

## SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE

1156 College Drive  
Summit, Mississippi 39666  
Phone: 601.276.2000  
Fax: 601.276.3888  
[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 Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southwest Mississippi Community College.

### 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.

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## BOARD OF TRUSTEES

### PIKE COUNTY

Stephanie Carr .....McComb  
Debra Jackson.....McComb  
Bobby Nelson, Vice-President.....McComb  
Symeria Thompson.....McComb  
Robert Vick, Jr., Secretary.....Summit  
Lee Wilson .....Magnolia

### AMITE COUNTY

Bettye Fenn .....Gloster  
Chris Hollis .....Liberty  
Reggie Jones, President.....Liberty  
Jeffrey Lewis .....Liberty  
Kellee Sharp .....Smithdale

### WALTHALL COUNTY

T.W. Bearden ..... Tylertown  
Jimmy Lowery ..... Tylertown

### WILKINSON COUNTY

Treva Reid.....Woodville

## BOARD OF SUPERVISORS

### AMITE COUNTY

Melvin Graves  
Warren Leake  
Guy McNabb  
Tony Patterson  
J.P. (Jackie) Whittington

### WALTHALL COUNTY

Bruce Boyd  
Lloyd Bullock  
Ken Craft  
Larry Montgomery  
Doug Popwell

### PIKE COUNTY

Robert Accardo  
Tazwell Bowsky  
Lee Fortenberry  
Jake Gazzo  
Sam Hall

### WILKINSON COUNTY

Ernest Newman  
Kenyon Jackson  
Venton McNabb  
Marvin Tolliver  
Bobby Johnson, Jr.

# 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	12:00 – 12:50	12:20 – 1:00
Sixth Period (MW)	1:00 – 2:15	1:10 – 2:15

## 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		3 MWF
10:15 – 12:15		4 MWF
1:00 – 3:00		A 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		B TR
10:15 – 12:15		1 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 and Library before a student will be permitted to take examinations.

# GENERAL INFORMATION

## MISSION STATEMENT

Southwest

Mississippi Community College provides academic, technical, and continuing education, meeting the diverse needs of the population at a reasonable cost. SMCC promotes 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 or 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 services 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 fourteen 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, SMCC, 601-276-3885, Kenna Hall 129; Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717, SMCC, 1156 College Drive, 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 educational program or activity including admission or access thereto in the treatment or employment therein by SMCC. All reasonable accommodations must be approved through the Office of Disability Support Services (DSS), or the Vice-President for Student Affairs. Students who need assistance in reasonably accommodating a disability in the classroom or on campus, please contact Disability Support Services.

### OFFICE OF DISABILITY SUPPORT SERVICES (DSS)

In accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990), Southwest Mississippi Community College provides reasonable accommodations for students with disabilities through the Office of Student Services, which also serves as the Office of Disability Support Services (DSS). The Office of Disability Support Services verifies eligibility for accommodations 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 Southwest Mississippi Community College, are considered eligible to meet all college program requirements despite a disability, and meet the definition of disability as defined by the Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

The Office of Disability Support Services 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. DSS is a non-fee generating program designed to meet the unique needs of SMCC students with disabilities. Reasonable accommodations are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Students requesting special accommodations because of a disability should:

1. Contact Disability Support Services (DSS) at 601-276-3885 to schedule an appointment with the director.
2. Provide documentation of the disability to 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. DSS will notify the student's instructors of the approved accommodation(s). Requests for accommodations through disability support services should be made in a timely manner to ensure adequate time to put them in place.

## 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.

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 Vice-President for Admissions and Records.

## 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 Healthcare Assistant, Practical Nursing, Men's and Women's Basketball, and Soccer. A High Fidelity Simulation 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 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, Chromebooks for student use, 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 CAREER-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 and Records, and Vice-President for Instruction are located in this building. The Financial Aid Office, Business Office, and Registrar’s Office are also located in this building.

### **COLLEGE HALL**

College Hall, 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, and accounting.

### **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.

### **HENRY L. LEWIS NURSING EDUCATION CENTER**

The Henry L. Lewis Nursing Education Center is a two-story building located in the northwest section of the campus completed in 1982. It houses the Associate Degree Nursing program. It contains one clinical laboratory, three large classrooms, student and faculty lounges, a conference room, a computer lab, and faculty offices.

Nursing students use the fully-equipped laboratory to practice and refine their nursing skills in simulated clinical settings. This laboratory practice promotes the application of theory and facilitates transition into the clinical situations.

### **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 practicum for the Child Development Technology program.

### **STUDENT ACTIVITY FACILITIES**

The Student Recreation Building contains recreational facilities, a snack bar, weight-training equipment, 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's Office 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 documenting at least one of the following:
  - a. A regular or standard high school diploma.  
Home school transcripts should
    - i. List the school name and address
    - ii. List all courses taken and dates completed
    - iii. Have a cumulative GPA calculated on a 4.0 point scale
    - iv. Include the graduation date, if the student has graduated
    - v. Be signed and dated by the school principal, which in most cases will be the parent
    - vi. 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.
  - b. 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™).
  - c. Some Career/Technical programs may enroll students who do not have a high school diploma or a passing score on a state-authorized high school equivalency test (HSE). These students may need to meet certain entrance requirements, such as concurrent enrollment in a HSE program, minimum and/or maximum age, minimum scores on specific assessments, etc. For more information on specific

programs to which this may apply, contact the Associate Vice-President for Career and Technical Education or the Career and Technical Counselor.

- d. Completion of the minimum acceptable high school units as prescribed by law or one unit less than the minimum acceptable high school units as prescribed by law, i.e. if the state requires 21 high school units to graduate, a student can be admitted with 20 high school units.
3. 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.
4. 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.
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 and Records 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 one-year career certificate programs must have an official transcript on file at Southwest Mississippi Community college which indicates high school graduation or successful completion of 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 OR have a minimum ACT composite score of eighteen (18) or the equivalent SAT score. A homeschooled 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 OR have a minimum ACT composite score of eighteen (18) or the equivalent SAT score.
- 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 attained junior status in high school, as documented by an official high school transcript.

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

## 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 International Credential Evaluators (<https://www.incredevals.org/>)
4. If English is not the native language of the student, a TOEFL iBT score of at least 61 or a Duolingo score of at least 95. 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 I (1 semester) with a "C" or better.
5. Provide proof of medical insurance.

## 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 and Records, 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. Freshman and sophomore level academic courses that are not equivalent to Southwest courses are eligible to transfer as academic elective credit. Credit transferred as academic electives cannot exceed 18 semester credit hours in total per student. 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 for all courses that are equivalent to Southwest courses or are transferred as academic elective credit. 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 Vice-President for Admissions and Records in consultation with the Vice-President for Instruction, 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 or higher. Students with scores of 3, 4, or 5 will receive three 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 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 Vice-President for Admissions and Records in consultation with the Vice-President for Instruction, 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 Vice-President for Admissions and Records in consultation with the Vice-President for Instruction, 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 Vice-President for Admissions and Records in consultation with the Vice-President for Instruction, division chairpersons, and appropriate faculty advisors.

### PRIOR LEARNING ASSESSMENT

Students wishing to receive college credit for experiences other than those listed above (regionally accredited college transcripts, Advanced Placement or CLEP scores, or Military Credit) may submit such a request in writing along with all pertinent supporting documentation to the Registrar's Office. The student's request and documentation will be reviewed by the Vice-President for Instruction and faculty members with knowledge of the subject matter for which the student requests credit. The Vice-President for Instruction and knowledgeable faculty members will review the student's request and documentation, then inform the student and the Registrar's Office of the amount and level of credit currently offered by Southwest Mississippi Community College containing student learning outcomes equivalent to the previous learning experience of the student. The Registrar's Office will include the recommended credit as part of the student's academic record, adhering to the policies listed above (a maximum total of twenty-four (24) semester hours for credit through non-traditional means may be awarded, only after the student earns a minimum of sixteen (16) semester credit hours at Southwest Mississippi Community College).

