operate exclusively for the benefit of Southwest Mississippi Community college. Its purpose is to solicit, receive, accept and hold, administer, invest, and disburse any and every kind of property for education, scientific, literary, research, and service activities. The goal of the Foundation is to allow Southwest Mississippi Community college to better serve the student and community by supplementing public funds with private financial support.

## RELIGIOUS ORGANIZATIONS

Several religious organizations on campus encourage each student to participate in his/her choice of religious activities.

The work of the Baptist Student Union is carried on through a BSU Council elected by the BSU students, and a BSU director working on campus.

The organization for Methodist students is The Wesley Foundation on campus. It is affiliated with all United Methodist Churches in the area.

The Westminster Fellowship is an organization for Presbyterian students.

The Catholic Campus Ministry, the organization for Catholic students, is a member of the Newman Student Federation.

## VETERANS' INFORMATION

All past academic and attendance records pertaining to student who receive benefits from the Veteran's Administration (VA) are kept in a fireproof vault in the Registrar's Office. They are available for inspection by the Veterans' Administration any time during regular office hours. The VA representative is located in Financial Aid.

Students who receive veterans' assistance must meet the same admission requirements as other students who are applying for admission to Southwest Mississippi Community College. Students are certified to the Veterans' Administration until these requirements are met, as checked on the student's permanent record.

All VA forms pertaining to a VA student are kept on file, as well as previous education records. Each permanent record shows previous education and training for which credit was granted. Proper credit is also recorded on the enrollment certification submitted to the VA.

Students who are enrolling at Southwest Mississippi Community College for the first time, but who have attended another post-secondary institution will be certified for one term. Students must have official transcripts on file from all prior schools attended prior to certification for the second term.

The grading system is as defined under Instructional Information. The last day to add, drop, or change courses is shown in the school calendar and is included on the school's website.

If these requirements are not met, the VA will be notified that satisfactory progress has not been made by the student. VA students are subject to the general policy of the school with regard to academic suspension and readmission.

The attendance requirements are listed in the college catalog. The attendance records are kept online and in the instructors' grade books which are turned in to the Registrar's Office at the end of each year and stored. A student dismissal for unsatisfactory attendance may enroll the next

semester on probation. Unsatisfactory attendance during a probation semester will result in suspension.

All changes in a student's status will be reported to the VA. This includes unsatisfactory progress and dismissal for unsatisfactory attendance, placement on academic probation, and academic dismissal.

Upon satisfactory completion of the prescribed program of study, the veteran or eligible person is given a diploma or certificate by the school indicating the approved course and with notation that the program was satisfactorily completed.

Students receiving VA educational benefits must enroll in ONLY those courses listed in their declared major or program of study.



## ACADEMIC PROGRAMS OF STUDY

### Suggested Academic Programs of Study Leading to the Associate of Arts Degree

Southwest Mississippi Community College does not offer a major in any academic field of study. Therefore, a student who wishes to pursue a bachelor's degree in any field must transfer to a senior college or university which will specify the minimum and maximum number of credits for the major.

The suggested academic programs of study which follow are intended to provide the student a guide to the general education courses which should be taken during the freshman and sophomore years.

#### REQUIREMENTS FOR GRADUATION WITH AN ASSOCIATE OF ARTS DEGREE

A student may meet the requirements for graduation with an Associate of Arts (AA) degree by completing a minimum of sixty-four semester hours which must include the basic core listed below:

#### BASIC CORE

Course	Semester Hours Credit
ENG 1113, 1123 .....	6
MAT 1313, 1323, or 1613 .....	3
SPT 1113 .....	3
*Laboratory Science .....	8
**Humanities .....	6
***Fine Arts .....	3
****Social Science .....	6
LLS 1311 .....	1

\*Laboratory Science may be selected from biology, chemistry, physics, astronomy, or physical science.

\*\*Humanities may be selected from history, literature, foreign language, philosophy, or honors forum.

\*\*\*Fine Arts may be selected from art appreciation or music appreciation.

\*\*\*\*Social science may be selected from ECO 2113, ECO 2123, GEO 1113, PSC 1113, PSC 1123, PSY 1513, SOC 2113, or SOC 2143.

A maximum of four semester hours of activity courses may apply toward an AA degree. These include any course beginning with MUO and any one-hour course beginning with HPR.

PRE-ACCOUNTING, AGRIBUSINESS, BUILDING CONSTRUCTION SCIENCE, BANKING AND  
FINANCE, BUSINESS, BUSINESS INFORMATION SYSTEMS, COMPUTER INFORMATION SYSTEMS,  
ECONOMICS, ENTREPRENEURSHIP, FINANCE, INSURANCE, INTERNATIONAL BUSINESS,  
MANAGEMENT, MANAGEMENT INFORMATION SYSTEMS, MARKETING, MERCHANDISING,  
POULTRY SCIENCE, REAL ESTATE

Advisor: Leslee Brock

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313, 1513, or 1613	6
Speech	SPT 1113	3
Laboratory Science		8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, electives	9
Orientation	LLS 1311	1
Accounting	ACC 1213, 1233	6
Business	BAD 2323, 2413	6
Economics	ECO 2113, 2123	6
Literature	ENG 2423 or 2433	3
Electives		4

PRE-ADVERTISING, ENGLISH, FOREIGN LANGUAGE, JOURNALISM

Advisor: James O'Rourke, Dr. Elaine Coney, and Joyce Mabry

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science		8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, elective	6
Orientation	LLS 1311	1
Literature	ENG 2423, 2433	6
Foreign Language		12
Electives		10

PRE-ALLIED HEALTH, ATHLETIC TRAINING, EXERCISE SCIENCE, HUMAN PERFORMANCE,  
KINESIOLOGY

Advisor: Dr. Alana Gabler, Robin Kuntz

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science		8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, elective	6
Orientation	LLS 1311	1
Literature	ENG 2423, 2433	6
Electives		22

PRE-ANIMAL SCIENCES, HORTICULTURE, VETERINARIAN

Advisor: Sarapha Alexander, Dr. Alana Gabler

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313, 1323 or 2323	6
Speech	SPT 1113	3
Laboratory Science	BIO 1134, 1144, 2921, 2923	12
Humanities		6
Fine Arts	ART 1113 or MUS 1113	3
Social Science		6
Orientation	LLS 1311	1
Chemistry	CHE 1211, 1213, 1221, 1223	8
Electives		13

## PRE-ART

Advisor: Prudence McGehee

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science		8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science		6
Orientation	LLS 1311	1
Art	ART 1313, 1323, 1433, 1443	12
Literature	ENG 2423, 2433	6
Electives		10

## PRE-BIOLOGY, FORENSICS, MICROBIOLOGY

Advisor: Sarapha Alexander, Pete Ferguson, Robin Kuntz

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313 or 1613	3
Speech	SPT 1113	3
Laboratory Science	BIO 1134, 1144	8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science		6
Orientation	LLS 1311	1
Chemistry	CHE 1211, 1213, 1221, 1223, 2422, 2423, 2432, 2433	18
Literature	ENG 2423, 2433	6
Electives		4

PRE-BIOCHEMISTRY, CHEMISTRY, MARINE SCIENCE, PHYSICAL SCIENCES, POLYMER SCIENCE

Advisor: Pete Ferguson, Dr. James Stephens

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1613, 1623	6
Speech	SPT 1113	3
Laboratory Science	CHE 1211, 1213, 1221, 1223, 2422, 2423, 2432, 2433	18
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, elective	6
Orientation	LLS 1311	1
Physics	PHY 2414, 2424	8
Literature	ENG 2423 or 2433	3
Electives		4

PRE-COMMUNICATION, COMMUNICATION SCIENCES AND DISORDERS, COMMUNICATIVE DISORDERS, SPEECH AND HEARING SCIENCES, SPEECH, SPEECH PATHOLOGY AND AUDIOLOGY

Advisor: Dr. Jennifer McLaughlin

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science		8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, SOC 2113	6
Orientation	LLS 1311	1
Literature	ENG 2423 or 2433	3
Electives		25

## PRE-COMPUTER ENGINEERING, SOFTWARE ENGINEERING

Advisor: Colter Cotten, Alicia Shows

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1613, 1623, 2613, 2623, 2913	15
Speech	SPT 1113	3
Laboratory Science	PHY 2515, 2525	10
Humanities		6
Fine Arts	ART 1113 or MUS 1113	3
Social Science		6
Orientation	LLS 1311	1
Chemistry	CHE 1211, 1213	4
Computer Science	CSC 2134, 2144	8
Electives		4

## PRE-COMPUTER SCIENCE

Advisor: Colter Cotten, Alicia Shows

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1613, 1623, 2613	9
Speech	SPT 1113	3
Laboratory Science	PHY 2515, 2525	10
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science		6
Orientation	LLS 1311	1
Literature	ENG 2423 or 2433	3
Computer Science	CSC 2134, 2144	8
Biology	BIO 1134	4
Chemistry	CHE 1211, 1213	4
Electives		1

**PRE-CRIMINAL JUSTICE**  
Advisor: Ashley Weathers

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science		8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, SOC 2113	6
Orientation	LLS 1311	1
Criminal Justice	CRJ 1313, 1323, 1363, 2513	12
Literature	ENG 2423, 2433	6
Electives		10

**PRE-CYTOTECHNOLOGY, MEDICAL TECHNOLOGY**  
Advisor: Karen May

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science	CHE 1211, 1213, 1221, 1223, 2422, 2423, 2432, 2433	18
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSC 1113, PSY 1513, SOC 2113	9
Orientation	LLS 1311	1
Computer Science	CSC 1113	3
Biology	BIO 1134	4
Literature	ENG 2423 or 2433	3
Electives		8

## PRE-DENTAL HYGIENE

Advisor: Karen May

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT1313	3
Speech	SPT 1113	3
Laboratory Science	BIO 1134, 2511, 2513, 2521, 2523, 2921, 2923	16
Humanities		6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, EPY 2533, SOC 2113	9
Orientation	LLS 1311	1
Chemistry	CHE 1211, 1213, 1221, 1223	8
Nutrition	FCS 1253 or BIO 1613	3
Electives		6

## PRE-EARTH SYSTEM SCIENCE, MATHEMATICS

Advisor: Dori Richardson, Dr. James Stephens

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1613, 1623, 2613, 2623	12
Speech	SPT 1113	3
Laboratory Science	BIO 1134, 1144 or CHE 1211, 1213, 1221, 1223 or PHY 2525	8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science		6
Orientation	LLS 1311	1
Computer Science	CSC 2134	4
Literature	ENG 2423, 2433	6
Electives		9



## PRE-EDUCATIONAL PSYCHOLOGY, PSYCHOLOGY

Advisor: Elise Gatlin

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science		8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, elective	6
Orientation	LLS 1311	1
Literature	ENG 2423, 2433	6
Electives		22

## PRE-ELEMENTARY EDUCATION, SPECIAL EDUCATION

Advisor: Gwen May

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313, 1723, 1733	9
Speech	SPT 1113	3
Laboratory Science	BIO elective, PHY elective	8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	GEO 1113, elective	6
Orientation	LLS 1311	1
Literature	ENG 2423, 2433	6
Endorsement Area		16

## PRE-ENGINEERING (AEROSPACE, BIOLOGICAL, CHEMICAL, ELECTRICAL, GEOLOGICAL, INDUSTRIAL, MECHANICAL)

Advisor: Dori Richardson

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1613, 1623, 2613, 2623, 2913	15
Speech	SPT 1113	3
Laboratory Science	CHE 1211, 1213, 1221, 1223	8
Humanities		6
Fine Arts	ART 1113 or MUS 1113	3
Social Science		6
Orientation	LLS 1311	1
Computer Science	CSC 2134, 2144	8
Physics	PHY 2515, 2525	10

## PRE-ENVIRONMENTAL SCIENCE

Advisor: Robin Kuntz

English Composition I & II	ENG 1113, 1123	6
Mathematics	1313, 1323, 1613 or 2323	9
Speech	SPT 1113	3
Laboratory Science	CHE 1211, 1213, 1221, 1223	8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, electives	9
Orientation	LLS 1311	1
Biology	BIO 1111, 1113	4
Literature	ENG 2423, 2433	6

**PRE-FORESTRY**  
Advisor: Karen May

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313, 2323	6
Speech	SPT 1113	3
Laboratory Science	CHE 1211, 1213, PHY 2414	8
Humanities		6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	ECO 2113, elective	6
Orientation	LLS 1311	1
Electives		25

**PRE-GENERAL STUDIES**

Advisor: Dawn Brumfield, Dr. Elaine Coney, Paul Dancsisin, Joe Elliott, Amy Gazzo, Larry Holmes,  
Jamie Jackson, Dan Lewman, Dr. Jennifer McLaughlin, Natalie McMahon, James O'Rourke, Debera  
Reeves, Laura Riddle

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science		8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science		6
Orientation	LLS 1311	1
Literature	ENG 2423, 2433	6
Electives		22

## PRE-HEALTH CARE ADMINISTRATION, RADIOLOGIC SCIENCES

Advisor: Karen May

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science	BIO 2511, 2513, 2521, 2523	8
Humanities		6
Fine Arts	ART 1113 or MUS 1113	3
Social Science		6
Orientation	LLS 1311	1
Accounting	ACC 1213	3
Computer Science	CSC 1113	3
Electives		22

## PRE-HEALTH, PHYSICAL EDUCATION, AND RECREATION

Advisors: Cam Achord, Kelby Bowman, Andy Farrell, Brent Harris, Justin Hay

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science	BIO 1134, 2511, 2513	8
Humanities	History, Literature	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, SOC 2113	6
Orientation	LLS 1311	1
Health, Physical Education, and Recreation	HPR 1213, 1313, 2213	9
Electives		19

## PRE-HISTORY, POLITICAL SCIENCE

Advisor: Merrielyn Ginn

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science		8
Humanities	History Sequences	12
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSC 1113, elective	6
Orientation	LLS 1311	1
Literature	ENG 2423, 2433	6
Foreign Language		6
Electives		10

## PRE-HOSPITALITY MANAGEMENT, HOTEL, RESTAURANT, AND TOURISM

Advisor: Pat Young

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science		8
Humanities		6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, SOC 2113	6
Orientation	LLS 1311	1
Accounting	ACC 1213	3
Literature	ENG 2423 or 2433	3
Electives		22

## PRE-LIBRARY AND INFORMATION SCIENCE

Advisor: Natalie McMahon

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science		8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, EPY 2533, elective	9
Orientation	LLS 1311	1
Literature	ENG 2423 or 2433	3
Electives		22

## PRE-MUSIC

Advisor: Dr. Andrew Dale, Joe Elliott, Clay Whittington

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science		8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, elective	6
Orientation	LLS 1311	1
Music Foundations	MUS 1123, 1211, 1213, 1221, 1223	11
Music Applied	MUA major	8
Music Applied (Piano)	MUA 1511, 1521, 2511, 2521	4
Music Organizations	MUO ensemble	4
Literature	ENG 2423 or 2433	3

## PRE-NURSING (BACHELOR)

Advisor: Carla Griffin

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313, 2323	6
Speech	SPT 1113	3
Laboratory Science	BIO 1134, 2511, 2513, 2521, 2523, 2921, 2923	16
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, SOC 2113	6
Orientation	LLS 1311	1
Nutrition	BIO 1613 or FCS 1253	3
Literature	ENG 2423 or 2433	3
Electives		11

## PRE-OCCUPATIONAL THERAPY

Advisor: Karen May

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313, 2323	6
Speech	SPT 1113	3
Laboratory Science	BIO 1134, 1144, 2511, 2513, 2521, 2523	16
Humanities		6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	EPY 2513, 2533, PSY 1513, electives	15
Orientation	LLS 1311	1
Chemistry	CHE 1213, 1211	4
Physics	PHY 2414	4

**PRE-PARALEGAL**  
Advisor: Pat Young

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science	BIO 1134, 1144	8
Humanities		6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, SOC 2113 or GEO 1113	6
Orientation	LLS 1311	1
Business	BAD 2413	3
Literature	ENG 2423 or 2433	3
Foreign Language		6
Electives		16

**PRE-PHARMACEUTICAL SCIENCES**  
Advisor: Pete Ferguson

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1613, 2323	6
Speech	SPT 1113	3
Laboratory Science	BIO 1134, 1144	8
Humanities		6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	ECO 2123, electives	9
Orientation	LLS 1311	1
Chemistry	CHE 1211, 1213, 1221, 1223, 2422, 2423, 2432, 2433	18
Physics	PHY 2414, 2424	8



## PRE-PHYSICS

Advisor: Dr. James Stephens

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1613, 1623, 2613, 2623, 2913	15
Speech	SPT 1113	3
Laboratory Science	PHY 2515, 2525	10
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science		6
Orientation	LLS 1311	1
Chemistry	CHE 1211, 1213, 1221, 1223	8
Computer Science	CSC 2134	4
Literature	ENG 2423 or 2433	3

## PRE-SOCIAL WORK, SOCIOLOGY

Advisor: Susan Hedges

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science		8
Humanities	History Sequence	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSC 1113, PSY 1513, SOC 2113	6
Orientation	LLS 1311	1
Literature	ENG 2423 or 2433	3
Social Work	SWK 1113	3
Electives		19

# TECHNICAL PROGRAMS OF STUDY

## ASSOCIATE DEGREE NURSING PROGRAM

**Director: Melissa Temple**

**Advisors: Cathy Andrews, Tanya Boyd, Roseveller Conerly, Nona Deer, Stephanie Greer, Alecia Hollis, Darlene Lindsey, Suzonne McLean, Erica Myers, Dewanna Rand-Achord, Kim Smith, Dianne Wilkinson, Shellah Young**

The Associate Degree Nursing (ADN) program is designed to provide educational opportunities to qualified students utilizing a curriculum that is designed to prepare graduates who are competent to function as entry level registered nurses. The program helps to meet the expanding and ever changing health care needs of the community by providing graduates who are prepared to practice as a professional member of the interdisciplinary health care team providing safe client-centered care with critical thinking, innovation, and adaptability in a variety of health care settings. The curriculum includes a balance of general education, current nursing theory, clinical, and laboratory experience. Graduates receive an Associate of Applied Science degree, and those that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). The State Board of Nursing may deny any application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in application process, or addiction to alcohol or other drugs. The ADN program is accredited by the Board of Trustees of State Institutions of Higher Learning, 3825 Ridgewood Road, P.O. Box 2336, Jackson, MS 39211, Phone: (601) 432-6501; and the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 500, Atlanta, GA, 30326, Phone (404) 975-5000.