## 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 per-course fee.

## COURSE MATERIALS FEE

All students are assessed a fee for course materials, including e-books, digital supplements, and other material provided by the textbook publishers. All students (traditional, dual enrollment/credit, evening, online, and senior citizens) must pay this fee each semester.

## REFUNDS

Refund Policy: Students who withdraw from college are refunded tuition and board (meal plan) on the following schedule: Withdrawal during first full week of classes will receive a refund of 100% Withdrawal during second week of classes will receive a refund of 75% Withdrawal during third week of classes will receive a 50% After the third week, no refund will be made. No refund will be made for dorm room rent, out-of-state tuition, online, technology, or student services fees. Students will not be able to officially withdraw until all fees are paid. When there are mitigating circumstances, an appeal of the refund policy may be made in writing to the Counselor's Office.

## 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 reservation fee to the Director of Student Activities & Housing. A room reservation form may be obtained from Student Services or may be printed from the school's website, [www.smcc.edu](http://www.smcc.edu).

## 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.

# STUDENT 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 a 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, SMCC 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.msfinancialaid.org](http://www.msfinancialaid.org). A student must maintain eligibility each semester according to the Satisfactory Academic Progress Policy in this catalog and on the Financial Aid section on the SMCC website at [www.smcc.edu](http://www.smcc.edu).

## 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

The student must be enrolled full time to receive all scholarships. State grants consider full-time status as 15 semester hours.

## AID TYPES

### FEDERAL PROGRAMS

APPLY ON-LINE AT [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (SMCC school code – 002436)

Students applying for multiple types of financial aid should be aware that total financial aid award packages that include Title IV aid and/or state funded aid and/or institutional aid may not exceed the cost of education or the financial need of the individual student as determined by the needs analysis document (FAFSA).

The Federal Pell Grant is available to the student pursuing a first under-graduate degree or certificate who demonstrates exceptional financial need. A student who has earned a baccalaureate degree or first professional degree is not considered an undergraduate and cannot receive a Pell grant. A student is eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If you have exceeded the 12-semester maximum, the student will lose eligibility for additional Pell Grants effective July 1, 2012. Equivalency is calculated by adding

together the percentage of the student's Pell eligibility received each year to determine whether the total amount exceeds 600%. The Student Aid Report (SAR) from the Free Application for Federal Student Aid (FAFSA) is used by the financial aid administrator to determine eligibility for this grant. The Federal Pell Grant is an entitlement program and once final eligibility is established, the award is the base for all other financial aid. The eligible student must maintain Satisfactory Academic Progress for continuation. The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). SMCC school code is 002436. Help is available for students online or by calling the Federal Student Aid Information Center (FSAIC) at 1-800-4-FED-AID (1-800-433-3243).

The Federal Supplemental Educational Opportunity Grant (FSEOG) is available to a limited number of undergraduate students who demonstrate substantial financial need. The SAR from the FAFSA is used by the financial aid administrator to determine eligibility for this grant that is typically \$100 – \$1,000 per year. Priority consideration is given to the full-time student with demonstrated need. The eligible student must maintain Satisfactory Academic Progress for continuation. An additional FSEOG application must be completed to receive consideration. This application can be obtained from the Office of Financial Aid.

The Federal Work-Study Program allows eligible students to apply for part-time, on-campus employment. This program, like other Financial Aid Programs, is based on need. The SAR from the FAFSA is used by the financial aid administrator to determine eligibility for this work-study program. The eligible student must maintain Satisfactory Academic Progress for continuation. An additional Federal Work-Study application must be completed to receive consideration. This application can be obtained from the Office of Financial Aid.

SMCC does not participate in any type of loan program including the Federal Family Education Loan Program.

## VETERAN'S EDUCATIONAL SERVICES

Southwest Mississippi Community College is an approved institution for providing educational training for veterans. Designated members of the administrative staff serve as veterans' advisors and offer assistance in handling problems pertaining to their respective training programs.

Any change in status from the last certification to the Veterans Administration will be reported promptly to the VA. Reports of unsatisfactory progress, drops, or withdrawals will be made to the Veterans Administration within thirty days. Before a veteran can be certified for benefits, the veteran's advisor must have copies of transcripts on file from every college attended. Veteran students will also be required to submit a copy of their SMART Transcript. A transfer student will be evaluated on previous credit earned under the guidelines listed below.

In order for a veteran to continue to receive benefits, he/she must maintain satisfactory standards of progress. A veteran is not making satisfactory progress when his/her quality-point average drops below a 2.00. When the quality-point average drops below a 2.00, he/she is automatically placed on probation for benefits and is allowed two additional semesters to pull his/her cumulative GPA up to a 2.00 or be placed on suspension for veterans' benefits. A part-time student receiving VA benefits must pass at least half of his/her course work and

maintain a 2.00 cumulative quality-point average or higher. A part-time student receiving VA benefits will be allowed two additional semesters to pull his/her cumulative average up to a 2.00 or be placed on suspension for VA benefits.

It is the policy of SMCC to award two hours of HPR (Health, Physical Education, and Recreation) credit to the Veteran upon receipt of his/her DD-214 or a Certificate of Eligibility along with a copy of the SMART Transcript.

## STATE FINANCIAL AID

APPLY ON-LINE AT [www.msfinancialaid.org](http://www.msfinancialaid.org).

Students applying for multiple types of financial aid should be aware that total financial aid award packages, which include Title IV aid and/or state funded aid and/or institutional aid, may not exceed the cost of education or the financial need of the individual student as determined by the needs analysis document (FAFSA). State-funded financial aid may be available to first-time students who are enrolling at SMCC for the spring semester. For more information and applications for the following state programs, contact Mississippi Student Financial Aid, 3825 Ridgewood Road, Jackson, MS 39211-6453, call 1-800-327-2980, or visit [www.msfinancialaid.org](http://www.msfinancialaid.org).

The Mississippi Resident Tuition Assistance Grant (MTAG) offers up to \$500 per year for eligible students who are residents of Mississippi and do not qualify for a full Pell Grant. The SAR from the FAFSA is used by the Mississippi Office of Student Financial Aid to determine eligibility for this grant. Eligible students should have a high school grade point average of 2.5 and a minimum ACT score of 15. Students must maintain 15 credit hours and a 2.5 grade point average to remain eligible once they are awarded. Other eligibility criteria may apply. Interested students should apply on-line at [www.msfinancialaid.org](http://www.msfinancialaid.org). DEADLINE - SEPTEMBER 15.

The Mississippi Eminent Scholars Grant (MESG) offers up to \$2,500 per year (not to exceed actual tuition) for students who are residents of Mississippi with a high school grade point average of 3.5 and a minimum ACT score of 29. Students must maintain 15 credit hours and a 3.5 grade point average to remain eligible once they are awarded. Other eligibility criteria may apply. The Free Application for Federal Student Aid (FAFSA) is not used to determine eligibility for this grant. Interested students should apply on-line at [www.msfinancialaid.org](http://www.msfinancialaid.org). DEADLINE - SEPTEMBER 15.

The Higher Education Legislative Plan (HELP) provides full tuition to qualified, college-bound Mississippi residents who meet certain eligibility criteria. The SAR from the FAFSA is used by the Mississippi Office of Student Financial Aid to determine eligibility for this grant. Interested students should review the full criteria available at [www.msfinancialaid.org](http://www.msfinancialaid.org) and apply on-line DEADLINE - MARCH 31.

## SCHOLARSHIPS

TO BE ELIGIBLE TO RECEIVE ANY SCHOLARSHIP FUNDS, STUDENTS MUST COMPLETE THE FAFSA AND HAVE THE RESULTS SENT TO SMCC. You can do this by applying on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and entering SMCC's school code (002436).

ACT/ACADEMIC SCHOLARSHIPS –SMCC strives to provide eligible scholars with funds to cover as much of the actual costs as possible. If any intuitional scholarships exceed the actual cost of attending SMCC, the balance may 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:

Must complete the FAFSA application and add SMCC's school code – 002436.

Must be a full-time student

Must not have a college degree but must have a high school diploma or equivalent

Must maintain an overall 3.0 GPA or higher on all college course work

Must not have attended more than three full-time semesters

Must successfully complete at least 12 hours for each semester the scholarship is awarded

Scholarships may be renewed up to three subsequent semesters based on eligibility.

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 a composite or super composite ACT score of 21 to 24 is eligible for up to \$750 scholarship.

A student with a composite or super composite ACT score of 25 to 28 is eligible for up to \$1500 scholarship.

A student with a composite or super composite ACT score of 29 or higher is eligible for up to \$2000 scholarship plus room/board or commuter meal plan.

INSTITUTIONAL SCHOLARSHIPS – Should institutional scholarships exceed the actual cost of attending SMCC, the balance may be credited to the student's account and may be used in the college bookstore, cafeteria, or applied to student fees.

ALL INSTITUTIONAL SCHOLARSHIPS ARE SUBJECT TO THE FOLLOWING STUDENT QUALIFICATIONS:

Must complete the FAFSA application and add SMCC's school code – 002436

Must be a full-time student

Must not have a college degree, unless otherwise specified, but must have a high school diploma or equivalent

Must maintain an overall 3.0 GPA or higher on all college work unless otherwise specified

Must not have attended college more than three full-time semesters unless otherwise specified

Must successfully complete at least 12 hours for each semester the scholarship is awarded

Scholarships are awarded by semester subject to specific GPA requirements being met. This application should be submitted electronically to the Director of Financial Aid, member of the Scholarship Committee, during the January 15-April 30 application window prior to fall enrollment. Applicants must also complete the application for Federal Pell Grant at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). MTAG application may be complete at [www.msfinancialaid.org](http://www.msfinancialaid.org). Scholarships will not be considered nor awarded until the FAFSA has been completed and all required documentation has been submitted to the Office of Financial Aid. These scholarships are awarded as funds are available. For more information concerning Institutional Scholarships, contact the Office of Financial Aid at 601-276-3707.

PERFORMANCE SCHOLARSHIPS (BAND, CHEERLEADING, MUSIC, OTHER). Scholarships are given to a select student body who is involved in small singing groups, chorus, band, student publications, and residence life. Please contact the director of the activity you plan to join or participate in to determine how you may apply for scholarships. If institutional scholarships exceed the actual cost of attending SMCC, the balance may be credited to the student's account and may be used in the college bookstore, cafeteria, or applied to student fees. ALL PERFORMANCE SCHOLARSHIPS ARE SUBJECT TO THE FOLLOWING STUDENT QUALIFICATIONS:

Must complete the FAFSA application and add SMCC's school code – 002436  
Must be a full-time student. Must maintain a cumulative GPA of at least 2.0.

**Bear Voices and Chorus:** Choral Director, 601.276.2003  
**Band and Stage Band:** Director of Bands, 601.276.3725  
**Student Publications:** Journalism Instructor, 601.276.3843

#### ATHLETIC SCHOLARSHIPS

Athletic scholarships are based on ability and need. Athletic scholarships are available for baseball, men's basketball, women's basketball, football, men's soccer, women's soccer, tennis, and women's softball. These scholarships are renewable up to four consecutive fall/spring semesters. To remain eligible, the student must maintain satisfactory academic progress and complete full-time enrollment (minimum of 12 earned credit hours) each semester. Applicants are required to complete the Free Application for Federal Student Aid (FAFSA). Maximum and minimum awards are subject to guidelines established by the Mississippi Association of Community and Junior College (MACJC) and the National Junior College Athletic Association (NJCAA). The deadline is based on tryout date/signing date.

- **Baseball:** 601.276.3716
- **Cheerleading:** 601.276.4813
- **Football:** 601.276.3892
- **Men's Basketball:** 601.276.4843
- **Women's Basketball:** 601.276.4836
- **Men's Soccer:** 601.276.4841
- **Women's Soccer:** 601.276.4841
- **Softball:** 601.276.4842
- **Tennis:** 601.276.3843

## COLLEGE WORK –STUDY

Fully funded by the institution, the college work-study program provides part-time, on-campus employment to eligible students. Eligible students are required to complete the Free Application for Federal Student Aid (FAFSA). The SAR from the FAFSA is used by the financial aid administrator to determine eligibility for this institutional work-study program. The eligible student should maintain a 2.0 or higher grade point average and complete full-time enrollment (minimum 12 earned credit hours) each semester.

## NON-INSTITUTIONAL ‘OUTSIDE’ SCHOLARSHIPS AND PROGRAMS.

Southwest Mississippi Community College acknowledges and congratulates students who receive outside scholarships (AmeriCorps, WIOA, Church-established scholarships, Career (parents’ jobs) scholarships, etc.) Outside scholarships must be reported to the Office of Financial Aid immediately. If a student receives an outside scholarship, payment should be directed to the Business Office, 1156 College Drive, Summit, MS 39666 to be applied to the student’s account.

## WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA).

Financial assistance through the Workforce Innovation 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.

## FOUNDATION SCHOLARSHIPS

In order to qualify for a scholarship from the SMCC Foundation, Inc., the recipient must:

Complete and return the SMCC Foundation’s scholarship application form along with all required attachments prior to March 31st. No applications are accepted after that date, even if postmarked. Should the 31st fall on a weekend or holiday, the completed application and all attachments must be received by the Foundation Director prior to March 31st.

Complete application for Federal Pell Grant (FAFSA) and have the information sent to SMCC (Code 002436)

Maintain full-time status by enrolling and maintaining at least 12 credit hours.

Attach two or more letters of recommendation from a past or current instructor or community leader.

Attach personal letter. (Include employment, goals, future plans, and explain in detail why you need this scholarship.)

Have an overall GPA of 2.5 or above. Maintain an overall 2.5 GPA of above on all college coursework. Some Foundation scholarships require a 3.0 or higher GPA.

Attach resume listing scholastic awards, extracurricular activities, current and past employment, and community service.

\*Scholarships are awarded as funds are available.

## DEADLINES

SMCC will accept and process financial aid applications throughout the school year; however, students planning to attend SMCC in the fall semester are encouraged to apply for financial aid early and provide the documents requested. This will allow the Office of Financial Aid time to process applications in a timely manner. The priority deadline is **August 1**. Students who have not completed their Financial Aid or made payment arrangements with the Business Office will not be eligible to complete registration.

IMPORTANT: Applying for financial aid is an annual process.

## MID-YEAR TRANSFER STUDENTS

Transfer Students may go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and add the SMCC college code (002436) or call 1-800-4FEDAID (433-3243) and ask to add the SMCC college code (002436).

Also, if you previously received state financial aid (including MTAG, MESG), you should go online to [www.msfinancialaid.org](http://www.msfinancialaid.org) and change your school to SMCC (002436).