### MISSION

The Associate Degree Nursing (ADN) program supports the mission and goals of the college. The ADN program is designed to provide educational opportunities to qualified students for a career as registered nurses, thereby helping to meet the expanding healthcare needs of the community. Our goal is to prepare individuals to give client care in beginning staff level positions as providers of care, managers of care, and members within the discipline of nursing and interdisciplinary team.

### ADMISSION CRITERIA:

1. Apply for regular admission and be accepted by SMCC, Admissions Office, 1156 College Drive, Summit, MS 39666.
2. Submit an application to the ADN Division, 1156 College Drive, Summit, MS, 39666, via notarized application.
3. Submit official transcripts from high school, GED, and/or college for all colleges courses attempted to SMCC Admissions Office.
4. An ACT composite score of at least 18 and grade point average (GPA) of 2.00 is required. All students are required to complete eleven (11) hours of prerequisite college work with a grade of C or better:
  - A. BIO 2511/2513 (Anatomy & Physiology I),
  - B. BIO 2521/2523 (Anatomy & Physiology II),
  - C. MAT 1313 (College Algebra) or higher math course

5. Complete the Test of Essential Academic Skills (TEAS) assessment test. The cost, date, time and place of testing can be located at [www.atitesting.com](http://www.atitesting.com). A copy of TEAS scores must be submitted with application. All students are responsible for ensuring that all information pertaining to the admission process is completed by the designated application deadline

#### **APPLICATION DEADLINES:**

Fall Semester – March 1st

Spring Semester – October 1st

#### **ACCEPTANCE CRITERIA:**

To be considered for acceptance into the ADN program, the applicant's file in the ADN Office must be complete. Qualified applicants will be considered by the admissions committee on a competitive basis using the following criteria:

- GPA of prerequisite courses
- ACT composite score
- TEAS score
- Number of prerequisites taken at SMCC
- Residency
- Students who are entering a nursing program for the first time

Students who have an ACT score of 21 or higher, 3.00 GPA on prerequisite courses, and have met all admission requirements may be considered for early admission. Enrollment in any given class is limited, and therefore selection for each class is based on available space, completion of admission requirements, and meeting the prioritized acceptance criteria. **Completion of the application process and course work does not in itself guarantee admission to the ADN program.**

Criminal background checks including fingerprinting (MS Code Section 43-11-13[5][6][iii]) may deny students access to clinical agencies and disqualify the student from participation in the program.

Students selected for admission into the ADN program must submit proof of the following items: physical examination; two Measles, Mumps, Rubella (MMR) vaccinations or positive MMR titer; two Varicella (chicken pox) vaccinations or positive Varicella titer; TB skin tests (two-step); negative drug screen as specified by the ADN Division; Hepatitis B Vaccine or signed declination statement; and a current American Heart Association Health Care Provider Course. All items should remain current for the full school year (August – May). Students admitted to any nursing courses must adhere to the current catalog policies and the ADN program of study.

Within two weeks following written notification of the applicant's admission status, the applicant must present the signed notification letter to the ADN Admission Committee declaring intent to enter the next scheduled class. Failure to comply with this requirement negates the applicant's priority status and vacancies will be filled based on available class slots using the acceptance criteria.

#### **PROMOTION POLICIES:**

In addition to the college probation and suspension policy, a grade point average of 2.0 in each course in nursing is required. A student must maintain a "C" or better average in each nursing course and make a minimum score of 90 on a dosage calculation test in each nursing course, make a minimum score of 78 on a skills proficiency test in each nursing course, and pass all clinical skills in order to continue in the program. Students must make a "C" or better in Microbiology (BIO 2923, BIO 2921) to progress to NUR 2115-2125. Clinical testing or dismissal from the program may occur at any time during a nursing course when a critical criterion has been violated as outlined in the

ADN Student Policy Handbook. A failure in clinical testing constitutes an “F” for that course. A student enrolled in nursing is required to be full-time (12 semester hours) for each semester of nursing.

Students wishing to apply for readmission to the program should do so no later than one year from the last course successfully completed. Readmission is considered on a competitive basis and space availability for that course. Students are not allowed readmission into LPN to RN Transition (NUR 1316).

The nursing faculty reserve the right to admit and retain only those students who demonstrate physiological and psychological evidence of performing safe acts of nursing (see core performance standards posted on nursing webpage at [www.smcc.edu](http://www.smcc.edu)).

### **TRANSFER/READMISSION POLICY:**

Acceptance of transfer credit or readmission to the program is based on the ADN policies related to transfer and readmission and is determined on an individual basis and space availability. The transfer/readmission policy is available upon request and can be found on the nursing webpage at [www.smcc.edu](http://www.smcc.edu). Students are responsible for providing the necessary materials by the deadline for evaluation by the nursing admission committee and director. Students readmitted to any nursing course must adhere to the current catalog policies and the ADN program of study for the year readmitted.

### **FEES AND EXPENSES**

The regular college fees are listed on the college’s website. There are additional costs specific to the ADN Division. These additional costs are estimated only and are subject to change.

Books/Online Resources .....	\$ 1,500.00
Uniforms and Accessories .....	\$ 300.00
Pin/Pictures .....	\$ 150.00
Transportation to clinical (approximate cost per month) .....	\$ 80.00
Clinical Experiences (overnight stay, meals) .....	\$ 300.00
Laboratory Fees (per semester) .....	\$ 375.00
Malpractice Insurance (\$15 per year) .....	\$ 30.00
Assessment Tests .....	\$ 450.00
CPR, Health Requirements, Criminal Background Check .....	\$ 475.00
State Board Licensure Exam .....	\$ 300.00
Drug Testing Fee.....	\$ 70.00
Organizational Dues .....	\$ 20.00

### **Prerequisite Courses**

Anatomy & Physiology	BIO 2511, 2513, 2521, 2523	8
Mathematics-College Algebra	MAT 1313 or higher	3

### Curriculum

English Composition I	ENG 1113	3
Speech	SPT 1113	3
Microbiology*	BIO 2921, 2923	4
Humanities/Fine Arts**		3
Social Science	PSY 1513, SOC 2113	6
Orientation	LLS 1311	1
Nursing	NUR 1119, 1215, 1225, 2115, 2125, 2215, 2225	39

### LPN to RN Bridge Option

English Composition I	ENG 1113	3
Speech	SPT 1113	3
Microbiology*	BIO 2921, 2923	4
Humanities/Fine Arts**		3
Social Science	PSY 1513, SOC 2113	6
Orientation	LLS 1311	1
Nursing***	NUR 1316, 1225, 2115, 2125, 2215, 2225	39

Total Semester Hours = 70

\*BIO 2921, BIO 2923 are prerequisites to NUR 2115, 2125.

\*\*Humanities/Fine Arts elective may be selected from history, literature, foreign language, philosophy, music appreciation, art appreciation, or English Composition II.

\*\*\*The student must also seek credit for 13 credit hours through the Registrar's office in order to meet the 19 credit hour requirement for the first year of associate degree nursing program.

# CAREER-TECHNICAL EDUCATION

**Vice-President: Jeremy Smith**

Career-technical programs are designed for persons who are preparing to seek employment after completion of the program. Persons who plan to transfer to a four-year institution should request that the senior institution evaluate those technical courses to determine whether they would be accepted for transfer.

Special courses will be offered when the demand and interest are shown for such courses. Evening class will be offered in any of the technical courses when it becomes evident that there is sufficient demand (minimum of 10 students). In the event of updates and changes in the curriculum, the student's advisor will make the necessary schedule changes.

## **Related Studies Lab**

The objective of the Related Studies Lab is to enable students to overcome academic deficiencies in the basic skills of reading vocabulary and comprehension, arithmetic, and language arts. Career and technical students who indicate a low proficiency score are encouraged to attend the Related Studies Lab a minimum of three hours per week in the area(s) as indicated by the test. Because this is an individualized, self-paced program, students may not be required to attend the lab a full term but only until minimum proficiency is achieved.

## TECHNICAL PROGRAMS

### AUTOMOTIVE TECHNOLOGY

The postsecondary Automobile Technology instructional program prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instructions is included in the diagnosis and repair of engines, fuel, electrical, cooling, brake, driver train, air conditioning, and suspension systems. Instruction is given in repair of individual components such as transmissions, engines, and suspension with computerized information systems.

An Associate of Applied Science degree can be obtained after successful completion of two years.

**ADMISSION REQUIREMENTS:** In addition to the general requirements, priority admission is granted to those applicants whose ACT scores show a composite score of 16 or higher, or an average of 40 on the ASSET test.

### BUSINESS AND OFFICE RELATED TECHNOLOGY

The Business and Office program includes a basic core of courses designed to prepare a student for a variety of entry-level positions through the following areas of concentrations: Accounting Technology, Health-Care Data Technology, Microcomputer Technology, and Office Systems Technology. Students have the opportunity to join Phi Beta Lambda, a professional student organization.

**ADMISSION REQUIREMENTS:** Priority will be given to students that have a minimum of 16 on the ACT or an ASSET score of at least 40. Students must provide counselors or advisors either and ACT score or an ASSET score prior to registration.

Students who lack entry level skills in Math, English, Science, Speech, etc. will be required to take intermediate courses. These courses do not satisfy degree or program requirements.

Prior to enrollment in BOT 1113, students will be required to key straight-copy material at a minimum of 35 GWPM on a five-minute timed writing, with a maximum of one error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013.

Students are required to complete the MS-CPAS-2 (Mississippi-Career Planning and Assessment System-2<sup>nd</sup> revision) upon exiting the BOT program.

## DIESEL EQUIPMENT TECHNOLOGY

The Diesel Equipment Technology Program is an instructional program that provides students with competencies required to maintain and repair a variety of industrial diesel equipment, including agricultural tractors, commercial trucks, and construction equipment. The program includes instruction in inspection, repair, and maintenance of engines, power trains, hydraulic systems, and other components.

The Diesel Equipment Technology Program is an articulated two-year certificate or technical program designed to provide advanced skills to its students. An Associate of Applied Science Degree is awarded upon successful completion of the two-year program and a certificate is awarded upon successful completion of the first year. The curriculum for Diesel Equipment Technology is based upon the ASE Certification for Medium/Heavy Truck Technician Training Programs.

**ADMISSION REQUIREMENTS:** In addition to the general requirements, priority admission is granted to those applications whose ACT scores show a composite score of 16 or higher, or an average of 40 on the ASSET Test.

## EARLY CHILDHOOD EDUCATION TECHNOLOGY

The program provides preparation for paid employment in occupations in child care and guidance at entry, assistant, and management levels. Instructional programs include classroom instruction and supervised laboratory or work experience. Students should develop competencies which enable them to provide services, to teach, and to guide preschool children as related to various child care occupations. Included is the study of child growth and development, learning experiences for children, behavior guidance, health/nutrition and safety, program planning and management, parent/child/center relationships, child abuse and neglect, regulations and policies relating to child care services—interpersonal relationships and laws, and physical motor development/activity. Jobs are available for workers in public, private, or parochial child care programs, including those in industrial/institutional and family day care centers, other institutions which serve children of all socio-economic levels and abilities—recreational centers, and the home as foster care parents. Job titles include, but are not limited to child care services manager, preschool teacher, child caregiver, family day care provider, nanny professional, home visitor,

foster care parent, and after school caregiver. An Associate of Applied Science degree can be obtained after successful completion of the two-year program.

**ADMISSIONS REQUIREMENT:** In addition to the general requirements for technical programs, the following are additional requirements for priority admission to the Child Development Technology program:

1. ACT composite score of 16 or an average of 40 on the ASSET Test.
2. Completed program application.
3. Personal interview with the selection committee.
4. Form 121 from the Health Department and background check.

**FEES AND EXPENSES:** The regular college fees are listed on the college's website. These are additional costs specific to the Early Childhood Education Technology program. These additional costs are an estimate only and are subject to change.

Books	\$ 800.00
CPR Certification	\$ 20.00
Uniform and Accessories	\$ 32.00

## ELECTRICAL TECHNOLOGY

The postsecondary Electrical Technology program prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electric-wiring and D.C. and A>C> motors, controls, and electrical-distribution panels. Instruction in the use of test equipment is included. An Associate of Applied Science degree is awarded upon successful completion of the two-year program.

**ADMISSION REQUIREMENTS:** In addition to the general requirements for technical programs, students should have an ACT composite score of 16 or above and an ACT math score of 16 or above.

## HEALTH INFORMATION TECHNOLOGY

The Health Information Technology program is a two-year technical program leading to an Associate of Applied Science degree designed to train health information professionals with the knowledge and skills to process, analyze, disseminate, and maintain health care information. A career as a health information professional offers a unique opportunity to combine an interest in health information, business, and computer information science. Health Information Technology professionals are responsible for maintaining components of health information systems consistent with the medical, legal, accreditation, and regulatory requirements of the health care delivery system.

Health Information Technology graduates are employed in hospitals, as well as in other healthcare settings, including public/private health agencies, mental health facilities, long-term care, ambulatory care, state and federal health agencies, physician practices and home health agencies.



The HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The Health Information Technology program prepares graduates to write the national accreditation examination for the Registered Health Information Technician (RHIT).

**ADMISSION REQUIREMENTS:** Priority is given to applicants with an ACT Composite of 16 or higher (or an equivalent score on the ASSET test). Applicants must fill out a program application. Students are admitted on a first-come, first-served basis of qualified applicants.

## **INFORMATION SYSTEMS TECHNOLOGY-COMPUTER NETWORK TECHNOLOGY**

The Computer Networking Technology option offers training in telecommunications, network technologies, administration, maintenance, operating systems and network planning, and implementation. Computer Networking graduates will have opportunities for employment as computer support specialists, network technicians, and network managers or administrators.

**ADMISSION REQUIREMENTS:** Priority admission is granted to those applicants whose ACT scores show a composite score of 16 or higher. Equivalent ASSET scores will be accepted. Students who do not meet the requirement must take IST 1113 in addition to the required coursework.

In order to avoid confusion, it is recommended that applicants consult with the advisor of this program for pre-scheduling. The maximum number of students shall be limited to twenty.

**ADDITIONAL FEE:** The regular college fees are listed on the college's website. There is an estimated additional fee of \$253.00 for the CompTIA Network+ Certification.

## **MARKETING MANAGEMENT**

The Marketing Management program of study prepares the graduate for a career in sales, advertising, management, public relations, merchandising, and buying. A combination of class work and practical experience gives students the opportunity to acquire the background and skills necessary to enter the business and community workforce in positions leading to the mid-management level and higher.

**Career Opportunities:** Professional Sales, Public Relations, Advertising, Human Resource Management, Buyer, Retail Management, Merchandising, Marketing, E-Commerce, Management, Marketing Research, and Entrepreneur/Business Owner.

**ADMISSION REQUIREMENTS:** In addition to the general admission requirements, priority will be given to students who have a minimum of 16 composite score on the ACT or equivalent ASSET score. All applicants must present documentation of their ACT scores.

## **OCCUPATIONAL SAFETY AND HEALTH**

Occupational Safety and Health technicians, also known as safety and health practitioners or occupational health and safety inspectors, help prevent harm to workers, property, the environment, and the general public. They promote occupational health and safety within organizations by advising management on how to increase worker productivity through raising morale and reducing absenteeism, turnover, and equipment downtime while securing savings on insurance premiums, workers' compensation benefits, and litigation expenses.