## POLICIES

### FINANCIAL AID 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 Student Aid at SMCC consists of:

Pell Grant

Federal Work-Study

SEOG

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

Satisfactory progress will be measured according to the following criteria:

Qualitative: Cumulative GPA in your level of study

Quantitative: Successful pace of completion of a minimum of 67 percent of all credits attempted

- Maximum time-frame: 150 % of the normal time-frame for your specific program

Hours Attempted - Cumulative	Minimum Required GPA-Cumulative	Percentage of Hours Passed- Cumulative
0 - 29	1.5	67%
30 - 59	1.75	67%
60 +	2.0	67%
96	Generally Not Eligible	Generally Not Eligible

Students should also complete the educational program (major) within 150% of the published length (according to the SMCC Catalog). For example, a major or program requiring 64 hours for a degree allows a maximum of 96 attempted hours (64 hours x 150% = 96). Once a student exceeds 150% of hours needed to complete the degree, he or she will no longer be eligible for Federal Financial Aid. Appeals may be granted in certain cases. See How to Appeal Financial Aid Suspension below for more information.

- Students who exceed 150 percent of the published length of their program will not be given a Financial Aid Warning semester. They will go immediately into financial aid ineligibility and must complete a SAP appeal at that time.

**Items to Consider:**

- Financial Aid Satisfactory Academic Progress is not the same as progress required for graduation.
- Being declared ineligible for financial aid does not mean you have been academically dismissed from SMCC.
- Any appeal of ineligibility is good for only one term. SAP must be reviewed at the end of each term. Approval of an appeal will place the student on financial aid probation for the next term of enrollment.
- Failure to meet the minimum standards again after an appeal was approved will place a student in ineligible status again.

**Notification of SAP Status** – Students not meeting the SAP standards outlined in this manual, whether they are being placed on Financial Aid Warning or Financial Aid Suspension, will be notified via mail to the address they have on file in the Registrar’s Office. Only students wishing to utilize Federal Financial Aid are required to submit the appropriate appeal for reconsideration.

**Transfer hours from other colleges** - A student’s entire academic record will be evaluated to determine eligibility for financial aid, regardless of whether financial aid was received for all semesters. Courses from the student’s official transcripts from previous colleges that are forwarded to the admissions office and are a part of the student’s program of study are added to the SMCC academic transcript and are used to calculate the student’s SAP status. The courses that are transferred as a part of the student’s

**Repeat Coursework-** When calculating the student’s SAP status, the student’s cumulative GPA is used, along with the student’s hours attempted versus hours passed. The highest grade in a repeated course is used to calculate the student’s cumulative GPA. The grade obtained in the specific semester is used to determine the student’s semester GPA. All semester GPA’s are used to calculate the cumulative GPA; however, the lower grades of the repeated courses are excluded. A student may repeat a passing course one time with a grade of “D” or better and receive Title IV funds. Any additional repeats of the same course will not be Title IV eligible, however they will be used in calculating the student’s completion percentage and maximum time-frame allowed.

**Effective date of this policy** -This policy will be effective beginning with the Fall 2018 term. SAP for summer term 2018 and fall 2018 term will be checked at the end of the Fall 2018 term using this policy. For terms beginning after the end of the Fall 2018 term, SAP will be checked at the end of each term.

**Financial Aid Warning** - Students not meeting SAP due to not passing the percentage of hours attempted or earning the minimum GPA requirements at the end of the semester will be placed on Financial Aid Warning for the next semester. Students on Financial Warning may continue to receive Federal Student Aid for one more semester.

**Failure to Meet Warning Semester Requirements.** If the student does not meet SAP at the end of the warning semester, the student will be placed on Financial Aid Suspension and is no longer eligible for Federal Student Aid.

**Financial Aid Suspension** - Students on Financial Aid Suspension are no longer eligible for Federal Student Aid. The student may pay out of pocket and attempt to get back into compliance with the SAP requirement or the student may appeal the suspension if there were any extenuating circumstances that prevented them from meeting the SAP Requirements. See [How to Appeal Financial Aid Suspension](#) below for more information.

Below is a chart that demonstrates the pace of progression a student must maintain to ensure completion within the maximum time frame:

After Attempting This Many Hours-Cumulative	Percentage of Hours Attempted That Must Be Passed- Cumulative	At Least This Many Hours Must Be Passed-Cumulative	Minimum Cumulative GPA Must Be At Least
6	67%	4	1.50
12	67%	9	1.50
19	67%	13	1.50
29	67%	20	1.50
30	67%	20	1.75
35	67%	23	1.75
47	67%	32	1.75
59	67%	40	1.75
60	67%	40	2.00
75	67%	50	2.00
84	67%	56	2.00
95	67%	64	2.00
96	Generally not eligible	Generally not eligible	Generally not eligible

If your program of study requires more than 64 credit hours earned for a degree to be conferred, according to the SMCC catalog, the maximum number of hours you may attempt will be the number of hours required by the SMCC Catalog multiplied by 150%. You will still need to pass at a minimum 67% of all work attempted and maintain the minimum GPA to be eligible for Federal Student Aid.

**SATISFACTORY ACADEMIC PROGRESS REVIEW.** 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" will count as an "F" in all financial aid calculations. Once the Incomplete is removed, the actual earned grade will be used. It is the responsibility of the student to inform the Office of Financial Aid when a change of grade has been 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 a regular course since students receive intuitional credit and grades for these courses.

**Transfer Credits:** All credit hours from another institution, that are transcribed to the SMCC academic transcript and are required courses for the student’s program, will count in the hours attempted. Credit 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

**Satisfactory academic Progress Appeals Process:** A student can appeal the suspension of their financial aid if one or more of the following situations occurred:

Death in the immediate family  
Illness or injury  
Change in Academic Program  
Unusual Circumstance

The student must complete the Satisfactory Academic Progress Appeal and disclose what has changed in their situation that will allow them to meet the SAP requirements at the end of the next evaluation. Once the appeal is submitted, the appeal committee will determine if the student will be placed on Financial Aid Probation or deemed ineligible for Title IV funds. The results of this evaluation will be posted to the student’s AccessSW account. Along with the SAP Appeal Form, the student must submit supporting documentation to back-up an extenuating circumstance.

- An extenuating circumstance should generally meet the following criteria:
- Be a circumstance that occurred during the semester that you fell below SAP.
- Must be something that was out of your ability to control.
- Must be something you could not have reasonably anticipated.
- Must have been a severe enough nature to have reasonably impacted your academic performance.
- Documentation should clearly align with the circumstances stated. It should also meet the following requirements:
- Clearly list the issue or circumstance.
- Clearly provide the specific dates or date range(s) of the issues.
- Clearly relate to your extenuating circumstances.
- The dates or dates ranges provided fall within the semesters that you did not meet SAP requirements.
- Show that the extenuating circumstance was something beyond your ability to control and was unexpected.

QUANTITATIVE REQUIREMENT – MAXIMUM 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. A student becomes ineligible when it becomes mathematically impossible for the student to complete the program within 150% of the length of the program, generally 96 credit hours. At this point, the student will be placed on Financial Aid Suspension and given a code of MAX and are not eligible for Federal Student Aid. A SAP Extension of Credits Appeal may be considered on a case-by-case basis.

The student must submit the SAP Appeal to the Director of Financial Aid who will then determine if the student has changed academic programs and has a described a plan for completing the new program specifying the remaining credit and courses and an anticipated date of completing the new program. When reviewing the student’s SAP Extension of Credits Appeal, only the hours that are accepted into the student’s current degree program or second degree program are used to determine the student’s maximum timeframe. If approved for an extension of credits, the student will be notified of the terms of the plan via mail.