**ADMISSION REQUIREMENTS:** In addition to the general requirements, priority admission is granted to those applicants whose ACT scores show a composite score of 16 or higher, or an average of 40 on the ASSET Test.

## **PROCESS OPERATIONS TECHNOLOGY**

The Process Operations Technology programs prepare technicians for employment in the diverse field of process operations in petroleum refineries, power generation facilities, pharmaceutical plants, chemical plants, waste water treatment plants, food and beverage process plants, offshore oil production facilities and a host of other industries. Individuals currently employed as process operations technicians will enhance their ability to perform their duties and increase opportunities to advance.

This curriculum leads to an Associate of Applied Science degree in Process Operations Technology. Graduates are prepared for entry-level positions at any processing facility. They will have acquired the basic technical skills in equipment and systems and have a broadened vocabulary to make the job-specific learning less difficult. They will also process team-building skills, safety awareness, environmental awareness, communication skills, and computer skills that are critical in the workplace. They will have a working knowledge of state and federal regulations on safety and the environment. Through an internship program, students have the opportunity to work in a position related to process technology during which they will receive work-related application of their classroom training.

**ADMISSION REQUIREMENTS:** In addition to the general requirements for technical programs, the following are additional requirements for the process operation technology programs. Students should have a composite ACT score of 18 and a math score of 18 or higher, or an average of 42 on the ASSET Test. Applicants who do not meet minimum qualifications will be considered for admission on an individual basis.

**FEES AND EXPENSES:** Regular college fees are listed on the college's website. There are additional costs specific to the Process Operation Technology program. These additional costs are estimates only and are subject to change.

## **WELL CONSTRUCTION TECHNOLOGY**

The Well Construction Technology Program provides classroom and laboratory instruction in the use of rotary drilling and related equipment used in drilling for water, petroleum, and environmental/geo-technical operations. Classroom study covers the rotary rig, power equipment, mechanical maintenance, drilling fluids, hydraulics, and other areas associated with well drilling operations. Laboratory instruction includes hands-on operation of various types of wells. Included are basic welding, machine shop operations, hydraulics, and basic industrial electricity.

Graduates of the Well Construction Technology Program are awarded an Associate of Applied Science degree upon successful completion of the two-year program. Successful graduates are eligible to apply for examination for certification from the National Ground Water Association certification (NGWA). After one year of experience, Well Drilling Operations Technicians are eligible to apply for a Mississippi Water Well Contractor's License. Employment opportunities for

technicians may exist in firms specializing in drilling for water, petroleum, environmental, and geo-technical operations.

**ADMISSIONS REQUIREMENTS:** In addition to the general requirements, priority admission is granted to those applicants whose ACT scores show a composite score of 16 or higher, or an average of 40 on the ASSET Test.

**ADDITIONAL FEE:** The regular college fees are listed on the college's website. There are additional fees specific to the Well Construction Technology program. These additional fees are estimates only and are subject to change.

First Year-National Drilling Association Drilling Safety Certification-\$200.00.

Second Year: National Drilling Association Groundwater Knowledge Certification-\$200.00

## **CAREER PROGRAMS**

### **RESIDENTIAL CARPENTRY**

Residential Carpentry is an instructional program designed to prepare students for every level into the residential carpentry trade. The residential carpentry program offers learning experiences in blueprint reading, estimating, building, installing, and repairing structural units.

A one-year certificate will be awarded to a student who successfully completes the required program of study.

**ADMISSION REQUIREMENTS:** In addition to the general requirements, priority admission is granted to those applicants whose ACT scores show a composite score of 14 or higher or an average of 36 on the ASSET Test.

### **COMMERCIAL TRUCK DRIVING**

The Commercial Truck Driving program provides classroom and hands-on instruction and training in the operation of commercial vehicles, both straight and combination. Classroom studies cover introductions for commercial vehicles, hazardous materials, general knowledge, combination vehicles, air brakes, cargo security, DOT regulations, logbook and map reading. Hands-on training consists of learning pre-trip, during trip, and post-trip inspection. Training also consists of learning to drive commercial vehicles safely on all types of highways and streets.

Commercial Truck Driving as an eight-week program. Normal class hours are 8:00 a.m.- 3:30 p.m., Monday – Friday.

#### **ADMISSION REQUIREMENTS:**

1. Must be at least 21 years of age upon completion of the program
2. Must hold a valid Driver's License
3. Must meet general admission requirements for the college
4. Must complete a Truck Driving program application
5. Must provide an official copy of driving record detailing:

- a. No more than 1 speeding ticket in the last 3 years
  - b. No reckless driving tickets in the last 3 years
  - c. No DUI's in the last 10 years
  - d. No more than 2 accidents in the last 3 years
6. Must provide a copy of a recent DOT Physical with Drug Screen detailing you are:
  - a. Physically and mentally competent
  - b. Drug-Free
7. Must have a high school diploma or GED, or meet the Ability to Benefit ASSET scores
8. Must be able to drive a manual transmission vehicle
9. Must attend an interview
10. Must be recommended by the WIN Job Center selection committee if WIA funded
11. Must get a Background check if accepted into the program

## COSMETOLOGY

Cosmetology is a twelve-month program of study designed to prepare the student to care for the hair, complexion, and hands by giving shampoos, rinse, and scalp treatments; styling, setting, cutting, dyeing, tinting, permanent waving, and bleaching hair; giving facials, manicures, and hand and arm massages, with emphasis on hygiene, sanitation, customer relations, and salon management.

The curriculum is designed to comply with the standard of the State Board for Cosmetology and the requirement for 1500 contact hours for students. Students are required to receive 230 hours of theory (a minimum of six hours per week) throughout the entire period of instructions, conducted in a separate classroom by a licensed instructor. 1200 hour of supervised skill training and clinic work, and seventy hours assigned at the instructor's discretion as needs of individual students dictate. Successful completion of the cosmetology program entitles students to a Cosmetology Certificate and qualifies them for licensing examinations as cosmetologists, estheticians, manicurists, or wig specialists conducted by the State Cosmetology Board. The State Board for Cosmetology requires students to score 85 percent in each course to pass. Students who do not maintain this grade in each course will not be allowed to register the following semester.

The cosmetology curriculum is taught in a modular format. Although courses will all be completed within the semester indicated, some courses within a semester are prerequisite to other courses within the same semester.

### ADMISSION REQUIREMENTS:

1. The student must complete regular admission to the College. (Application is sent to the Registrar's Office.)
2. The student must apply to the Cosmetology Department. (Applications are obtained from and returned to the Cosmetology Department.)
3. A minimum TABE score of 10 or ACT composite score of 14 is required.
4. Qualified applicants are considered in May of each year for acceptance into the Cosmetology Program. (Application should be submitted prior to April of each year.)

**FEES AND EXPENSES:** Regular college fees are listed in the college's website. The following fees are specific to the Cosmetology program. All fees are subject to change without notice. Cosmetology Kit - \$700 and Books - \$200.

## HEATING AND AIR CONDITIONING

This is a two-year program designed to prepare the student with employable skills in the craft of heating and air conditioning. A two-year certificate will be awarded to a student who successfully completes the two-year program.

It is comprised of both classroom instruction and laboratory experiments with students receiving training in welding, the laws of refrigeration, the basic refrigeration cycle, the purpose and operation of compressors, condensers, evaporators, metering devices, and oil coolers. The student learns how to troubleshoot, repair, and install all types of domestic and commercial refrigeration and heating systems. Also, he/she learns to estimate heating and cooling loads, to give job estimates, to care for tools and equipment, and to set up a service shop and safety.

**ADMISSION REQUIREMENTS:** In addition to the general requirements, priority admission is granted to those applicants whose ACT scores show a composite score of 14 or higher or an average of 36 on the ASSET Test.

## MASSAGE THERAPY

The Massage Therapy curriculum is designed to offer basic training in anatomy, physiology, and kinesiology of the human body. Basic technique modalities include Swedish, Deep Tissue, Chair Massage, Reflexology, Shiatsu, Neuro-muscular, Pre-Natal, and Sports Massage. This program is approved and licensed by the Mississippi State Board of Massage Therapy; License #0508. Please be advised that students must pass a Mississippi state board approved licensure examination in order to practice massage therapy. Completion of this program does not assure passage of the exam nor does it authorize graduates to practice massage therapy.

### ADMISSIONS REQUIREMENT:

1. An official transcript verifying completion of the twelfth grade from an accredited high school or GED equivalent.
2. Completion of Southwest Mississippi Community College admission requirements.
3. An application for admission to the massage therapy program.
4. Minimum ACT of 17 (composite) with at least 14 in Math, Reading and Science or ASSET equivalent of 41.
5. Prospective students must be 18 years of age to apply for the program.

**FEES AND EXPENSES:** Additional fees are required and these fees are subject to change at any time.

Books	\$450.00
Uniform Scrubs	\$125.00
Sheets	4 Sets Twin Sheets
Oils	\$20.00-30.00

State Certification Exam	\$195.00
CPR/1 <sup>st</sup> Aid	\$62.00

## NURSE ASSISTANT/HEALTH CARE ASSISTANT

The Nursing Assistant program prepares the individual to provide direct basic nursing care to clients/residents/patients in prescribed settings under the supervision of a licensed nurse. Inclusive in the nursing assistant title are: Homemaker, Home Health Aide, and Nursing Assistant.

Graduates of the one-semester program will be awarded a completion certificate and may apply for certification by taking and passing the National Nurse Aide Assessment Program (NNAAP) Examination.

A minimum grade of 75 percent is required in each course. Students who do not maintain this grade in each course are dismissed from the program.

**ADMISSION REQUIREMENTS:** In addition to regular college admission requirements, the minimum admission criteria for the Nurse Assistant program are as follows:

1. Student must have a high school diploma or GED certificate.
2. Student must have an ACT score of 14 or above, or must have a TABE score of 10 or above.
3. Student must turn in an application for admission to the Nurse Assistant Program
4. Student must complete SMCC Admissions requirements.
5. Student must sign a healthcare criminal history background affidavit.

### AFTER ADMISSION AND PRIOR TO CLINICALS REQUIREMENTS:

1. Fingerprinting and official background check at the student's expense.
2. There are convictions that will prevent an individual being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the CNA program.
3. Mississippi law now requires healthcare professionals or Career-Technical students enrolled in programs whose primary purpose is to prepare professionals to render patient care services, submit to criminal background checks and fingerprinting prior to beginning any clinical rotation in a licensed healthcare entity. If such fingerprinting or criminal background checks of the student discloses a felony conviction, guilty plea, or pleas of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-31-3(I), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be admitted to such health programs of study or will not be eligible to participate in the clinical training phases of their healthcare program shall be voided if the student receives a disqualifying criminal record program shall

be voided if the student receives a disqualifying criminal record check; therefore, the student will be dismissed for the nursing assistant program.

**FEES AND EXPENSES:** The regular college fees are listed on the college's website. There are additional costs specific to the Nurse Assistant program. These additional costs are an estimate only and are subject to change.

Books	\$200.00
Uniform/Shoes	\$150.00
Accessories/Supplies	\$150.00
Written & Skills Test for Certification	\$101.00
Immunizations	\$100.00
CPR	\$45.00
Background Check	\$50.00
Drug Test	\$65.00

## PRACTICAL NURSING

The Practical Nursing program prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences; and of nursing procedures which do not require the skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist.

Students that complete the program requirements, three semesters, as identified by the Mississippi Department of Education, will be eligible to apply for LPN licensure. The graduate the program functions as a provider of care and a member of a profession. This curriculum references the Client Needs Categories from the Test Plan for the National Council Licensure Examination for Licensed Practical/Vocational Nurses®.

**LEGAL LIMITATIONS FOR LICENSURE:** Information related to applying for licensure to practice as a Licensed Practical Nurse, upon completion of the Practical Nursing Program, is contained in the Administrative Code Mississippi Board of Nursing, August 12, 2011. The authority of the Mississippi Board of Nursing is to promulgate rules and regulations for the licensure of registered nurses, advanced practice registered nurses, licensed practical nurses, expanded role licensed practical nurses and certified clinical hemodialysis technicians as provided for in the laws of the Miss. Code Ann Section 73-15-17(a) & 73-15-101.

The Mississippi Board of Nursing is a consumer protection agency with the authority to regulate the practice of nursing through licensure as provided for by Miss. Code Ann of 1972, Annotated, Title 73, Chapter 15. This regulatory board is responsible for the quality of nursing care rendered by the practitioners of nursing to the consumers of health care. Source: Miss. Code Ann., Section 73-15-17 (1972, as amended).

**REQUIREMENTS FOR EXAMINATION APPLICANTS FROM STATE-ACCREDITED MISSISSIPPI PROGRAMS:** Applicants from state accredited Mississippi programs shall be eligible to qualify for licensure by examination and must:

1. Submit an official transcript to the board from a state accredited Mississippi nursing program showing successful completion of such program;
2. Submit official documentation of eligibility for graduation to the board if applicant has met all requirements for graduation, but degree has not been formally conferred. Applicant must submit an official transcript within 30 days after the degree is conferred. Failure to submit such transcript shall result in the voiding of the license;
3. Comply with criminal background checks and fingerprinting in accordance with Miss. Code Ann, Section 73-15-19 (I) and 73-15-21(I);
4. Submit completed board-approved application, including the notarized authorization to release information form;
5. Pay required nonrefundable application fee upon submission of application to the board;
6. Submit the application by deadline dates established by the board;
7. Register for the examination with the designated testing service; and
8. Pay required fee upon examination registration in the designated testing service.

Source: Miss. Code Ann, Section 75-15-17 (1972, as amended)

**ADMISSION CRITERIA:** In addition to regular college admission requirements, the minimum admission criteria for entrance into the Practical Nursing Program are as follows:

1. Students must have an ACT composite score of 18 with a 17 or higher in math and reading or an equivalent score of 40 or more in Reading and Math on the ASSET Test.
2. Student must pass all four pre-LPN courses and must score a 2.0 or better in three of their four classes to be eligible for admission: BIO 1513, BIO 1613, TAH 1113, and CTE 1113 or have approved substantial equivalents\*\*. BIO 2513/2511 or BIO 2523/2521 replaces BIO 1513, and MAT 1313 replaces CTE 1113. Nutrition and Medical Terminology substantial equivalents require course content review and approval from the PN Director.

\*\*Any substantial equivalent being considered must have been completed within the last five years with a grade of C or better.

**ACCEPTANCE CRITERIA:** The admission process is competitive and completion of application is not a guarantee of admission. Specific areas that are evaluated include ACT or ASSET equivalent scores, previous academic course work, and timely submission of all required documents. Priority admission to the LPN program will be granted to applicants who are in-district residents or SMCC students at the time of pre-scheduling.

Applicants are notified by letter of conditional acceptance or non-acceptance into the PN Program. Applicants who are conditionally accepted must comply with all preadmission and preclinical requirements in order to preserve a place in class. Academic and career counseling is available for applicants who are not accepted into the SMCC PN Program.



**PRE-ADMISSION REQUIREMENTS:** Students will be conditionally admitted to the LPN program based on their GPA average in all four prerequisite classes. Students must pass all four classes and must score a 2.0 or better in three or their four classes to be eligible for admission. Upon completion of the prerequisite requirements, the student applicant must fulfill the following noted requirements:

- Freshman orientation AND Practical Nursing orientation session
- Complete physical using SMCC PN Program Physical Exam Form
- Current Mantoux 2-step TB skin test (if done annually, need yearly results for the last two years)
- Evidence of 2 immunizations of MMR (measles, mumps, rubella)
- Positive varicella titer or proof of varicella vaccinations or signed declination
- Hepatitis immunizations or signed declination
- VDRL (with results)
- Copy of current immunization record (Form 121)
- Current CPR card—Health Care Provider through the American Heart Association

**AFTER ADMISSION AND PRIOR TO CLINICALS REQUIREMENT:** Fingerprinting and official background check at the expense of the student.

There are convictions that will prevent an individual being eligible to participate in clinical experiences. If a student is unable to participate in clinical experiences, he/she will be dismissed from the PN program.

Mississippi Law now requires healthcare professionals or Career-Technical Education students enrolled in programs whose primary purpose is to prepare professionals to render patient care services, submit to criminal background checks, and fingerprinting prior to beginning any clinical rotation in a licensed healthcare entity. If such fingerprinting or criminal background checks of the student discloses a felony conviction, guilty plea or pleas of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-31-3 (I), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault or felonious abuse and/or battery of a vulnerable adult which has not been reversed on appeal or for which a pardon has not been granted, the student shall not be admitted to such health program of study or will not be eligible to participate in clinical training in a licensed entity. The student's eligibility to participate in the clinical training phase of their healthcare program shall be voided if the student receives a disqualifying criminal record check; therefore, the student will be dismissed from the nursing program.

**READMISSION POLICY:**

1. Readmission of a student, regardless of reason for withdrawal or failure, is dependent on letter(s) of recommendation, approval of the Practical Nursing Director and available space in the program. Student must be free from any college restrictions.

2. A student may be approved for one program readmission based on the recommendation by an instructor(s) and review by the Practical Nursing Director. Students may apply for a second readmission based on the following criteria: a student who withdraws with an 80% or higher average in theory and clinical performance, and has extenuating circumstances such as personal illness or accident, pregnancy, or family crisis.
3. Requests for readmission are evaluated on an individual basis. A person seeking readmission to the Practical Nursing Program must write a letter of request to the PN Director. The letter of request must include:
  - a. Another complete application and background affidavit
  - b. A request for readmission with the semester and year of anticipated return
  - c. A written statement identifying the reasons that led to failure or withdrawal
  - d. A written "plan of change" if readmitted to the program
4. The PN Director will review the readmission request and interview the student. Student must attend a scheduled interview when requested. Readmission will be denied if a student does not attend a scheduled interview or cancel with (24 hours) notice. The student may be required to take an assessment exam for placement. It may be necessary for courses to be repeated. The PN Director will decide at what point the student will be allowed to enter the program if accepted.
5. Students who have been absent from the program for 12 months or greater may be considered only for readmission as a new student in the first semester of the program.
6. Student may be required to meet additional program requirements necessary to fulfill college policy, program accreditation or clinical affiliation requirements.

**GRADING AND PROGRESSION POLICY:** A minimum of 80 percent is required in each PNV course. Students who do not maintain this grade in each course will not be allowed to register for the next semester.

The ratio of lab hours to lectures for practical nursing is 2 to 1. The ratio of clinical hours to lectures for practical nursing is 3 to 1. NOTE: If necessary, clinical could be scheduled from 3 p.m. until 11 p.m., 7 a.m. until 7 p.m., or on weekends.

Students are admitted on a full-time basis only.

All program policies regarding attendance, curriculum requirements, and behavior must be met for progression.

**FEES AND EXPENSES:** The regular college fees are listed on the college's website. There are additional costs specific to the practical nursing program. These additional costs are an estimate only and are subject to change.

<b>REQUIRED ITEM</b>	<b>COMMENTS</b>	<b>COST</b>
Books	For entire program	750.00
Clinical Required Criminal Background	1 <sup>st</sup> semester fee charge	50.00

Check		
Uniforms (white)	Ordered from specified vendor	175.00
Shoes (clinical white)	Non-specified vendor	65.00
Clinical Equipment	Non-specified vendor	100.00
Red Class Shirt	Specified vendor	20.00
Khaki Pants	Non-specified vendor	30.00
Navy Scrubs (for "in class")	Non-specified vendor	30.00
ATI Testing	1 <sup>st</sup> semester fee charge	600.00
Lab Skills/Supply Kit	Specified vendor	195.00
MS State SNA Membership	Optional (recommended)	25.00
CPR	Must be BLS Healthcare Provider	50.00
Board Review	Optional (recommended)	375.00
MS Board Application Fee	Last semester	60.00
IV Certification Application Fee	Last semester	20.00
MS State Board Background Check	Last semester	75.00
NCLEX (Pearson-Vue) Fee	Last semester	200.00
Physical/Immunizations	Prior to 1 <sup>st</sup> semester	250.00
Drug Screen	1 <sup>st</sup> semester	80.00
Class Pin	Last semester	40.00
Program fees estimate		3190.00*

\* This is in addition to college tuition and fees each semester.

## WELDING AND CUTTING

The Welding, Brazing, and Soldering curriculum is designed to prepare the student for entry-level employment in the field of welding, brazing, and soldering. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Pipe Welding, Plasma Arc Cutting (PAC), Air Carbon Arc Cutting (AAC), Oxyacetylene Welding (OAW) and Brazing, Gas Metal Arc Aluminum Welding (GMAAW) and Gas Tungsten Arc Welding (GTAW).

Upon completion of the one-year program, the student will be awarded a one-year certificate.

**ADDITIONAL FEE:** The regular college fees are listed on the college's website. This additional cost is specific to the Welding and Cutting program. This additional cost is an estimate only and is subject to change. AWS Certification Fee - \$108.00 (\$52.50 per semester)

**ADMISSION REQUIREMENTS:** In addition to the general requirements, priority admission is granted to those applicants whose ACT scores show a composite score of 14 or higher or an average of 36 on the ASSET Test.

# TECHNICAL PROGRAMS OF STUDY

## AUTOMOTIVE TECHNOLOGY

Advisor: Josh Troxler

English Composition I	ENG 1113	3
Mathematics/Science		3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Automotive Technology	ATT 1124, 1214, 1424, 1715, 1811, 1134, 2334, 2434, 2614, 2325, 1314, 2444	47
Approved Electives	ATT, WBL	4

## BUSINESS AND OFFICE RELATED-ACCOUNTING TECHNOLOGY

Advisors: Kathy Boyte, Melissa Campbell, Leeanne Rutland, Dr. Kim Tynes

English Composition I	ENG 1113	3
Mathematics/Science		3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Business Office Technology	BOT 1113, 1133, 1213, 1313, 1713, 1143, 1813, 2413, 2813, 2133, 2323, 2423, 2463, 2473, 2833	45
Accounting	ACC 1213, 1223 or BOT 1433, 1443	6
Career-Tech Education	CTE 2001	1

## BUSINESS AND OFFICE RELATED-HEALTH CARE DATA TECHNOLOGY

Advisors: Kathy Boyte, Melissa Campbell, Leeanne Rutland, Dr. Kim Tynes

English Composition I	ENG 1113	3
Mathematics/Science		3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Business Office Technology	BOT 1113, 1133, 1313, 1413, 1513, 1613, 1623, 1713, 1143, 2413, 2523, 2643, 2653, 2663, 2673, 2743, 2753, 2813	54
Accounting	ACC 1213 or BOT 1433	3
Career-Tech Education	CTE 2001	1

## BUSINESS AND OFFICE RELATED-MICROCOMPUTER TECHNOLOGY

Advisors: Kathy Boyte, Melissa Campbell, Leeanne Rutland, Dr. Kim Tynes

English Composition I	ENG 1113	3
Mathematics/Science		3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Business Office Technology	BOT 1113, 1133, 1213, 1313, 1713, 1123, 1143, 1813, 2413, 2813, 2133, 2323, 2823, 2833	45
Accounting	ACC 1213 or BOT 1433	3
Career-Tech Education	CTE 2001	1
Computer-Related Electives	IST 1113, 1124, approved IST elective	9

## BUSINESS AND OFFICE RELATED-OFFICE SYSTEMS TECHNOLOGY

Advisors: Kathy Boyte, Melissa Campbell, Leeanne Rutland, Dr. Kim Tynes

English Composition I	ENG 1113	3
Mathematics/Science		3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Business Office Technology	BOT 1113, 1123, 1133, 1143, 1213, 1313, 1413, 1513, 1713, 1813, 2413, 2813, 2133, 2323, 2723, 2823, 2833	51
Accounting	ACC 1213 or BOT 1433	3
Career-Tech Education	CTE 2001	1

## DIESEL EQUIPMENT TECHNOLOGY

Advisor: Kevin Bennett

English Composition I	ENG 1113	3
Mathematics/Science		3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Diesel Equipment	DET 1213, 1223, 1263, 1364, 1513, 1614, 1713, 2374, 2253, 2273, 2383, 2623, 2813	42
Electives	DET 1114, 2113, 2523, 291(1-3), 292(1-3), HST 2223	6

## EARLY CHILDHOOD EDUCATION TECHNOLOGY

Advisors: Kim Burkett, Carol Ann McMorris

English Composition I	ENG 1113	3
Mathematics/Science		3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Child Development	CDT 1113, 1214, 1314, 1343, 1224, 1513, 1713, 2714, 2233, 2613, 2915, 2413, 2813, 2925	50
Computer Science Elective		3

## ELECTRICAL TECHNOLOGY

Advisor: Brad Van Norman

English Composition I	ENG 1113	3
Mathematics/Science		3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Electrical Technology	ELT 1113, 1192, 1213, 1123, 1223, 1413, 2613, 2424, 2623	27
Electronics Technology	EET 1114, 1123, 1334	11
Technical Electives	EET 1214, ELT 1133, 291(1-3), HST 2223, 2233, WBL	9
Computer-Related Elective		3

## HEALTH INFORMATION TECHNOLOGY

Advisors: Kristy Artmann, Melissa Cotten

English Composition I	ENG 1113	3
Mathematics/Science	BIO 1511, 1513, 1521, 1523	8
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Health Information	HIT 1114, 1213, 1323, 1413, 2123, 2913, 2133, 2142, 2212, 2423, 2513, 2615, 2523, 2625, 2633, 2713, 2812, 2922	55
Computer Science	CSC 1113 or CSC 1123	3

## INFORMATION SYSTEMS TECHNOLOGY

Advisor: Brian Miller

English Composition I	ENG 1113	3
Mathematics/Science		3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Information Systems	IST 1124, 1134, 1154, 1213, 1143, 1163, 1224, 1244, 1624, 2224, 2434, 2483, 1254, 1643, 2234	55

## MARKETING MANAGEMENT

Advisor: Deanna Martin

English Composition I	ENG 1113	3
Mathematics/Science		3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Marketing Management Technology	MMT 1113, 1753, 2423, 1123, 1313, 1413, 1323, 2513, 2613, 2213, 2233, 2313	36
Business Administration	BAD 2413	3
Computer-Related Elective		3
Career-Tech Education	CTE 2001	1
Accounting Elective		3
Approved Elective		3



## OCCUPATIONAL SAFETY AND HEALTH

Advisor: Mike Flowers

English Composition I	ENG 1113, 1123	6
Mathematics/Science	PHY 2243, 2253, MAT 1313	3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Occupational Safety and Health	HST 1113, 1213, 1313, 1413, 1423, 1513, 2223, 2323, 2433, 2123, 2233, 2523	36
Computer Science	CSC 1113	3
Business Administration	BAD 2413	3
Health, Physical Education, and Recreation	HPR 1213	3
Natural Science Elective		3

## PROCESS OPERATIONS TECHNOLOGY

Advisors: Claude Jefcoat, James McKinley, Jerry Wilkinson, Ed Zumbro

English Composition I	ENG 1113	3
Mathematics/Science		3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Process Operations	PPT 1133, 1424, 1513, 1714, 2113, 1434, 2123, 2613, 2724, 1444, 2154, 2323, 2913	45
Computer Application Elective		3

## WELL CONSTRUCTION TECHNOLOGY

Advisor: Clinton Dunn

English Composition I	ENG 1113	3
Mathematics/Science	MAT 1313, PHY 2243, 2253	3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Well Construction	WCT 1113, 1135, 1613, 1145, 1313, 1513, 2223, 2423, 2433, 2233, 2333	37
Technical Electives	WCT 1123, 291(1-3), WBL	6
Computer Elective		3
Electrical Technology	ELT 1113	3

## CAREER PROGRAMS OF STUDY

### CARPENTRY (RESIDENTIAL)

Advisor: Joe Cornacchione

Orientation	LLS 1311	1
Carpentry	CAV 1116, 1133, 1236, 2133, 1245, 1316, 1413, 1513	35

### COMMERCIAL TRUCK DRIVING

Advisor: Greg Magee

Truck Driving	DTV 1116, 1126, 1137	19
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### COSMETOLOGY

Advisor: Vicky Bales, Madonna Jones

Orientation	LLS 1311	1
Cosmetology	COV 1122, 1245, 1426, 1522, 1622, 1255, 1436, 1532, 1632, 1722, 1263, 1443, 1542, 1642, 1732	46

### HEATING AND AIR CONDITIONING

Advisor: Robert Reid

Orientation	LLS 1311	1
Heating and Air Conditioning	ACT 1003, 1125, 1133, 1713, 1213, 1313, 1813, 2414, 2513, 2624, 2324, 2424, 2433	45
Technical Electives	ATT 2614, DET 2813, ELT 1192, ELT 1113, BOT 1433, ELT 2613, ACT 291(1-3), WBL	9

## MASSAGE THERAPY

Advisor: Teresa Patterson, Cydnee Russell

Orientation	LLS 1311	1
Massage Therapy	MGV 1111, 1214, 1224, 1232, 1281, 1313, 1343, 1244, 1253, 1263, 1272, 1332, 1353, 1511	36

## NURSE ASSISTANT

Advisor: Brenda Burch

Nurse Assistant	HCA 1115, 1125, 1214, 1312	16
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## PRACTICAL NURSING

Advisors: Joice McGowan, Barbara Olander, Karen Stringer, Brenda Wilson

Orientation	LLS 1311	1
Practical Nursing	PNV 1214, 1443, 1524, 1667, 1676, 1715, 1815, 1913	47

## WELDING AND CUTTING

Advisor: Phil Evans

Orientation	LLS 1311	1
Welding and Cutting	WLV 1116, 1162, 1226, 1314, 1124, 1136, 1143, 1171, 1232, 1252	36

# COURSE DESCRIPTIONS

Unless otherwise noted, the credit hours for a course are denoted by the last digit in the course number. For example, ACC 1213 carries three semester credit hours.

## ACCOUNTING (ACC)

**ACC 1213 PRINCIPLES OF ACCOUNTING I** - A study of the financial accounting principles that relate to business. The topics to be covered include the accounting cycle, accounting systems for service and merchandising businesses, assets, liabilities, and equity.

**ACC 1223 PRINCIPLES OF ACCOUNTING II** – Prerequisite: ACC 1213. A continuation of ACC 1213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making.

## ART (ART)

**ART 1113 ART APPRECIATION** - A course designed to provide an understanding and appreciation of the visual arts.

**ART 1313 DRAWING I** – Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation and synthesis of these components to create an organized visual expression. Students will apply overlapping foreshortening and diminished scale. Black and white media will be stressed.

**ART 1323 DRAWING II** – Prerequisite: ART 1313. Continuation of rendering skills introduced in Drawing I with emphasis on color, composition and creative expression.

**ART 1433 DESIGN I** - To provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/ methodology involving black and white design problems which apply principles and elements of visual design.

**ART 1443 DESIGN II** - To provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems.

**ART 1913 ART FOR ELEMENTARY TEACHERS** – Development of essential concepts of children's art education in compliance with the National Standards for Arts Education.

**ART 2513 PAINTING I** - Techniques used in painting media in a variety of subject matter.

**ART 2523 PAINTING II** - Advanced problems in painting media.

## BIOLOGY (BIO)

**BIO 1111 PRINCIPLES OF BIOLOGY I, Laboratory** – Co-requisite: BIO 1113. A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I, Lecture.

**BIO 1113 PRINCIPLES OF BIOLOGY I, Lecture** – Co-requisite: BIO 1111. A lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics.

**BIO 1121 PRINCIPLES OF BIOLOGY II, Laboratory** – Co-requisite: BIO 1123. A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1123 Principles of Biology II, Lecture.

**BIO 1123 PRINCIPLES OF BIOLOGY II, Lecture** – Co-requisite: BIO 1121. A lecture course for non-science majors that emphasize the Survey of the diversity of life, ecology, evolution, and an overview of organ systems.

**BIO 1134 GENERAL BIOLOGY I, Lecture and Laboratory** - A combined lecture and laboratory course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and function, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

**BIO 1144 GENERAL BIOLOGY II, Lecture and Laboratory** - A combined lecture and laboratory course for science majors that reinforces concepts introduced in BIO 1134 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

**BIO 1514 PRINCIPLES OF ANATOMY AND PHYSIOLOGY I, Lecture and Laboratory** – A combined lecture and laboratory course that provides an introduction to the anatomical and physiological study of the human body at the molecular, cellular, tissue, organ, and organ system levels. Organ systems covered in this course are the integumentary, muscular, skeletal and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

**BIO 1524 PRINCIPLES OF ANATOMY AND PHYSIOLOGY II, Lecture and Laboratory** - A combined lecture and laboratory course that provides an introduction to the anatomical and physiological study of human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

**BIO 1613 NUTRITION, Lecture** - A lecture course covering the nutrients required for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and their applications for healthcare providers.

**BIO 2511 ANATOMY AND PHYSIOLOGY I, Laboratory** – Co-requisite: BIO 2513. A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513 Anatomy and Physiology I, Lecture.

**BIO 2513 ANATOMY AND PHYSIOLOGY I, Lecture** – Prerequisite: BIO 1113 or an ACT Reading subscore of 17 or higher. Co-requisite: BIO 2511. A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems.

**BIO 2521 ANATOMY AND PHYSIOLOGY II, Laboratory** – Co-requisite: BIO 2523. A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 Anatomy and Physiology II, Lecture.

**BIO 2523 ANATOMY AND PHYSIOLOGY II, Lecture** – Prerequisite: BIO 2513. Co-requisite: BIO 2521. A lecture course that includes detailed studies of the anatomy and physiology of the human endocrine, cardiovascular, lymphatic, respiratory, digestive, and urinary systems, as well as reproduction and development.

**BIO 2921 MICROBIOLOGY, Laboratory** – Co-requisite: BIO 2923. A laboratory course which provides experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents.