When reviewing the student’s SAP Extension of Credits Appeal, only the hours that are accepted into the student’s current degree program or second degree program are used to determine the student’s maximum timeframe

During the Probation and/or Extension of Credits semester, the student will continue to be eligible for Title IV funds. At the end of each term, while on Financial Aid Probation and/or Extension, the student must meet the terms of their Probation and/or Extension to continue receiving Title IV Funds. Academic progress will be evaluated at the end of each semester. The student will be notified of these results via mail.

If the student does not meet the terms of their Probation, all financial aid will be suspended.

Appeals and other documentation may be delivered in person, by mail, or by fax to the

**SMCC Office of Financial Aid.**

Southwest Mississippi Community College Financial Aid Office  
1156 College Drive Summit, MS 39666  
Fax Number: 601-276-3888

**PELL GRANT LIFETIME ELIGIBILITY USED POLICY**

Per the Consolidated Appropriation Act of 2012, a student’s maximum duration of Pell eligibility is 6 Scheduled Awards, as measured by the percentage of “Lifetime Eligibility Used” (LEU). This is equivalent to 12 full-time semesters. Equivalency is calculated by adding together the percentage of the student’s Pell eligibility received each year to determine the student’s LEU, not to exceed 600%.

## RETURN OF TITLE IV POLICY

The Higher Education Amendments of 1998 defines “withdrawal” as failure to complete the period of attendance on which federal aid eligibility was based. Therefore, this policy affects not only those individuals who complete the formal withdrawal notification process, but also those students who simply stop attending class (unofficial withdrawal). The last date of attendance recorded will be used for official and unofficial withdrawals. In either case, when a recipient of Title IV funds ceases attendance during a term, the college must calculate how much was earned by the student.

These rules are federally mandated and the amount of aid a student has earned for the enrollment period is based on the length of time the student remains enrolled for that period. The Office of Financial Aid determines the percentage of the term completed by dividing the number of calendar days completed as of the date of withdrawal by the total number of calendar days in the term. If withdrawal occurs on or before 60% of the term has elapsed, the percentage of federal aid earned is equal to the percentage of the term completed. However, 100% of federal aid is earned if the date of withdrawal occurs after 60% of the term has elapsed.

Southwest Mississippi Community College will return the appropriate funds to the U.S. Department of Education for a Title IV recipient who withdraws, officially or unofficially, from all classes on or before the 60% point of the academic term. The student will be subject to repayment based upon the federal “Return of Title IV Funds” calculation.

The Return of Title IV Policy applies to students who withdraw or are dismissed from enrollment at Southwest Mississippi Community College. It is separate and distinct from the SMCC Refund Policy. The calculated amount of the “Return of Title IV Funds” (R2T4) that is required for students affected by this policy is determined according to the following definitions and procedures, as prescribed by regulation, and may or may not be the same as used in other contexts at SMCC.

A student who withdraws is one who either officially goes through an official withdrawal from the institution, is administratively withdrawn, suspended, or withdraws from all of his/her courses.

## VERIFICATION POLICY

Verification is the process established by the Department of Education to check the accuracy of aid applications. Students are selected randomly and based on certain criteria. The Department of Education randomly selects approximately 30 percent of applications each year. If you are selected for verification, you will need to complete the specific worksheet for the aid year requested and your dependency status; you may also be required to turn in certain tax information and financial documentation. If selected for verification the verification process must be complete before professional judgment can be used to adjust the FAFSA. The Southwest Mississippi Community College Office of Financial Aid may require additional information.

## Verification Process

Each year the Department of Education informs schools of the FAFSA data elements that must be verified. The department also lists the documentation the applicant must provide to the school to verify the accuracy of each required data element. The following segment reflects the items to be certified for tax filers and non-tax filers as well as acceptable documentation for each item. Items will vary based on the category of verification that the Department of Education assigns to the student. The tracking groups apply to both dependent and independent students. A complete list of tracking groups and requirements are listed after Acceptable Documentation.

## Acceptable Documentation

For the 2023 – 2024 academic year the Department of Education requires that schools accept IRS data retrieval Tool, IRS tax return transcripts, or a signed 1040 as the primary source of documentation when verifying federal income tax information. When submitting tax return transcripts, a dependent student must also submit the parent tax transcript. The IRS data retrieval process is by far the simplest and most efficient method for a student to meet the income tax return segment of the verification process.

## Return of Acceptable Documentation

The Office of Financial Aid is required by federal law to obtain verification documentation for a minimum of three years from the end of the award year. If a student wishes to obtain copies of submitted documentation, they must request the information be pulled. The student must present current identification in person to the Office of Financial Aid in order for documentation to be transferred and/or returned.

## 2023 - 2024 FAFSA Information Required to be Verified and Acceptable Documentation

### *Tax Filers:*

**Household Size**—Completed verification worksheet listing the name and age of each household member and the relationship to the applicant

**Number in College**—Completed verification worksheet listing the name and age of each household member attending a Title IV-eligible school at least half time for the award year, and the name(s) of the applicable school(s)

**AGI (Adjusted Gross Income)**—IRS data retrieval Tool, IRS tax return transcripts, or a signed 1040 for the student (and the parent if the student is dependent)

**U.S. Tax Paid**—IRS data retrieval Tool, IRS tax return transcripts, or a signed 1040 for the student (and the parent if the student is dependent)

**Untaxed IRA Distributions**—IRS data retrieval Tool, IRS tax return transcripts, or a signed 1040 for the student (and the parent if the student is dependent)

**Untaxed Pensions**—IRS data retrieval Tool, IRS tax return transcripts, or a signed 1040 for the student (and the parent if the student is dependent)

**Education Credits**—IRS data retrieval Tool, IRS tax return transcripts, or a signed 1040 for the student (and the parent if the student is dependent)

**IRA Deductions**—IRS data retrieval Tool, IRS tax return transcripts, or a signed 1040 for the student (and the parent if the student is dependent)

**Tax-Exempt Interest**—IRS data retrieval Tool, IRS tax return transcripts, or a signed 1040 for the student (and the parent if the student is dependent)

**High School Completion Status**—Copy of applicant's high school diploma or final high school transcript that shows the date the applicant completed secondary school OR copy of one of the

recognized equivalents of a high school diploma OR copy of homeschool documentation/state-issued homeschool certification credential

**Identity & Statement of Educational Purpose**—Government-issued photo identification AND Signed Statement of Educational Purpose for the 2023 - 2024 award year (presented to the school in person) **OR** Copy of government-issued photo identification AND original notarized Statement of Educational Purpose signed by the applicant for the 2023 - 2024 award year (if the student is unable to appear in person at the school)

*Non-Tax Filers:*

**Household Size**—Completed verification worksheet listing the name and age of each household member and the relationship to the applicant

**Number in College**—Completed verification worksheet listing the name and age of each household member attending a Title IV-eligible school at least half time for the award year, and the name(s) of the applicable school(s)

**Income Earned from Work**—Copy of a W-2 Form from each source of employment from 2021, signed statement certifying the applicant has not filed and is not required to file taxes for 2021, signed statement indicating sources and amounts of income earned from work in 2021 not listed on a W-2 Form, as well as a “verification of Nonfiling Letter” from the IRS dated on or after October 1, 2022 attesting that the student or parent did not file a 2021 IRS Income Tax Return. This can be obtained by submitting an IRS form 4506-T and checking box 7. If a “verification of Nonfiling Letter” cannot be obtained from the IRS, the student and/or parent can complete an Institutional Nonfiling Statement listing all income received for 2021.