**BIO 2923 MICROBIOLOGY, Lecture** – Prerequisite: BIO 1113 or an ACT Reading subscore of 17 or higher. Co-requisite: BIO 2921. A lecture course providing a comprehensive study of microorganisms to include microbial taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity and other selected applied areas.

## BUSINESS ADMINISTRATION (BAD)

**BAD 1113 INTRODUCTION TO BUSINESS** - This course is designed to introduce students to the basic concepts of business. Students receive instruction regarding the current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers.

**BAD 2323 BUSINESS STATISTICS** – Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Topics include: central tendency and dispersion; probability; binomial, Poisson, and normal distributions; estimation and hypothesis testing.

**BAD 2413 LEGAL ENVIRONMENT OF BUSINESS** – An introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment.

**BAD 2713 PRINCIPLES OF REAL ESTATE** - The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transfer of title, instruments used in transfers, title closing, financing, property management, insuring, and appraising.

**BAD 2723 REAL ESTATE LAW** - Designed to give the student a general background in the law of real property and the law of real estate brokerage.

**BAD 2733 REAL ESTATE FINANCE** – Prerequisite: BAD 2713 or BAD 2723. A study of principles and methods of financing real estate, sources of funds, types and contents of financing instruments, and the role of various institutions, both private and governmental.

**BAD 2743 REAL ESTATE APPRAISAL I** – Prerequisite: BAD 2713 or BAD 2723. An introductory course. Includes purpose of appraisal, methods, and techniques to determine the value of the various types of property. Emphasis on residential and single unit property.

**BAD 2753 REAL ESTATE APPRAISAL II** – Prerequisite: BAD 2743. Emphasis placed on income approaches to real estate valuation.

**BAD 2763 PROPERTY MANAGEMENT** – Prerequisite: BAD 2713 or BAD 2723. This course deals with the nature of real property management. The major functions of property managers are covered including the legal, interpersonal, maintenance, accounting, and administrative functions. Specific practices and problems are covered.

## CHEMISTRY (CHE)

**CHE 1113 CHEMISTRY SURVEY, Lecture** – A basic chemistry lecture course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry.



**CHE 1211 GENERAL CHEMISTRY I, Laboratory** – Co-requisite: CHE 1213. A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Lecture.

**CHE 1213 GENERAL CHEMISTRY I, Lecture** – Prerequisite: ACT Mathematics subscore of 19 or CHE 1113. Co-requisite: CHE 1211. A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth.

**CHE 1221 GENERAL CHEMISTRY II, Laboratory** – Co-requisite: CHE 1223. A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II, Lecture.

**CHE 1223 GENERAL CHEMISTRY II, Lecture** – Co-requisite: CHE 1221. A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry.

**CHE 2422 ORGANIC CHEMISTRY I, Laboratory** – Co-requisite: CHE 2423. A laboratory course that acquaints students with important manipulations and procedures, and the preparation and study of organic compounds being introduced in CHE 2423 Organic Chemistry I, Lecture.

**CHE 2423 ORGANIC CHEMISTRY I, Lecture** – Prerequisite: CHE 1223, 1221. Co-requisite: CHE 2422. A lecture course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms spectroscopy.

**CHE 2432 ORGANIC CHEMISTRY II, Laboratory** – Co-requisite: CHE 2433. A laboratory course that acquaints students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II, Lecture.

**CHE 2433 ORGANIC CHEMISTRY II, Lecture** – Prerequisite: CHE 2423, 2422. Co-requisite: CHE 2432. A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions and their mechanisms.

## COMPUTER SCIENCE (CSC)

**CSC 1113 COMPUTER CONCEPTS** - A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use.

**CSC 1123 COMPUTER APPLICATIONS I** - This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications.

**CSC 2134 PROGRAMMING I with "C++"** – Prerequisite: ACT math score of at least 18 or a grade of C or better in MAT 1233. An introduction to problem solving methods, algorithm development, designing, debugging, and documentation in C++ language with a variety of applications including: I/O statements, arithmetic, logical, conditional, looping, methods/functions, and array processing. (Course has a required lab component.)

**CSC 2144 PROGRAMMING II WITH "C++"** – Prerequisite: CSC 2134. Continued program and algorithm development and analysis; search/sort methods; abstract data types and object-oriented design; designing and debugging larger programs using C++ language. (Course has a required lab component.)

## CRIMINAL JUSTICE (CRJ)

**CRJ 1313 INTRODUCTION TO CRIMINAL JUSTICE** - History, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation.

**CRJ 1323 POLICE ADMINISTRATION AND ORGANIZATION** -Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior.

**CRJ 1363 INTRODUCTION TO CORRECTIONS** - An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects.

**CRJ 1383 CRIMINOLOGY** - The nature and significance of criminal behavior. Theories, statistics, trends, and programs concerning criminal behavior.

**CRJ 2313 POLICE OPERATIONS** - A study of the operation and administration of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division.

**CRJ 2323 CRIMINAL LAW** - Basic elements of criminal law under the Constitution of the United States, state constitutions, and federal and state statutes.

**CRJ 2333 CRIMINAL INVESTIGATION** – Principles of investigation, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews, interrogation, and investigative problems in major crimes.

**CRJ 2513 JUVENILE JUSTICE** - Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles.

## ECONOMICS (ECO)

**ECO 2113 PRINCIPLES OF MACROECONOMICS** – The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, circular flow of market economies and international trade.

**ECO 2123 PRINCIPLES OF MICROECONOMICS** – The study of firms, industries, and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures.

## EDUCATIONAL PSYCHOLOGY (EPY)

**EPY 2513 CHILD PSYCHOLOGY** - A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial and cognitive development from conception into emerging adolescence.

**EPY 2533 HUMAN GROWTH AND DEVELOPMENT** - A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development.

## ENGLISH (ENG)

**ENG 0125 INTERMEDIATE ENGLISH AND READING** – ENG 0125 is an integrated course designed to advance students to college level writing skills and reading strategies.

**ENG 1113 ENGLISH COMPOSITION I** – Prerequisite: ACT English score of 17 or higher or a grade of C or better in ENG 0125. English 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**ENG 1123 ENGLISH COMPOSITION II** – Prerequisite: ENG 1113. ENG 1123 is a continuation of ENG 1113 with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required.

**ENG 2153 TRADITIONAL GRAMMAR** – ENG 2153 focuses on the basic elements of English grammar and mechanics.

**ENG 2423 WORLD LITERATURE I** – ENG 2423 surveys texts representative of global and historical diversity from the ancient world through the early modern world.

**ENG 2433 WORLD LITERATURE II** – ENG 2433 surveys texts representative of global and historical diversity from the Enlightenment Period to the present.

## FAMILY AND COMMUNITY SERVICES (FCS)

**FCS 1253 NUTRITION** - A lecture course covering the nutrients for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and the applications for healthcare providers.

## GEOGRAPHY (GEO)

**GEO 1113 WORLD REGIONAL GEOGRAPHY** — A regional survey of the basic geographic features and major new developments of the nations of the world.

## HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPR)

**HPR 1111 GENERAL PHYSICAL EDUCATION ACTIVITIES I** - This course is designed to give students a modern concept of physical education and recreation by developing body skills.

**HPR 1121 GENERAL PHYSICAL EDUCATION ACTIVITIES II** - This course is designed to give students a modern concept of physical education and recreation by developing body skills. (Course description change effective Fall 2010)

**HPR 1131 VARSITY SPORTS I** - Participation in varsity sport.

**HPR 1141 VARSITY SPORTS II** - Participation in varsity sport.

**HPR 1213 PERSONAL AND COMMUNITY HEALTH I** - Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies.

**HPR 1313 INTRODUCTION TO HEALTH, PHYSICAL EDUCATION & RECREATION** - Introduction to the objective, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field.

**HPR 1551 FITNESS AND CONDITIONING TRAINING I** – Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

**HPR 1561 FITNESS AND CONDITIONING TRAINING II** - Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

**HPR 1571 DANCE I** – An overview of dance techniques to include instruction in various styles of dance. Instruction may include classical dance, ballet, jazz, folk dance, contemporary and/or dance line.

**HPR 1581 DANCE II** - An overview of dance techniques to include instruction in various styles of dance. Instruction may include classical dance, ballet, jazz, folk dance, contemporary and/or dance line.

**HPR 2111 GENERAL PHYSICAL EDUCATION ACTIVITIES III** - This course is designed to give students a modern concept of physical education and recreation by developing body skills.

**HPR 2121 GENERAL PHYSICAL EDUCATION ACTIVITIES IV** - This course is designed to give students a modern concept of physical education and recreation by developing body skills.

**HPR 2131 VARSITY SPORTS III** - Participation in varsity sport.

**HPR 2141 VARSITY SPORTS IV** - Participation in varsity sport.

**HPR 2213 FIRST AID & CPR** - Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses.

**HPR 2551 FITNESS AND CONDITIONING TRAINING III** – Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

**HPR 2561 FITNESS AND CONDITIONING TRAINING IV** - Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

**HPR 2571 DANCE III** – A continuation of dance techniques to include instruction in various styles of dance. Instruction may include classical dance, ballet, jazz, folk dance, contemporary and/or dance line.

**HPR 2581 DANCE IV** – A continuation of dance techniques to include instruction in various styles of dance. Instruction may include classical dance, ballet, jazz, folk dance, contemporary and/or dance line.

## HISTORY (HIS)

**HIS 1113 WESTERN CIVILIZATION I** – This is a general survey of Western Civilization from ancient times to mid-seventeenth century.

**HIS 1123 WESTERN CIVILIZATION II** – This is a general survey of Western Civilization since the seventeenth century.

**HIS 1163 WORLD CIVILIZATIONS I** – This is a general survey of world history from ancient times to the 1500s.

**HIS 1173 WORLD CIVILIZATIONS II** – This is a general survey of world history from the 1500s to modern times.

**HIS 2213 AMERICAN (U.S.) HISTORY I** - This is a survey of American (U.S.) history to 1877.

**HIS 2223 AMERICAN (U.S.) HISTORY II** - This is a survey of American (U.S.) history since 1877.

### HONORS (HON)

**HON 1911 HONORS FORUM I** – Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

**HON 1913 LEADERSHIP HONORS FORUM** – Admission is by invitation only. This course has as its central focus the development of leadership skills. It is designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. This course integrates readings from the humanities, classic works of literature, and experimental learning exercises with readings and discussions of traditional theories.

**HON 1921 HONORS FORUM II** – Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

**HON 2911 HONORS FORUM III** - Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. (Course description change effective Fall 2010)

**HON 2921 HONORS FORUM IV** - Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

### JOURNALISM (JOU)

**JOU 1111 COLLEGE PUBLICATIONS I** - A laboratory course designed to give practical experience in working with college newspaper and yearbook production. News, feature, and editorial writing, make-up and layout, editing, advertising and photography will be emphasized according to student need.

**JOU 1121 COLLEGE PUBLICATIONS II** - A continuation of JOU 1111.

**JOU 2111 COLLEGE PUBLICATIONS III** - Open to journalism majors or other majors with consent of the instructor who have successfully completed JOU 1111 and 1121. Laboratory work will include coverage of news events on campus, photography, sports writing, and editorial writing. Advancement in skill of headline writing, copy editing, and make-up and design will also be stressed.

**JOU 2121 COLLEGE PUBLICATIONS IV** - Open to journalism majors or other majors with consent of the instructor who have successfully completed JOU 1111, 1121, and 2111. Laboratory work will include coverage of news events on campus, photography, and editorial writing. Advancement in skills in headline writing, copy editing, and make-up and design will be stressed.

### LEADERSHIP (LEA)

**LEA 1811 LEADERSHIP AND ORGANIZATION SKILLS I** - A study of leadership styles and skills, roles and functions of officers of student organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, role of constitution/by-laws, principle of ethics, etiquette, and working with volunteers.

### LEARNING AND LIFESKILLS (LLS)

**LLS 1311 ORIENTATION** - This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments, and gives the student guidance in collegiate life.

**LLS 1411 IMPROVEMENT OF STUDY** - This course is designed to aid the student in study skills, promote student success in basic reading and note-taking techniques, critical thinking, time management, test-taking strategies, and listening and memory enhancement.

**LLS 1423 COLLEGE STUDY SKILLS** - An advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective mastery of college-level courses, both graduate and undergraduate.

### LIBRARY SCIENCE (LIS)

**LIS 1121 THE ELECTRONIC LIBRARY** – This course provides information concerning the development of books and libraries and instruction in and practice with the skills necessary for selecting, locating, and using library materials in a variety of formats. Online library catalog searching, MAGNOLIA, MELO, e-books, evaluating websites, style manuals, print resource, library databases.

### MATHEMATICS (MAT)

**MAT 0123 BEGINNING ALGEBRA** - A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring.

**MAT 1233 INTERMEDIATE ALGEBRA** – Prerequisite: ACT math score of 17 or higher or a grade of C or better in MAT 0123. The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials.

**MAT 1313 COLLEGE ALGEBRA** – Prerequisite: ACT math score of 19 or higher or a grade of C or better in MAT 1233. This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-order equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations.

**MAT 1323 TRIGONOMETRY** – Prerequisite: ACT math score of 19 or higher or a grade of C or better in MAT 1233. This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications.

**MAT 1513 BUSINESS CALCULUS I** – Prerequisite: MAT 1313. A study of functions, limits, continuity, derivatives, and their applications to business and economics.

**MAT 1613 CALCULUS I** - Prerequisite: ACT math score of 22 or higher or a grade of C or better in MAT 1323. This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; applications; anti-derivatives.

**MAT 1623 CALCULUS II** – Prerequisite: MAT 1613. This course includes the following topics: the definite integral; differentiation and integration of transcendental functions, techniques of integration; applications.

**MAT 1723 REAL NUMBER SYSTEM** – Prerequisite: MAT 1313. Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers.

**MAT 1733 GEOMETRY, MEASUREMENT AND PROBABILITY** – Prerequisite: MAT 1313. Designed for elementary and special education majors, this course includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions, statistics and probability.

**MAT 1743 PROBLEM SOLVING WITH REAL NUMBERS** – Designed for elementary and special education majors, this course includes logic, applications of real numbers, probability, and statistics.

**MAT 2323 STATISTICS** – Prerequisite: MAT 1313. Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing.



**MAT 2613 CALCULUS III** – Prerequisite: MAT 1623. This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals, infinite series.

**MAT 2623 CALCULUS IV** – Prerequisite: MAT 2613. This course includes the following topics: partial differentiation; multiple integration; vector calculus; quadric surfaces and line integrals.

**MAT 2913 DIFFERENTIAL EQUATIONS** – Prerequisite: MAT 2613. This course includes the following topics: solution of first and higher order differential equations, existence theorems, Laplace transforms; applications.

### MODERN FOREIGN LANGUAGES (MFL)

**MFL 1113 FRENCH I** – MFL 1113, an oral-aural approach, stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on the practical aspects of the language.

**MFL 1123 FRENCH II** – MFL 1123 continues MFL 1113 with wider vocabulary and more complex structures and functions.

**MFL 1213 SPANISH I** – MFL 1213, an oral-aural approach stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication.

**MFL 1223 SPANISH II** – Prerequisite: MFL 1213. MFL 1223 continues MFL 1213 with wider vocabulary and more complex structures and functions.

**MFL 2113 FRENCH III** – MFL 2113 continues MFL 1123 with additional materials of literary and cultural value.

**MFL 2123 FRENCH IV** – MFL 2123 continues MFL 2113 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar.

**MFL 2213 SPANISH III** – MFL 2213 continues MFL 1223 with additional materials of literary and cultural value.

**MFL 2223 SPANISH IV** – Prerequisite: MFL 2213. MFL 2223 continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar.

## MUSIC APPLIED (MUA)

**MUA 1141, 1151, 2141, 2151 ELECTIVE BRASS I, II, III, & IV** – Brass instruction for non-brass/music education majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing.

**MUA 1172, 1182, 2172, 2182 BRASS FOR MUSIC EDUCATION MAJORS I, II, III, & IV** – Brass instruction for music education majors with and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

**MUA 1441, 1451, 2441, 2451 ELECTIVE PERCUSSION I, II, III, & IV** – Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing.

**MUA 1472, 1482, 2472, 2482 PERCUSSION FOR MUSIC EDUCATION I, II, III, & IV** – Percussion instruction for music majors, with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing.

**MUA 1511, 1521, 2511, 2521 CLASS PIANO FOR MUSIC MAJORS I, II, III, & IV** – Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to university.

**MUA 1531, 1561, 2531, 2561 CLASS PIANO FOR NON-MUSIC MAJORS I, II, III, & IV** – Class piano instruction for non-music majors with no previous piano training.

**MUA 1741, 1751, 2741, 2751 VOICE FOR NON-VOCAL MAJORS I, II, III, & IV** – Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore moderate levels of vocal literature and develop and improve the student's vocal ability.

**MUA 1772, 1782, 2772, 2782 VOICE FOR VOCAL MUSIC EDUCATION MAJORS I, II, III, & IV** – Voice for vocal music majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's vocal ability.

**MUA 1841, 1851, 2841, 2851 ELECTIVE WOODWINDS I, II, III, & IV** – Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing.

**MUA 1872, 1882, 2872, 2882 WOODWINDS FOR MUSIC EDUCATION MAJORS I, II, III, & IV** – Woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability.

## MUSIC ORGANIZATIONS

**MUO 1111, 1121, 2111, 2121 BAND I, II, III, & IV** – Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance technique.

**MUO 1151, 1161, 2151, 2161 STEEL PAN ENSEMBLE I, II, III, & IV** – Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups.

**MUO 1171, 1181, 2171, 2181 STAGE BAND I, II, III, & IV** – A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required.

**MUO 1211, 1221, 2211, 2221 CHOIR I, II, III, & IV** – A course for music majors and non-majors focused on performing choral music from a variety of style periods.

**MUO 1241, 1251, 2241, 2251 SMALL VOICE ENSEMBLE I, II, III, & IV** – A course for select singers focused on performing from one or more genres of music.

## MUSIC (MUS)

**MUS 1113 MUSIC APPRECIATION** - A course designed to give the student, thorough listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture.

**MUS 1123 MUSIC SURVEY (MAJORS)** – Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present.

**MUS 1133 FUNDAMENTALS OF MUSIC** - Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions.

**MUS 1211 MUSIC THEORY I, Lab** – Lab instruction. Sight-singing, ear training, and dictation.

**MUS 1213 MUSIC THEORY I**– Study of functional harmony through analysis, part-writing, sight-singing, and ear training.

**MUS 1221 MUSIC THEORY II, Lab** - Lab instruction. Sight-singing, ear training and dictation.

**MUS 1223 MUSIC THEORY II** – Continued study of functional harmony through analysis, part-writing, sight-singing, and ear training.

**MUS 1910, 1920, 2910, 2920 RECITAL CLASS I, II, III, & IV** - Required performance of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required.

**MUS 2211 MUSIC THEORY III, Lab** – Lab instruction. Sight-singing, ear training, and dictation.

**MUS 2213 MUSIC THEORY III** – Continuation study of functional harmony through analysis, part-writing, sight-singing, and ear training.

**MUS 2221 MUSIC THEORY IV, Lab** – Lab instruction. Sight-singing, ear training, and dictation.

**MUS 2223 MUSIC THEORY IV** – Continued study of functional harmony through analysis, part-writing, sight-singing, and ear training.

**MUS 2513 MUSIC FOR ELEMENTARY TEACHERS** – Designed for the needs of the elementary education student. Essentials of public school music; study of the fundamentals of music. Reading music notations and terminology.

## PHILOSOPHY (PHI)

**PHI 1113 OLD TESTAMENT SURVEY** – The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature.

**PHI 1133 NEW TESTAMENT SURVEY** – A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books.

**PHI 2113 INTRODUCTION TO PHILOSOPHY I** - An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking skills.

## PHYSICS (PHY)

**PHY 1111 INTRODUCTION TO ASTRONOMY, Laboratory**—Co-requisite: PHY 1113. A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 1113 Introduction to Astronomy, Lecture.

**PHY 1113 INTRODUCTION TO ASTRONOMY, Lecture** – A lecture course that includes surveys of the solar system, our galaxy and the universe.

**PHY 2241 PHYSICAL SCIENCE I, Laboratory** – A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243 Physical Science Survey I, Lecture.

**PHY 2243 PHYSICAL SCIENCE I, Lecture** - A lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy.

**PHY 2251 PHYSICAL SCIENCE II, Laboratory** – A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253 Physical Science Survey II, Lecture.

**PHY 2253 PHYSICAL SCIENCE II, Lecture** – A lecture course that includes studies of chemistry, geology, and meteorology.

**PHY 2414 GENERAL PHYSICS I, Lecture and Laboratory** – Prerequisite: MAT 1313 and MAT 1323. A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

**PHY 2424 GENERAL PHYSICS II, Lecture and Laboratory** – Prerequisite: PHY 2414. A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

**PHY 2515 ENGINEERING PHYSICS I, Lecture and Laboratory** – Prerequisite: MAT 1623. A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

**PHY 2525 ENGINEERING PHYSICS II, Lecture and Laboratory** – Prerequisite: PHY 2515. A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for students of engineering, science or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes.

## POLITICAL SCIENCE (PSC)

**PSC 1113 AMERICAN NATIONAL GOVERNMENT** - Survey of the organizations, political aspects, and basis of national government.

**PSC 1123 AMERICAN STATE AND LOCAL GOVERNMENT** – The relationship among states, national and local governments. The organization, function, and operation of the three branches with emphasis on the state and local government.

## PSYCHOLOGY (PSY)

**PSY 1513 GENERAL PSYCHOLOGY** - An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior.

## SOCIAL WORK (SWK)

**SWK 1113 SOCIAL WORK: A HELPING PROFESSION** – The course exposes students to a “helping” profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of “real” social workers in respective practices such as mental health, child welfare, disaster, corrections, faith-based, military, international relief, and industry.

## SOCIOLOGY (SOC)

**SOC 2113 INTRODUCTION TO SOCIOLOGY** – This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined.

**SOC 2143 MARRIAGE AND FAMILY** - A study of the development of marriage and family as cultural units in society.

## SPEECH (SPT)

**SPT 1113 PUBLIC SPEAKING I** – Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery.

## HEATING, REFRIGERATION, & AIR CONDITIONING (ACT)

### **ACT 1125 Basic Compression Refrigeration**

An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, first aid, thermodynamics, heat transfer, recovery, and lubricants.

### **ACT 1133 Tools and Piping**

Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration.

### **ACT 1213 Controls**

Fundamentals of gas, fluid, electrical, and programmable controls.

### **ACT 1313 Refrigeration System Components**

An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers.

**ACT 1713 Electricity for Heating, Ventilation, Air Conditioning, and Refrigeration**  
Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits.

**ACT 1813 Professional Service Procedures**  
Business ethics necessary to work with both the employer and customer. Includes resumé, record keeping, and service contracts.

**ACT 2324 Commercial Refrigeration**  
A study of various commercial refrigeration systems. Includes installation, servicing, and maintaining systems.

**ACT 2414 Air Conditioning I**  
Residential air conditioning including indoor air quality.

**ACT 2424 Air Conditioning II**  
A continuation of Air Conditioning I as an in-depth course in the installation, startup, and maintenance of air conditioning systems to include residential and commercial.

**ACT 2433 Refrigerant, Retrofit and Regulations**  
Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, and local and state codes.

**ACT 2513 Heating Systems**  
Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems.

**ACT 2624 Heat Load and Air Properties**  
Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Includes air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. Introduces air testing instruments and computer usage.

**ACT 291(1-3) Special Project in Heating, Ventilation, Air Conditioning, and Refrigeration Technology**  
A course designed to provide the student with practical application of skills and knowledge gained in technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience.

## **AUTOMOTIVE TECHNOLOGY (ATT)**

**ATT 1124 Basic Electrical/Electronic Systems**  
This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components.

**ATT 1134 Advanced Electrical/Electronic Systems**

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories.

**ATT 1214 Brakes**

This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems.

**ATT 1314 Manual Drive Trains/Transaxles**

This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. It includes instruction in the diagnosis of drive train problems, and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials, and other components.

**ATT 1424 Engine Performance I**

This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction, diagnosis, and correction of problems associated within these areas.

**ATT 1715 Engine Repair**

This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps.

**ATT 1811 Introduction, Safety, and Employability Skills**

This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry.

**ATT 2325 Automatic Transmissions/Transaxles**

This is a course designed to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Includes instruction and practice of testing, inspecting, and repair of these devices.

**ATT 2334 Steering and Suspension Systems**

This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems of automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering components.



**ATT 2434 Engine Performance II**

This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas.

**ATT 2444 Engine Performance III**

This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas.

**ATT 2614 Heating and Air Conditioning**

This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems.

**ATT 291(1-6) Special Problems in Automotive Technology**

A basic course to provide students with an opportunity to utilize basic skills and general knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.

**ATT 292(1-6) Supervised Work Experience in Automotive Technology** A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

## BUSINESS AND OFFICE-RELATED TECHNOLOGY (BOT)

**BOT 1013 Introduction to Keyboarding**

This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis is on speed and accuracy when keying documents and timed writings

**BOT 1113 Document Formatting and Production**

This course focuses on improving keyboarding techniques using the touch method and on production of documents using word processing functions. Students will be required to key straight copy material at a minimum of 40 GWAM on a five-minute timed writing with a maximum of one error per minute.

**BOT 1123 Keyboard Skillbuilding**

This course further develops keyboard techniques emphasizing speed and accuracy. Students will be required to key straight copy material at a minimum of 50 GWAM on a-five minute timed writing with a maximum of one error per minute.

**BOT 1133 Microcomputer Applications**

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications

**BOT 1143 Word Processing**

This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding.

**BOT 1213 Personal and Professional Development**

This course emphasizes an awareness of interpersonal skills essential for job success.

**BOT 1313 Applied Business Math**

This course is designed to develop competency in mathematics for business use, with emphasis on the touch method.

**BOT 1413 Records Management**

This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories in proper management, storage, and retrieval.

**BOT 1433 Business Accounting**

This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business.

**BOT 1443 Advanced Business Accounting**

This course is a continuation of Business Accounting with emphasis in accounting for corporations.

**BOT 1513 Machine Transcription**

This course is designed to teach transcription of a wide variety of business communications from machine dictation.

**BOT 1613 Medical Office Terminology I**

This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation.

**BOT 1623 Medical Office Terminology II**

This course presents medical terminology pertaining to human anatomy in the context of body systems. Emphasis is directed toward medical terminology as it relates to the medical office.

**BOT 1713 Mechanics of Communication**

This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized.

**BOT 1813 Electronic Spreadsheet**

This course focuses on applications of the electronic spreadsheet as an aid to management decision making.

**BOT 2133 Desktop Publishing**

This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software.

**BOT 2323 Database Management**

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports.

**BOT 2413 Computerized Accounting**

This course applies basic accounting principles using a computerized accounting system

**BOT 2423 Income Tax Accounting**

This course introduces tax accounting including federal income tax laws and report preparation.

**BOT 2463 Payroll Accounting**

This course provides an in-depth study of payroll accounting.

**BOT 2473 Cost Accounting**

This course provides an in-depth study of cost accounting for manufacturing business.

**BOT 2523 Medical Machine Transcription I**

This course is designed to teach transcription of various medical documents.

**BOT 2643 CPT Coding**

This course is an introduction to the field of outpatient procedural coding and requirements for insurance reimbursement.

**BOT 2653 ICD Coding**

This course is an introduction to the field of diagnostic coding and inpatient procedural coding.

**BOT 2663 Advanced Coding**

This course includes advanced analysis of diagnostic and procedural coding systems.

**BOT 2673 Medical Insurance Billing**

This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs.

**BOT 2723 Administrative Office Procedures**

This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures

**BOT 2743 Medical Office Concepts**

This course will provide coverage and integration of medical office skills. Problem solving will be emphasized.)

**BOT 2753 Medical Information Management**

This course will provide coverage of medical office practices using software simulation.

**BOT 2813 Business Communication**

This course develops communication skills with emphasis on principles of writing business correspondence and reports and preparing presentations using electronic media

**BOT 2823 Communication Technology**

This course will present an overview of the resources available for communication using current technology.

**BOT 2833 Integrated Computer Applications**

This course integrates activities using applications software including word processing, database, spreadsheet, graphics, and multimedia.

## CARPENTRY (CAV)

**CAV 1116 Foundations**

This course includes site selection, site preparation, site layout, building forms, and construction of foundations.

**CAV 1133 Blueprint Reading**

This course includes the elements of residential plans and how to prepare a bill of materials from a set of plans.

**CAV 1143 Fundamentals of Construction**

This course includes basic safety, an introduction to construction math, an introduction to hand and power tools, an introduction to construction drawings, and rigging.

**CAV 1236 Floor and Wall Framing**

This course is designed to give the student experience in floor and wall framing.

**CAV 1245 Ceiling and Roof Framing**

This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications.

**CAV 1316 Interior Finishing and Cabinet Making**

This course includes thermal and sound protection, types of interior ceilings, wall coverings, floor coverings, trim work, and cabinet construction.

**CAV 1413 Roofing**

This course covers types of roofs, types of roofing materials, and their application. Also covered are basic roofing techniques, including material selection, roof styles, cost estimation, and installation procedures.

**CAV 1513 Exterior Finishing**

This course includes the installation and finishing of wall coverings, cornices, and exterior trim.

**CAV 2113 Principles of Multi-family and Light Commercial Construction**

This course examines the fundamentals of multi-family and light commercial construction.

**CAV 2133 Advanced Cabinet Making**

This course includes principles of building and installation of cabinets, drawers, and shelves.

## EARLY CHILDHOOD EDUCATION TECHNOLOGY

**CDT 1113 Early Childhood Profession**

This course is an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to develop observational skills through laboratory experience. Room arrangements, software, play, and safety are some of the topics explored.

**CDT 1214 Child Development I**

This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice is given in infant and toddler caregiving (birth to 36 months) in group settings through classroom laboratory or collaborative centers.

**CDT 1224 Child Development II**

This course provides knowledge concerning the care and development of preschool children in group settings. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (ages 3–8)

**CDT 1314 Creative Arts for Young Children**

This course is designed to plan and develop creative art activities with children birth to age eight. Activities will be implemented during Student Teaching I and II.

**CDT 1343 Child Health and Safety**

This course emphasizes health and safety practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R).

**CDT 1513 Nutrition for Young Children**

This course focuses on fundamental principles of child nutrition that include healthy food selections, healthy lifestyle choices, and the practical application of these principles in the early childhood setting.

**CDT 1713 Language and Literacy Development for Young Children**

This course includes the study of oral and written language development of young children and the implementation of a developmentally appropriate language arts curriculum. The Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are utilized.

**CDT 2233 Guiding Social and Emotional Behavior**

This course focuses on the identification of developmental stages and environmental influences on young children's behavior. Positive guidance principles are discussed and practiced to ensure a productive learning environment. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Lab activities will be implemented during Student Teaching I and II.

**CDT 2413 Atypical Child Development**

This course focuses on the identification of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R).

**CDT 2613 Methods and Materials**

The Mississippi Early Learning Guidelines, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are used to develop classroom curricula in an indoor and outdoor learning environment. Lab activities with the children are implemented during Student Teaching I and II.

**CDT 2714 Social Studies, Math, and Science for Young Children**

This course provides instructional and hands-on techniques in planning developmentally appropriate activities in social studies, math, and science for young children. Lab activities with the children are implemented during Student Teaching I and II.

**CDT 2813 Administration of Programs for Young Children**

This course provides an overview of the development and administration of programs for young children. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the Mississippi Childcare Quality Steps System (MCCQSS).

**CDT 2915 Student Teaching I**

This laboratory experience provides opportunities for students to implement experiences planned in the prerequisites and ensures a balance of all curriculum areas.

**CDT 2925 Student Teaching II**

This course is a continuation of Student Teaching I which allows advanced child development students to implement knowledge and experience in preparing and implementing positive experiences for young children. Completion of the competencies provides opportunities for students to implement experiences planned in the prerequisites and ensures a balance of all curriculum areas. All competencies will be achieved and documented by the completion of the two student teaching courses.

## COSMETOLOGY (COV)

**COV 1245 Cosmetology Sciences I**

This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**COV 1255 Cosmetology Sciences II**

This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**COV 1263 Cosmetology Sciences III**

This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**COV 1426 Hair Care I**

This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**COV 1436 Hair Care II** This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**COV 1443 Hair Care III**

This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**COV 1522 Nail Care I**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**COV 1532 Nail Care II**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**COV 1542 Nail Care III**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**COV 1622 Skin Care I**

This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.



**COV 1632 Skin Care II**

This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**COV 1642 Skin Care III**

This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**COV 1722 Salon Business I**

This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

**COV 1732 Salon Business II**

This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each.

## CAREER AND TECHNICAL EDUCATION (CTE)

**CTE 1113 Occupational Math**

This course is designed for students who want to improve their basic math skills in order to enhance the probability of admission into nursing, health education, industrial technology or other occupational programs and/or to increase the probability of success after entering an occupational program.

**CTE 2001 CPAS Preparation**

This course will focus on four major areas: Reading Strategies, Understanding Key Testing Terms, Reading Diagrams and an extensive review of the CPAS course blueprint.

## DIESEL EQUIPMENT TECHNOLOGY (DET)

**DET 1114 Fundamentals of Equipment Mechanics**

Review and update of safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; and operating principles of diesel engines.

**DET 1213 Hydraulic Brake Systems**

Diagnosis and repair of hydraulic brake systems. Includes instruction in hydraulic and mechanical systems, power assist units, and anti-lock braking systems.

**DET 1223 Electrical/Electronic Systems I**

Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in general systems diagnosis, starting and charging system.