**High School Completion Status**—Copy of applicant’s high school diploma or final high school transcript that shows the date the applicant completed secondary school OR copy of one of the recognized equivalents of a high school diploma OR copy of homeschool documentation/state-issued homeschool certification credential.

**Identity & Statement of Educational Purpose**—Government-issued photo identification AND Signed Statement of Educational Purpose for the 2023 - 2024 award year (presented to the school in person) **OR** Copy of government-issued photo identification AND original notarized Statement of Educational Purpose signed by the applicant for the 2023 - 2024 award year (if the student is unable to appear in person at the school)

<b>V1 Verification Flag</b>	<b>Standard Verification Group</b>	<b>Tax Filers</b> <b>Adjusted Gross Income</b> <b>U.S. Income Tax Paid</b> <b>Untaxed Portions of IRA Distributions</b> <b>Untaxed Portion of Pensions</b> <b>IRA Deductions and Payments</b> <b>Tax Exempt Interest Income</b> <b>Education Credits</b> <b>Number of Household Members</b> <b>Number in College</b>  <b>Non-Tax Filers</b> <b>Income Earned from Work</b> <b>Number of Household Members</b> <b>Number in College</b>
<b>V4 Verification Flag</b>	<b>Custom Verification Group</b>	<b>High School Completion Status</b> <b>Identity/Statement of Educational Purpose</b>
<b>V5 Verification Flag</b>	<b>Aggregate Verification Group</b>	<b>Tax Filers</b> <b>Adjusted Gross Income</b> <b>U.S. Income Tax Paid</b> <b>Untaxed Portions of IRA Distributions</b> <b>Untaxed Portions of Pensions</b> <b>IRA Deductions and Payments</b> <b>Tax Exempt Interest Income</b> <b>Education Credits</b> <b>Number of Household Members</b> <b>Number in College</b> <b>High School Completion Status</b> <b>Identity/Statement of Educational Purpose</b>  <b>Non-Tax Filers</b> <b>Income earned from work</b> <b>Number of Household Members</b> <b>Number in College</b> <b>High School Completion Status</b> <b>Identity/Statement of Educational Purpose</b>

Verification of Students with Special Circumstances

**Identity Theft**—Victims of identity theft who are selected for verification must provide Form 14039 **OR** a signed copy of the filed tax return and a copy of a filed police report **OR** a signed copy of the filed tax return and a signed statement that the filer was the victim of identity theft that the Internal Revenue Service is investigating.

**Amended Returns**—Individuals must provide the school with a signed copy of the original filed tax return or tax transcript and a signed copy of the Form 1040X.

**Foreign Tax Returns**—Individuals who filed foreign tax returns and who cannot obtain a tax transcript must provide the school with signed copies of the foreign tax returns or other information listing similar income and tax information, converted to U.S. dollars. If the individual is not required to file taxes under that nation's process, the student should provide a signed statement certifying income and taxes paid for the applicable period.

**U.S. Territory or Commonwealth Tax Returns**—If the student filed a tax return with Puerto Rico, Guam, American Samoa, or the Commonwealth of Northern Mariana Islands, the student should provide a signed copy of the applicable tax return. If taxes were filed with the Republic of the Marshall Islands, the Republic of Palau or the Federated States of Micronesia (the Freely Associated States), the student should provide a signed copy of the individual's wage and tax statement for each employer in addition to a signed statement that lists all income and taxes for the tax year.

**Consequences**

Failure to complete all verification by August 1st could result in the applicant being required to pay one-half of all fees by the initial payment date listed on the fee payment schedule that is located on the college website. Failure to complete verification and failure to pay one-half may result in the loss of any pre-registered classes.

# 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 Records 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 Instruction.

**\*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 Instruction. Additional tuition 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 may 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 any 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 the student's grade at 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.

## 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 MSVCC 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-two 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-two hours\*\* following one of the prescribed technical programs of study included in the SMCC Catalog. These 62 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 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 full-term 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 no 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 students 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 Vice-President for Admissions and Records.

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 Vice-President for Admissions and Records 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 High School Equivalency (HSE) free preparatory classes; Testing and Assessment services along with Pearson VUE testing; a Dropout/Educational Recovery Program; an Institute for Learning in Retirement program. All services are designed to serve incumbent and prospective members of the workforce, business and industry, and Southwest Mississippi Community College 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. 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

1. The High School Equivalency (HSE) test, Test for Adult Basic Education (TABE), Career Readiness Certificate, and CareerEdge, an interest inventory with employability skills such as resume, interview, financial literacy, etc. are administered through the RWTC.

Southwest Mississippi Community College is a Pearson VUE authorized test center.

## ADULT BASIC EDUCATION

Adult Basic Education (ABE) and High School Equivalency (HSE) classes are free and available to Mississippians 16 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 HSE test. 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 Residence Hall Information. Students are required to purchase a meal plan that provides meals anytime the cafeteria is open (usually 7 days).

To reserve a room in the residence hall, a student must submit a completed housing application and reservation fee 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. Only a portion of the fee maybe 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 during the Fall and Spring semesters. Students must be enrolled in 6 traditional, on-campus hours, and have a 1.5 GPA to be eligible for campus housing during the Summer semester.

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 Residence Hall Information.

#### 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.

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. Students may request a copy from the Vice President for Student Affairs. 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). 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 must register all vehicles. Students parking in any zone other than that designated 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 Sub-score

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 Sub-score

Greater than or equal to 19 or a grade of “C” or better in MAT 1133 or MAT 1233	MAT 1313 College Algebra
Less than or equal to 19	MAT 1133 College Algebra
OR	
Greater than or equal to 17 or a grade of “C” or better in MAT 0123	MAT 1133 Pre-College 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 members 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.

Should a student be unsatisfied with the resolution of their grievance, the student may follow the State complaint process from the Mississippi Commission on College Accreditation (MCCA) at [http://www.mississippi.edu/mcca/student\\_complaint\\_process.asp](http://www.mississippi.edu/mcca/student_complaint_process.asp). The MCCA will not respond to complaints until the student has exhausted all grievance procedures provided by the institution

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 college and its alumni. The Association's Annual Meeting is held on Homecoming Day. The board of directors for the SMCC Alumni Association meet quarterly.

### HONOR SOCIETY

Chartered in the spring of 1966, the Omicron Delta Chapter of Phi Theta Kappa, an international community college honor society, offers membership to students achieving and maintaining high academic standing. To be admitted into Phi Theta Kappa, a student must accumulate fifteen college level academic hours and have an overall grade point average of 3.50 or higher. To continue in the society, the student must maintain an overall 3.00 grade point 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. Health Occupation Students of America (HOSA) is available to PN students. Collegiate DECA is available to all business-related majors. 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 Catholic Campus Ministry, the organization for Catholic students, is a member of the Newman Student Federation.

## VETERAN INFORMATION

All past academic and attendance records pertaining to students who receive benefits from the Veteran's Administration (VA) are kept in a locked file cabinet in the Financial Aid Department. The files are available for inspection by the Veterans' Administration any time during regular office hours. The VA Certifying Official is located in the Financial Aid Department.

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 not certified to the Veterans' Administration until these requirements are met.

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 not be certified for VA Benefits until all prior transcripts, including military transcripts, have been received by the VA Certifying Official.

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. Per instructions from the Vice-President for Admissions and Records, the VA Certifying Official notifies the VA of students who have been placed on Academic Suspension or Probation.

Upon satisfactory completion of the approved degree plan, the veteran or eligible person is given a diploma or certificate by the school. The Certifying Official will notify the VA that the program was satisfactorily completed and the student has met the requirements for Graduation.