**DET 1263 Electrical/Electronic Systems II**

Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction on lighting systems, gauges and warning devices, and related electrical systems.

**DET 1364 Diesel Systems I**

Diagnosis, service, and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block).

**DET 1513 Hydraulics**

Basic operation and maintenance of hydraulic systems associated with diesel powered equipment, includes instruction in safety, system components, operation, and repair.

**DET 1614 Preventive Maintenance and Service**

Practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment.

**DET 1713 Power Trains**

Diagnosis, service, maintenance, and repair of power train units on diesel equipment. Includes instruction on clutch, manual transmissions, drive shafts, and drive axles.

**DET 2113 Welding for Diesel Equipment Technology**

Basic welding and cutting techniques which includes fundamental procedures and safety, oxyacetylene welding and cutting, shielded metal-arc welding, and metal inert gas welding procedures.

**DET 2253 Steering and Suspension Systems**

Operation, maintenance, and repair of heavy duty steering and suspension systems. Includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and related components diagnosis and repair.

**DET 2273 Electrical/Electronic Systems III**

Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in electronic fuel management systems.)

**DET 2374 Diesel Systems II**

Diagnosis, service, and repair of lubrication systems, cooling system, and air induction and exhaust systems.

**DET 2383 Diesel Systems III**

Diagnosis, service, and repair of general engine operations and fuel system operations.

**DET 2523 Fluid Power Trains**

Maintenance and repair of fluid power trains used on heavy equipment to include operation and diagnosis and repair of system components.

**DET 2623 Advanced Brake Systems (Air)**

Instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of the air supply system, mechanical system, anti-lock braking system, and traction control system.

**DET 2813 Air Conditioning and Heating Systems**

Operation, maintenance, and repair of air conditioning and heating systems used in commercial equipment. Includes instruction in theories and operating principles, A/C system diagnosis and repair, clutch and compressor repair, evaporator and condenser repair, and heating system repair.

**DET 291(1-3) Special Project in Diesel Equipment Technology**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Diesel Equipment Repair and Service courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.

**DET 292(1-3) Supervised Work Experience in Diesel Equipment Technology**

A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

## COMMERCIAL TRUCK DRIVING (DTV)

**DTV 1116 Commercial Truck Driving I**

Fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions.

**DTV 1126 Commercial Truck Driving II**

Continuation of Commercial Truck Driving I with additional instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions.

**DTV 1137 Commercial Truck Driving Internship**

Under the supervision of a company trainer, this course will enable the student to apply the training he/she received with the trucking company of his/her choice. The student will earn a salary during this internship (OJT). The successful completion of this course will enable the student to drive solo with the company of his/her choice. Prerequisites: DTV 1116, 1126.

**ELECTRONICS TECHNOLOGY (EET)****EET 1114 DC Circuits**

Principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits.

**EET 1123 AC Circuits**

Principles and theories associated with AC circuits. Includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits.

**EET 1214 Digital Electronics**

Number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system.

**EET 1334 Solid State Devices and Circuits**

Active devices which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting.

**ELECTRICAL TECHNOLOGY (ELT)****ELT 1113 Residential/Light Commercial Wiring**

Advanced skills related to the wiring of multifamily and small commercial buildings. Includes instruction and practice in service-entrance installation, specialized circuits, and the use of commercial raceways. Prerequisite: Fundamentals of Electricity (ELT 1192) or by permission of instructor

**ELT 1123 Commercial and Industrial Wiring**

Instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. Prerequisite: Fundamentals of Electricity (ELT 1192), Residential/Light Commercial Wiring (ELT 1113), or by permission of instructor

**ELT 1133 Introduction to the National Electric Code**

This is a course in the layout, format, rules, and regulations set forth in the National Electric Code. Emphasis is placed on developing the student's ability to find information in the National Electric Code and applying that information in real-world applications.

**ELT 1192 Fundamentals of Electricity**

Fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits.

**ELT 1213 Electrical Power**

Electrical motors and their installation. Instruction and practice in using the different types of motors, transformers, and alternators. Prerequisite: Fundamentals of Electricity (ELT 1192-3) or by permission of instructor

**ELT 1223 Motor Maintenance and Troubleshooting**

Principles and practice of electrical motor repair. Includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. Prerequisite: Fundamentals of Electricity (ELT 1192-3) or by permission of instructor

**ELT 1273 Switching Circuits for Residential, Commercial, and Industrial Applications**

Introduction to various methods by which single-pole, 3-way, and 4-way switches are used in residential, commercial, and industrial installations. Also includes installation and operation of residential/commercial automation systems Prerequisite: Fundamentals of Electricity (ELT 1192) or by permission of instructor

**ELT 1413 Motor Control Systems**

Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Prerequisite: Fundamentals of Electricity (ELT 1192) or by permission of instructor

**ELT 2424 Solid State Motor Control**

Principles and operation of solid state motor control. Also, the design, installation, and maintenance of different solid state devices for motor control. Prerequisite: Motor Control Systems (ELT 1413) and Programmable Logic Controllers (ELT 2613) or by permission of instructor

**ELT 2613 Programmable Logic Controllers**

Use of programmable logic controllers (PLCs) in modern industrial settings. Also, the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs. Prerequisite: Motor Control Systems (ELT 1413) or by permission of instructor

**ELT 2623 Advanced Programmable Logic Controllers**

Advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, introduction to function blocks, sequential function chart, introduction to HMI, and logical and conversion instructions Prerequisite: Programmable Logic Controllers (ELT 2613) and Motor Control Systems (ELT 1413) or by permission of instructor

**ELT 291(1-3) Special Project I, II**

Practical application of skills and knowledge gained in other electrical or electrical-related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Prerequisite: Consent of instructor

**ELT 292(1-6) Supervised Work Experience I, II**

A cooperative program between industry and education that is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester credit hour (sch) per 45 industrial contact hours. Prerequisite: Consent of instructor and completion of at least one semester of advanced coursework in electrical/electronic related programs

## **NURSE ASSISTANT (HCA)**

**HCA 1115 Basic Health Care Assisting**

This course includes orientation to program policies, developing employability and job-seeking skills, applying legal aspects of health care, applying safety considerations, communication and observation skills, medical terminology, and basic health care procedures.

**HCA 1125 Special Care Procedures**

This course includes specialized procedures for admitting, transferring, and discharging clients; assisting with diagnostic procedures; assisting with treatments; assisting with elimination needs of clients; assisting in meeting hydration and nutritional needs of the client; basic emergency procedures to include CPR/first aid; and basic knowledge and skills required to care for the long-term care resident. Safety is emphasized throughout each procedure.

**HCA 1214 Body Structure and Function**

This course includes study of the structure, function, common disorders, and normal aging-related changes of the integumentary, musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and sensory systems; stages of human growth and development; and nutritional needs through the life cycle.

**HCA 1312 Home Health Aide and Homemaker Services**

This course includes basic knowledge and skills required to care for the homebound client; and basic knowledge and skills required to provide homemaker services.

## HEALTH INFORMATION TECHNOLOGY (HIT)

### **HIT 1114 Health Record Systems**

This course is an introduction to health record systems including an overview of health data structure, content and standards, health-care information requirements and standards, and health-care delivery systems.

### **HIT 1213 Medical Terminology**

This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialties, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation.

### **HIT 1323 Health Care Law and Ethics**

This course is a study of the principles of law as applied to health information systems with emphasis on health records, release of information, confidentiality, consents, and authorizations.

### **HIT 1413 Pathophysiology I**

This course covers structural and functional changes caused by disease in tissues and organs, clinical manifestations, and principles of treatment with emphasis on general concepts and diseases affecting the body as a whole.

### **HIT 2123 Alternate Care Systems**

This course is a study of health record systems in alternative settings; cancer program records; medical staff organization; and regulatory, accreditation and licensure standards

### **HIT 2133 Health Statistics**

This course includes sources and use of health data, definitions of statistical terms, and computation of commonly used rates and percentages used by health care facilities

### **HIT 2142 Electronic Health Records**

This course covers the aspects of electronic health records (EHR) in the health-care environment. In addition, it explores implementation of EHR in various health-care settings.

### **HIT 2212 Pharmacology**

This course is designed to develop understanding of pharmacy therapy available for clinical management of patient care.

### **HIT 2423 Pathophysiology II**

This course is a continuation of Pathophysiology I with emphasis on conditions relating to specific body systems, manifestations, and principles of treatment.

**HIT 2513 Professional Practice Experience I**

In this course, students rotate through health information management areas in hospitals and other health facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability.

**HIT 2523 Professional Practice Experience II**

In this course, students rotate through health information management areas in hospitals and other health facilities for application of principles and procedural practice to attain competency. Specific content is dependent on placement in curriculum and site availability.

**HIT 2615 Coding Systems I**

This course includes principles of coding and classification systems with emphasis on ICD-9-CM including lab applications and practice.

**HIT 2625 Coding Systems II**

This course is a continuation of the study of principles of ICD-9-CM coding; introduction to coding with the Health Care Financing Administration's Common Procedural Coding System (HCPCS) with emphasis on Current Procedural Coding (CPT); and review of current reimbursement mechanisms.

**HIT 2633 Reimbursement Methodologies**

This course is design to identify the uses of coded data and health information in reimbursement and payment systems appropriate to all health-care settings and managed care.

**HIT 2713 Health Care Supervision**

This course includes basic principles of management and supervision with emphasis on the health information setting.

**HIT 2812 Performance Improvement Techniques**

This course covers principles of performance improvement techniques in health care facilities; trends in utilization and risk management; and the use of quality monitors in the health information department.

**HIT 2913 Computers in Health Care**

This course is an overview of computer use in health-care facilities with an emphasis on applications for health information services, including the electronic health record.

**HIT 2922 – Certification Fundamentals of HIT**

This course is a comprehensive review of coursework and materials covered throughout the Health Information Technology program. It has been designed to develop study skills and focus on needed areas of practice for individual students as they prepare to sit for the Registered Health Information Technologist credential exam



## OCCUPATIONAL SAFETY AND HEALTH (HST)

### **HST 1113 Introduction to Safety & Health**

General Safety and Health Concepts and Terms, Historical Development, Program Concepts and Terms, Legislative Overview, Workers' Compensation, and the Professional Safety Person.

### **HST 1213 Governmental Regulatory Agencies**

Federal government organization, regulatory process, regulations and standards as established by Occupational Safety and Health Administration, Minerals Management Service, United State Coast Guard, and Environmental Protection Agency.

### **HST 1313 Supervisor's Safety**

Roles and responsibilities of the first-line supervisor as far as safety and health, incident/accident prevention, and loss control.

### **HST 1413 Safety & Health Program Development**

Developing the essential components of a company safety and health program.

### **HST 1423 Safety & Health Program Management**

The application of proven management principles and techniques to the management of safety and health and loss control programs.

### **HST Loss Control**

Incident/Accident reporting, investigation, cost factors, and remediation factors.

### **HST 2123 Safety & Health Seminar**

Analysis of selected safety and health industry problems under the supervision of the occupational safety and health faculty.

### **HST 2223 OSHA I**

General industry safety and health standards as required by OSHA.

### **HST 2233 OSHA II**

Construction Industry Safety and Health Standards as required by OSHA.

### **HST 2323 Industrial Safety**

Aspects of Safety and Health in the industrial setting with emphasis on safety philosophy, incident/accident causation, hazard identification, prevention, safeguarding equipment and people.

### **HST 2433 Safety & Health Communications/Training**

The communications/training aspects of safety and health program planning with emphasis on organizing and conducting company orientation programs, safety meetings, safety and health training and technical seminars.

**HST 2523 Safety & Health Auditing**

Compliance audits essential to the safety and health professional.

**INFORMATION SYSTEMS TECHNOLOGY (IST)****IST 1113 Fundamentals of Information Technology**

This course introduces microcomputer operation, word processing, spreadsheets, database management, and online applications. It is designed for students with limited computer proficiency and is to be taken by those students in addition to the courses listed in the course sequence

**IST 1124 IT Foundations**

This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for information technology (IT) professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior

**IST 1134 Fundamentals of Data Communications**

This course presents basic concepts of Internet protocol (IP) telephony, local area networks, wide area networks, data transmission, and topology methods.

**IST 1143 Principles of Information Security**

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features.

**IST 1154 Web and Programming Concepts**

This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site.

**IST 1163 Concepts of Database Design**

This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored.

**IST 1213 Client Installation and Configuration**

This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client

**IST 1223 Network Components**

This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Prerequisite: Fundamentals of Data Communications (IST 1134)

**IST 1244 Network Administration Using Microsoft Windows Server**

This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator.

**IST 1254 Network Administration Using Linux**

This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server.

**IST 1624 Network Security Fundamentals**

This course provides the fundamental understanding of network security principles, implementations, and the technologies and principles involved in creating a secure computer network environment. Topics include authentication, types of attacks and malicious code against Web applications, e-mail, and file and print services. Prerequisites: Fundamentals of Data Communication (IST 1134); Security Principles and Policies (IST 1143)

**IST 1643 Network Defense and Countermeasures**

This course provides a solid foundation of network security and the understanding of the process to create a network defense and countermeasure policy obtained from intrusion detection. Topics include Network Address Translation, packet filtering, proxy servers, firewalls, and Virtual Private Networks used to design a network defense strategy. Prerequisites: Network Security Fundamentals (IST 1623); Fundamentals of Data Communication (IST 1134)

**IST 1714 Java Programming Language**

This introduction to the Java Programming Language is to include sort, loops, arrays, and applets

**IST 2213 Network Security**

This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls, and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis. Prerequisites: Principles of Information Security (IST 1143) and Network Components (IST 1223)

**IST 2224 Network Planning and Design**

This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. Prerequisites: Network Operating Systems Elective; Network Components (IST 1223)

**IST 2234 Network Implementation**

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Prerequisite: Network Planning and Design (IST 2224)

**IST 2434 Server-side Programming**

An introduction to creating dynamic Web applications using Server-side technologies. Prerequisite: Client-Side Programming (IST 1414)

**IST 2483 Web Server**

Introduces students to Web, e-mail, and proxy servers and the platforms on which they reside. Students will be able to install and configure Web, e-mail, and proxy servers. Prerequisite: IT Foundations (IST 1124) or Operating Platforms (CPT 1333) and Systems Maintenance (CNT 2423/CPT 2383); Fundamentals of Data Communication (IST 1134)

## MASSAGE THERAPY (MGV)

**MGV 1111 CPR/First Aid/OSHA Standards**

This course teaches the student cardiopulmonary resuscitation (CPR and first aid. Additionally, Occupational Safety and Health Act information will be taught.

**MGV 1214 Introduction to Massage Therapy**

This course teaches the student theories and principles of therapeutic massage and includes the effects, benefits, indications and contraindications, history of massage therapy, Mississippi laws and regulations pertaining to massage therapists, educational and licensing requirements, professional ethics, equipment and products, client evaluations, draping techniques, practices, therapist body mechanics, conditioning, strengthening, flexibility, and human relationship skills.

**MGV 1224 Massage Therapy I**

This course teaches students to demonstrate the principles of European and Western theories and methods to include hydrotherapy and infrared heat. Included in this course are the sequence and flow of basic massage, proper therapist body mechanics, proper use of equipment and supplies, creating the therapeutic massage environment, client positioning and draping techniques, conditioning, strengthening and flexibility, stroking, kneading friction, percussion, vibration and range of motions, indications and contraindications and charting and documentation. Emphasis is on applying principles and theories in a supervised environment.

**MGV 1232 Massage Therapy I Lab**

Application of theories taught in Massage Therapy I.

**MGV 1244 Massage Therapy II**

This course teaches students the theory and principles of various massage modalities which may include but are not limited to Eastern, European, and Western theory and methods, hydrotherapy, infrared heat, and trigger points and referral methods.

**MGV 1253 Massage Therapy II Lab**

Application of theories taught in Massage Therapy II.

**MGV 1263 Massage Therapy Clinical Laboratory II**

This course applies the principles and theories of Introduction to Massage Therapy and Massage Therapy I and builds on the principles and theories taught in Massage Therapy II and is a continuation of Massage Therapy Clinical Laboratory I.

**MGV 1272 Specialized Modalities**

This course is a study of a modality or modalities jointly agreed upon by student and instructor. Emphasis is on increased student mastery in modalities of interest and may include, but is not limited to, Eastern, European and Western theory and methods, hydrotherapy and infrared heat, and trigger points. This course is beneficial to students reviewing for the state licensure examination.

**MGV 1281 Massage Therapy Clinical Lab I**

This course applies the principles and theories of Introduction to Massage Therapy and Massage Therapy I.

**MGV 1313 Anatomy & Physiology for Massage Therapy I**

The course emphasizes learning the skeletal and muscle anatomy of the human body and includes the study of physiology mycology, kinesiology and neurology.

**MGV 1332 Kinesiology**

This course is an individual, intensified continuation study of one or more subjects inherent within the study of the science of the body. It is designed to enhance student knowledge in specific subject areas such as anatomy, physiology, mycology, kinesiology, neurology, pathology, and medical terminology. This course is beneficial to students preparing for state licensure.