Students receiving VA educational benefits must enroll in ONLY those courses listed in their declared major or program of study which has been approved by the Veteran's Administration. Any repeated courses with a passing grade of "D" or better will not be certified for payment.

For more information, contact Tammy Cain, VA Certifying Official at 601.276.3707.

## 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-two semester hours which must include the basic core listed below:

##### BASIC CORE

Course	Semester Hours	Credit
ENG 1113, 1123 .....	6	6
MAT 1313, 1323, 1613, or 1753.....	3	3
SPT 1113 .....	3	3
*Laboratory Science .....	8	8
**Humanities .....	6	6
***Fine Arts .....	3	3
****Social Science.....	6	6
LLS 1311 .....	1	1

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

\*\*Humanities may be selected from history, literature, 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: Melissa Campbell

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	ECO2113, ECO 2123, PSY 1513	9
Orientation	LLS 1311	1
Accounting	ACC 2213, 2223	6
Business	BAD 2323, 2413	6
Literature	ENG 2423 or 2433	3
Electives		5

PRE-ADVERTISING, ENGLISH, FOREIGN LANGUAGE, JOURNALISM

Advisor Yolanda Young 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		8

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	BIO 2511, 2513, 2521, 2523	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		20

PRE-ANIMAL SCIENCES, HORTICULTURE, VETERINARIAN

Advisor: Dr. Alana Gabler, Sarapha Griffin

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313, 1323 or 2323	6
Speech	SPT 1113	3
Laboratory Science	BIO 1134, 1144	8
Nutrition	BIO 1613	3
Humanities		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	16
Physics	2414, 2424	8

## 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, 1453	15
Literature	ENG 2423, 2433	6
Electives		5

## PRE-BIOLOGY, FORENSICS, MICROBIOLOGY

Advisor: Sarapha Griffin, 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		2

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

Advisor: Dr. Shahla Anderson, Dr. Kevin McKone

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		2

**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		23

## PRE-COMPUTER ENGINEERING, SOFTWARE ENGINEERING

Advisor: Colter Cotten

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

## PRE-COMPUTER SCIENCE

Advisor: Colter Cotten

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

## 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		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, SOC 2113	6
Educational Psychology	EPY 2513 or 2533	3
Orientation	LLS 1311	1
Chemistry	CHE 1211, 1213, 1221, 1223	8
Nutrition	BIO 1613	3
Medical Terminology	BOT 1613 OR BIO 1813	3
Electives		1

PRE-EARTH SYSTEM SCIENCE, MATHEMATICS

Advisor: Ron Wilson

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		7

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		20

PRE-ELEMENTARY EDUCATION, SPECIAL EDUCATION

Advisor: Julie Robison

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313, 1723, 1733	9
Speech	SPT 1113	3
Laboratory Science		8-11
Humanities	HPR 1213, History Sequence	9
Fine Arts	ART 1113 or MUS 1113, ART 1913 or MUS 2513	6
Social Science	GEO 1113, PSY 1513, PSY 2513	9
Orientation	LLS 1311	1
Literature	ENG 2423 or 2433, ENG 2153	6
Endorsement Area	English, General Science, Mathematics, Social Studies	3-6

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

Advisor: Ron Wilson

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 1134	4
Literature	ENG 2423, 2433	6
Electives		7

## PRE-Forestry

Advisor: Karen May

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313, 2323	6
Speech	SPT 1113	3
Biology	BIO 1134, 1144	8
Chemistry*	CHE 1113 or CHE 1213/1211	3-4
Humanities	HIS, PHI, or English Literature	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	ECO 2113, SOC 2113	6
Orientation	LLS 1311	1
Electives*	Based on concentration	19-20

\*Based on forestry concentration

## PRE-GENERAL STUDIES

Advisors: Dawn Brumfield, Kasie Brown, Joe Elliott, Amy Gazzo, Greg Haskins, Jamie Jackson, Dan Lewman, Dr. Jennifer McLaughlin, Natalie McMahan, Debera Reeves, Yolanda Young

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		20

## PRE-Health CARE ADMINISTRATION

Advisor: Karen May

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		6
Orientation	LLS 1311	1
Accounting*	ACC 1213	3
Computer Science	CSC 1113	3
Electives		20

\*Accounting is not required by all four-year institutions. Check the requirements at the institution you plan to attend after SMCC.

\*\*Each four-year institution requires a different sequence of laboratory sciences. Check the requirements at the institution you plan to attend after SMCC.

## PRE-HEALTH, PHYSICAL EDUCATION, AND RECREATION

Advisors: Brent Harris

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		17

## 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		8

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		20

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		20

## PRE-MEDICAL TECHNOLOGY, RADIOLOGIC TECHNOLOGY

Advisor: Karen May

English Composition I & II	ENG 1113, 1123	6
Mathematics	MAT 1313	3
Speech	SPT 1113	3
Laboratory Science	BIO 1134, BIO 2513, 2511, 2523, 2521, 2923, 2921	12-16
Laboratory Science	CHE 1213, 1211, 1223, 1221, 2423, 2422, 2433, 2432	8-18
Humanities	HIS 1163, 1173	6
Fine Arts	ART 1113 or MUS 1113	3
Social Science	PSY 1513, SOC 2113	6
Orientation	LLS 1311	1
Biology	BIO 1134	4
Literature	ENG 2423 or 2433	3
Electives	BIO 1813, BOT 1613, BOT 1623, additional CHE, CSC 1113, MAT 1323, MAT 2323	9-15

## PRE-MUSIC

Advisor: Joe Elliott, Joe Raymond, Dr. Lorrie Stringer

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: Dr. Melissa Adams

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	3
Literature	ENG 2423 or 2433	3
Electives		9

## 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		14

## PRE-PHARMACEUTICAL SCIENCES

Advisor: Dr. Shahla Anderson

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. Kevin McKone

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: Dr. Bente Johnson

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, or SOC 2113	6
Orientation	LLS 1311	1
Literature	ENG 2423 or 2433	3
Social Work	SWK 1113	3
Electives		20

# TECHNICAL PROGRAMS OF STUDY

## ASSOCIATE DEGREE NURSING PROGRAM

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.

### LEGAL LIMITATIONS FOR LICENSURE

#### 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:

- A. Submit an official transcript to the board from a state accredited Mississippi nursing program showing successful completion of such program;
- B. 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;
- C. Comply with criminal background checks and fingerprinting in accordance with Miss. Code Ann. Section 73-15-19 (1) and 73-15-21 (1);
- D. Submit completed board-approved application, including the notarized authorization to release information form;
- E. Pay required nonrefundable application fee upon submission of application to the board;
- F. Submit the application by deadline dates established by the board;
- G. Register for the examination with the designated testing service; and
- H. Pay required fee upon examination registration to the designated testing service.

In order to qualify for a license to practice nursing, an applicant must have successfully been cleared for licensure through an investigation that shall consist of a determination as to good moral character and verification that the prospective licensee is not guilty of or in violation of any statutory ground for denial of licensure.

Miss Code Ann. Section § 73-15-19 (1) and 73-15-21 (1) authorizes the Mississippi Board of Nursing (MSBN) to undergo a fingerprint-based criminal background history check of the Mississippi central criminal data base and the Federal Bureau of Investigations criminal history data base on all applicants for licensure.

Part 2820 Chapter 1: Denial, Revocation, Suspension of License Rule 1.1 Board Authority to Deny, Revoke, Suspend License. The board shall have power to deny, revoke, suspend, or refuse to renew any license or permit to practice nursing issued by the board or applied for in accordance with the provision of this act, including the power to fine said individual, upon proof that such person has violated the provisions of Miss. Code Ann. Chapter 15 as more specifically defined in Section 73-15-29. Source: Miss. Code Ann. § 73-15-17 (1972, as amended).