**MGV 1343 Pathology & Medical Terminology**

This course involves the study of the nature of diseases and the changes that disease produces in the body structures and functions, as well as medical terminology.

**MGV 1353 Anatomy & Physiology for Massage Therapy II**

This course emphasizes learning the skeletal and muscle anatomy of the human body and includes the study of physiology, mycology, kinesiology and neurology. This course is a continuation of Anatomy and Physiology for Massage therapy I.

**MGV 1511 Business and Marketing of Massage Therapy**

This course introduces students to the various business models of massage therapy practice: independent contractor, private practice, and employee. Students will establish professional goals and develop individual plans.

**MARKETING MANAGEMENT TECHNOLOGY (MMT)****MMT 1113 Principles of Marketing**

Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Topics include types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets.

**MMT 1123 Marketing Applications**

Prerequisite: MMT 1113 or approval of instructor. A project based course as a continuation of MMT 1113.

**MMT 1313 Selling**

Basic principles and techniques of professional sales and their practical application. Topics include basic elements of consumer behavior, developing selling strategies, closing and servicing a sale, and developing consumer relations.

**MMT 1323 Advertising**

The role of advertising as an integrated marketing communications promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertisements.

**MMT 1413 Merchandising Math**

Study of the mathematical calculations involved in the buying and merchandising process. Fundamental principles and operations in buying, pricing, and inventory control.

**MMT 1753 Marketing Seminar**

Develops leadership skills and human relations skills necessary for success in the field of marketing management. Special programs and activities will address topics directly related to marketing careers and career development. Emphasis will be placed on developing civic, social, and business responsibilities.

**MMT 2213 Principles of Management**

Study of the basic principles and functions of organizational management with special emphasis on planning, organizing, directing, staffing, and controlling.

**MMT 2233 Human Resource Management**

Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services.

**MMT 2313 E-Commerce Marketing**

This course introduces the fundamental opportunities and challenges associated with e-commerce activities. Topics include designing the user interface, Web security, electronic payment systems, promotion, legal issues, and social media opportunities involved in creating a functioning on-line business presence.

**MMT 2423 Retail Management**

Study of retailing processes including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends.

**MMT 2513 Entrepreneurship**

Overview of key marketing concepts, methods and strategic issues relevant to entrepreneurs and the activities involved with planning, establishing, and managing a small business enterprise. Topics to be covered include planning, location, analysis, financing, and development of a business plan.

**MMT 2613 International Marketing**

Provide students with an overview and understanding of international marketing. This involves an analysis of world markets, their respective consumers and environments, and the marketing management required to meet the demands of constantly changing foreign markets.

**MMT 291(1-6) Internship in Marketing Management**

Direct application of concepts and theory of marketing management technology. Students will work in a marketing related environment.

## NURSING

**NUR 1013 Test Success for Nursing Students**

This elective course examines strategies to promote success and understanding of nursing examinations. This course explores test-taking tips for nursing students, as well as teaches the concepts of critical thinking, time management, and effective study habits. This course also introduces students to many different types of testing formats, including alternate format items and offers guidance on analyzing test performance.

**NUR 1052 Introduction to Pharmacology**

This course in Pharmacology is offered as an elective in nursing. This course will provide information to the student regarding the clinical application of pharmacology. Study will include information regarding the safe use of drugs, side effects, drug interactions and drug therapy for common acute and chronic diseases. Current, traditional and alternative care therapies will be discussed.

**NUR 1119 Foundations of Nursing**

Prerequisites: BIO 2511, 2513, 2521, 2523, and MAT 1313. This course provides an introduction to nursing as a profession, client care concepts, and the roles of the nurse. Emphasis is placed on the knowledge, skills, and attitudes to provide safe, quality care. Theoretical foundations to the nursing process provide a decision making framework in developing effective clinical judgment. The student will learn basic nursing skill needed to implement the nursing process. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client-centered care in diverse health care settings.

**NUR 1215-1225 Introduction to Health and Illness Concepts**

Prerequisite: NUR 1119. This course focuses on the care of clients with health alterations that require medical and/or surgical intervention. Emphasis is placed on the application of the nursing process in interdisciplinary practice to prevent, promote, maintain, and restore health throughout the lifespan. Concepts of client-centered care, culturally sensitive care, informatics, safe practice and professionalism are integrated throughout the course. Clinical experiences provide the student opportunities for collaboration with other members of the interdisciplinary health care team while focusing on providing safe quality, client-centered care to the client experiencing pathophysiologic alterations.

**NUR 1316 LPN to RN Transition**

This course focuses on the transition process from a licensed practical nurse (LPN) to a registered nurse (RN). The transition process, core competencies for professional nursing practice and role concepts essential for RN practice are incorporated to facilitate skills and role transition to that of a registered nurse. The clinical component will assist the LPN to synthesize information in the areas of physical assessment, nursing process, intravenous administration and drug calculations. Course serves as a basis for entry into the third semester, NUR 2115.

**NUR 2115-2125 Health and Illness Concepts**

Prerequisite: NUR 1215-1225 or NUR 1316 and BIO 2923, 2921. This course focuses on the care of clients with complex and/or long-term health alterations that require medical and/or surgical interventions. This course also provides an integrative, family-centered approach to the care of mothers, newborns, and children. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, common pediatric disorders, and the promotion of health behaviors in clients. Students continue to use the nursing process in interdisciplinary practice to prevent, promote, maintain, and restore health throughout the lifespan. Clinical experiences provide the student the opportunities to apply theoretical concepts and implement safe client care to mothers, newborns, and children in selected settings, as well as opportunities for collaboration with other members of the interdisciplinary health care team while focusing on providing safe quality, client-centered care to client(s) experiencing complex and/or long-term alterations.



### **NUR 2215-2225 Complex Health and Illness Concepts**

Prerequisite: NUR 2115-2125. This course focuses on advanced concepts of nursing care as they relate to clients with complex, multisystem alterations in health. This course also focuses on the care of clients experiencing cognitive, mental, and behavioral disorders. Emphasis is placed on implementing time management and organizational skills while managing the care of client(s) with multiple needs and collaborating with the interdisciplinary team. Complex clinical skills, as well as priority setting, clinical judgment, and tenets of legal and ethical practice are integrated throughout the course. This course facilitates the transition of students to the role of a professional nurse focusing on personal accountability and responsibility. Clinical experiences provide the student opportunities to implement safe client-centered care in a variety of settings. from varied sociocultural backgrounds with multiple mental health and/or medical surgical need interferences throughout the life cycle. It promotes the continued development of the therapeutic nurse-client relationship and the process of communication in the care of clients with a variety of psychosocial needs. Use of the nursing process with addition of principles of management expand the role of the associate degree nurse in meeting the more complex pathological health need of groups of clients throughout the life cycle. Extended care, state and local community agencies which include wound care treatment, home health, outpatient clinics, ambulatory surgery, dialysis, hospice, acute care facilities, and mental health facilities provide learning experiences for students to participate in various levels of prevention.

## **PRACTICAL NURSING (PNV)**

### **PNV 1214 Body Structure and Function**

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing.

### **PNV 1443 Nursing Fundamentals and Clinical**

This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span, as well as demonstration and supervised practice of the fundamental skills related to practical nursing. (13 semester credit hours)

### **PNV 1524 IV Therapy and Pharmacology**

Prerequisites: PNV 1214 and 1443. This course provides the student with principles of IV therapy and pharmacology. Principles covered in the course include the administration of medication, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse. The expanded role of IV therapy included in this course is in accordance with the Mississippi Nursing Practice Law and Administrative Code.

### **PNV 1667 Medical/Surgical Nursing Concepts and Clinical**

Prerequisites: PNV 1214 and 1443. This course provides the student with the basic nursing theory and skills to provide safe and effective care for the adult client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems.

Pharmacological and nutritional therapy considerations for various disorders are included. The systems not covered in this course are taught in Alterations in Adult Health Concepts and Clinical (PNV 1676). This course also includes clinical experiences for application of nursing theory and skills for safe, effective care of the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems.

### **PNV 1676 Alterations in Adult Health Concepts and Clinical**

Prerequisites: PNV 1214 and 1443. This course provides the student with the basic nursing theory and skills to provide safe and effective care for the adult client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and nutritional therapy considerations for various disorders are included. The systems not covered in this course are taught in Medical/Surgical Nursing Concepts and Clinical (PNV 1666). This course also includes clinical experiences for application of nursing theory and skills for safe, effective care of the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems.

### **PNV 1715 Maternal-Child Nursing**

Prerequisites: PNV 1214 and 1443. This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intra-partum, and postpartum periods as well as infancy through adolescence.

### **PNV 1815 Mental Health Nursing**

Prerequisites: PNV 1214 and 1443. This course provides the student with basic knowledge and skills to assist in the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration.

### **PNV 1913 Nursing Transition**

Prerequisites: PNV 1524, 1667, 1676, 1715, and 1815. This course prepares the student for role transition and the National Council Licensure Examination (NCLEX-PN).

Prerequisites: All first- and second-semester PNV courses.

## **PROCESS OPERATIONS TECHNOLOGY (PPT)**

### **PPT 1133 Introduction to Process Technology**

An introduction to process operations within the process industry. Topics include technician duties, responsibilities, and expectations; plant organizations; the plant process and utility system; and the physical and mental requirements of the process technician.

### **PPT 1424 Process Technology I (Equipment)**

Instruction in the use of common process equipment including piping, valves, pumps, compressors, drivers, and fixed equipment such as exchangers, tanks, drums, and vessels

**PPT 1434 Process Technology II (Systems)**

Study of the interrelation of process equipment and process systems including related scientific principles. Pre/Co-requisite: Process Technology I (Equipment) (PPT 1424)

**PPT 1444 Process Technology III (Operations)**

A course that combines equipment systems into operational units with an emphasis on instruction for start-up, normal operation, abnormal/emergency operations, and shutdown of an entire process

**PPT 1513 Safety, Health, and Environment**

Development of knowledge and skills to reinforce attitudes and behaviors required for safe and environmentally sound work habits. Emphasis is placed on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues.

**PPT 1714 Process Instrumentation I**

A study of the instruments and instrument systems used in chemical processing industry including terminology, primary variables, symbols, and control loops

**PPT 2113 Oil and Gas Production I**

An overview of the petroleum industry including exploration and geology, well drilling, wellhead operations, and product distribution. Emphasis is placed on oil and gas production.

**PPT 2123 Oil and Gas Production II**

A continuation of Oil and Gas Production I with emphasis on oil and natural gas production and processing. Prerequisite: Oil and Gas Production I (PPT 2113)

**PPT 2154 Machine Operations for Pulp and Paper Operations**

This course concentrates on the functions and capability of all critical equipment in the paper mill including stock preparation, approach flow, fourdrinier, press section, drier section, calendaring, winding, and finishing operations. Primary process flows, consistency control, stock blending, stock refining, wet end chemistry, stock cleaning, approach flow systems, and the cause and effect relationships each of these has with the various papermaking parameters are discussed. Components of the machine fourdrinier and the concepts of formation, retention, drainage, and pressing are also explored. Prerequisite: Process Chemistry (PPT 1214) and Introduction to Process Technology (PPT 1133)

**PPT 2313 Quality Concepts**

A course to provide an introduction to the field of quality in the process industry. Students are introduced to industry-related process concepts including operating consistency, continuous improvement, plant economics, team skills, and statistical process control (SPC).

**PPT 2323 Process Troubleshooting**

A course to apply knowledge of process variables, indicators and controllers, troubleshooting tools, and troubleshooting steps to solve problems in a simple process system. Prerequisite: Introduction to Process Technology (PPT 1133) and Process Instrumentation I (PPT 1714)

**PPT 2613 Technical Communication**

An application of written, oral, and other forms of communication to the process technology industry. Includes instruction and practice in written communications (reports and presentations, procedures, resumes, documentation, training materials, etc.) and oral communications (presentations, directions/instructions, feedback, etc.)

**PPT 2724 Process Instrumentation II**

A continuation of the study of varied instruments and instrument systems used in the processing industry, including terminology, primary variables, symbols, control loops, and troubleshooting. Prerequisite: Process Instrumentation I (PPT 1714)

**PPT 291(1-3) Special Project in Process Operations Technology**

A course designed to provide the student with practical application of skills and knowledge gained in other vocational–technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student’s learning experience. Prerequisite: Consent of the Instructor

**PPT 292(1-6) Supervised Work Experience in Process Operations Technology**

A course that is a cooperative program between industry and education designed to integrate the student’s technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Prerequisite: Consent of the Instructor.

**TECHNICAL ALLIED HEALTH (TAH)****TAH 1113 Medical Terminology in Allied Health**

A general medical terminology course applicable to students seeking a career in allied health, word structure, pronunciation, and application of medical terms of the body and systems of the body.

**WORK-BASED LEARNING (WBL)****WBL 191(1-3); WBL 192(1-3); WBL 193(1-3); WBL 291(1-3); WBL 292(1-3); WBL 293(1-3) Work-Based Learning I, II, III, IV, V, and VI**

A structured worksite learning experience in which the student, program area teacher, Work-Based Learning Coordinator, and worksite supervisor/mentor develop and implement an educational training agreement. Designed to integrate the student’s academic and technical skills into a work environment. Includes regular meetings and seminars with school personnel for supplemental instruction and progress reviews. Co-requisite: Concurrent enrollment in vocational–technical program area courses.

## WELL CONSTRUCTION TECHNOLOGY (WCT)

### **WCT 1113 Maintenance Mechanics**

This course includes the functions and demonstrates the maintenance of levers, inclined planes, cams, mechanical linkages, pulleys, belts, sprockets, gears, and drives.

### **WCT 1123 Rotary Drilling Safety**

This course explores the safety requirements of rotary drilling including rig, shop, welding, and related equipment safety.

### **WCT 1136 Rotary Rig and Related Equipment**

This course is a study of all facets of rotary rigs and related equipment.

### **WCT 1146 Operation of Rotary Rig and Related Equipment**

This course includes the operation of the rotary rig and related equipment.

### **WCT 1314 Drilling Fluids**

This course includes the functions and properties of drilling fluids. Included are the different types of mud and methods of controlling densities and viscosities of muds.

### **WCT 1513 Geological Formations**

This is a basic course in investigating the occurrence of ground water. Included are basic geology and hydrology and formations related to ground water.

### **WCT 1613 Metal Fabrication for Well Drilling**

This course includes welding safety, gas and electric welding, and basic machine shop operation as related to well construction operations.

### **WCT 2223 Pump Theory and Installation**

This course includes the selection of pumps for specific applications, installation of pumps, servicing of pumps, and maintenance of pump components.

### **WCT 2233 Well Testing and Completion**

This course is a detailed study of different well completion methods and their applications.

### **WCT 2333 Down-hole Problems**

This is a course that addresses problems of maintaining a straight hole when drilling. Included are fishing for lost tools, lost circulation zones, and other down-hole problems.

### **WCT 2423 Water Well Construction**

This course is a detailed study of the drilling, development, and production of water supply wells. Included are the legal responsibilities of a drilling contractor and investigation of the sanitary aspects of a well.

**WCT 2433 Environment and Geotechnical Drilling**

This is a detailed course covering all aspects of environmental drilling. Included are hazardous materials recognition, identification, and safe handling. A study of the various methods of soil sampling used in geological and environmental investigations.

**WCT 291(1-3) Special Problem in Well Construction Technology**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Well Construction Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.

## WELDING AND CUTTING (WLV)

**WLV 1116 Shielded Metal Arc Welding I**

This course is designed to teach students welding techniques using E-6010 electrodes.

**WLV 1124 Gas Metal Arc Welding (GMAW)**

This course is designed to give the student experience in various welding applications with the GMAW welder including short circuiting and/or pulsed transfer.

**WLV 1136 Gas Tungsten Arc Welding (GTAW)**

This course is designed to give the student experience in various welding applications using the GTAW process.

**WLV 1143 Flux Cored Arc Welding (FCAW)**

This course is designed to give the student experience using FCAW process.

**WLV 1162 Gas Metal Arc Aluminum Welding**

This course is designed to give the student experience in Gas Metal Aluminum Welding.

**WLV 1171 Welding Safety, Inspection, and Testing Principles**

This course is designed to give the student experience in safety procedures, inspection and testing of welds.

**WLV 1226 Shielded Metal Arc Welding II**

This course is designed to teach students welding techniques using E-7018 electrodes.

**WLV 1232 Drawing and Welding Symbol Interpretation**

This course is designed to give the student experience in reading welding symbols and drawings.

**WLV 1252 Advanced Pipe Welding**

This course is designed to give the student advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes.

**WLW 1314 Cutting Processes**

This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting.

**WLW 191(1-3) Special Problem in Welding and Cutting Technology**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Welding and Cutting Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project.)

**WLW 192(1-6) Supervised Work Experience in Welding and Cutting Technology**

A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

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