**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. A national ACT composite score of at least 18 and grade point average (GPA) of 2.50 calculated using required prerequisite courses for program admission is required.  
**Model One-** Any student with a bachelor's degree or higher may be admitted without an ACT score.  
**Model Two-** Students without the required ACT composite score must have completed a minimum of 12 semester hours in the nursing major, including Anatomy and Physiology, with at least a grade of "C" and have a minimum 2.5 GPA before being admitted.  
**Model Three-** Students not meeting Model One or Model Two admission guidelines may be considered for admission with a defined plan to support student success and program completion congruent with current resources.
5. 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
6. LPN to RN Transition students must complete the prerequisite courses listed in #5 as well as ENG 1113 English Composition I, BIO 2921 Microbiology Lab, and BIO 2923 Microbiology with a "C" or better.
7. 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 1<sup>st</sup>

Spring Semester – October 1<sup>st</sup>

**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

LPN to RN transition applicants who completed the PN program at SMCC 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 or documentation of yearly 1 step) or Quantiferon blood test; negative drug screen as specified by the Nursing and Allied Health Substance Abuse Policy; Hepatitis B Vaccine or signed declination statement; Tdap within the last ten years; yearly flu vaccination; COVID-19 vaccination (strongly recommended); 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 2110. 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 enrolled. Readmission is considered on a competitive basis and space availability for that course. Students are not allowed readmission into LPN to RN Transition (NUR 1106).

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 the Associate Vice-President for Nursing. 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 (for entire program) .....	\$ 600.00
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 Testing and Online Resources .....	\$ 2700.00
CPR, Health Requirements, Criminal Background Check .....	\$ 475.00
State Board Licensure Exam .....	\$ 300.00
Drug Testing Fee .....	\$ 90.00
Organizational Dues .....	\$ 20.00
Mandatory Review .....	\$ 350.00

**Prerequisite Courses for Generic and LPN to RN Transition  
(LPN to RN Transition has additional pre-requisite courses- see below)**

**Associate Vice-President for Nursing: Stephanie Greer.**

**Advisors: Lisa Alford, Christa Bacot, Andrea Blalock, Leigh Ann Creel, Courtney Hamilton.  
ShaDonna Johnson, Crystal Jordan, Lisa Lehmann, Erica Myers, Victoria Seals, Barbara  
Walker, Karla Wallace, Dianne Wilkinson**

Anatomy & Physiology	BIO 2511, 2513, 2521, 2523	8
Mathematics	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 1109, 1210, 2110, 2210	39

**LPN to RN Transition Option**

English Composition I (pre-requisite)	ENG 1113	3
Speech	SPT 1113	3
Microbiology* (pre-requisite)	BIO 2921, 2923	4
Humanities/Fine Arts**		3
Social Science	PSY 1513, SOC 2113	6
Orientation	LLS 1311	1
Nursing***	NUR 1106, 2110, 2210	26

Total Semester Hours = 70

\*BIO 2921, BIO 2923 are prerequisites to NUR 2110.

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

\*\*\*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: Dr. Addie Boone**

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 Automotive Technology program is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions of all eight areas of ASE/NATEF certification (Engine Repair, Electrical and Electronic Systems, Engine Performance, Brakes, Steering and Suspension Systems, Manual Drive Trains and Axles, Automatic Transmissions and Transaxles, Heating and Air Conditioning). Automotive Technology may be taught as either a career certificate program or as a technical program. The curriculum for Postsecondary Automotive Technology is based upon the task list published in ASE Certification for Automobile Training Programs and the National Automotive Technicians Education Foundation, Inc. (NATEF). This task list serves as a national standard for certification of automobile technician training programs and is regularly reviewed and validated by technicians and engineers in the automotive industry.

**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 equivalent score on the ACCUPLACER test.

**FEES AND EXPENSES:** There may be additional fees associated with national certifications that are specific to Automotive Technology. These additional fees are estimates only

and are subject to change without notice. Check with the program's advisor or the program's webpage for more information.

## **BUSINESS AND MARKETING MANAGEMENT**

The Marketing Management program of study prepares the graduate for a career in marketing, professional sales, advertising, management, retail management, entrepreneurship, and human resource management. 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: Entrepreneur/Business Owner, Management, Marketing, Professional Sales, Public Relations, Advertising, Human Resource Management, Buyer, Retail Management, Merchandising, E-Commerce Marketing, Event Management/Planning, and Marketing Research.

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 ACCUPLACER score.

## **BUSINESS TECHNOLOGY**

The Business Technology 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, Medical Office Technology, and Office Management Technology.

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 equivalent score on the ACCUPLACER test.

Accounting Technology students are required to complete OPAC Word Basic, OPAC Proofreading, OPAC Excel Basic, OPAC Excel Intermediate, and OPAC Quickbooks upon exiting the Business Technology program.

Medical Office Technology students are required to complete OPAC Proofreading, OPAC Medical Terminology and OPAC Medical Proofreading upon exiting the Business Technology program.

Office Management Technology students are required to complete OPAC Word Basic, OPAC Proofreading, OPAC Excel Basic, OPAC Quickbooks, and OPAC Database upon exiting the Business Technology program.

FEES AND EXPENSES: The regular college fees are listed on the college's website. There are additional fees associated with national certifications that are specific to the Business Technology program. These additional fees are estimates only and are subject to change without notice. Check with the program's advisors for more information.

## 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 equivalent score on the ACCUPLACER test.

## EARLY CHILDHOOD EDUCATION TECHNOLOGY

The Early Childhood Education Technology program provides preparation for a professional career in Early Childhood Education spanning a variety of career options. This discipline includes classroom instruction, supervised laboratory experiences, and work-based learning experiences. Students will develop competencies that enable them to provide services, teach, and guide young children in various early childhood professions. The Early Childhood Education Technology curriculum is a 2-year discipline that requires a minimum of 60 semester hours of course work.

Successful completion of the Early Childhood Education Technology curriculum results in the students receiving an Associate in Applied Science degree.

**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 equivalent score on the ACCUPLACER test.
2. 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.

CPR Certification	\$ 50.00
Uniform and Accessories	\$ 40.00

## 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. Equivalent ACCUPLACER scores will be accepted.

## 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 knowledge and skills in four main categories; which are coding and revenue cycle management, information governance, informatics, and data analytics. 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.

### Accreditation Statement

The Health Information Technology accreditor of Southwest Mississippi Community College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for the associate degree in Health Information Technology has been reaffirmed through 2024. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at [info@cahiim.org](mailto:info@cahiim.org).

The Health Information Technology program prepares graduates to write the national accreditation examination for the Registered Health Information Technician (RHIT).

### Admission Requirements

An application for the program must be completed as well as an interview with the Program Director. Priority is given to applicants with an ACT composite of 18 or equivalent ACCUPLACER score. Students are admitted on a first-come, first-served basis of qualified applicants.

## 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 associate's degree of applied science will be awarded to a student who successfully completes the two-year program.

Heating, Ventilation, Air-Conditioning, and Refrigeration Technology is a postsecondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air-conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating, cooling, and refrigeration systems according to the standards of the American Society of Heating, Refrigeration, and Air-Conditioning Engineers, Inc., Air-Conditioning Contractors of America (ACCA), Air-Conditioning Heating Refrigeration Institute

(AHRI), and others. Included are air-conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

**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 equivalent score on the ACCUPLACER test.

### **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 ACCUPLACER 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.

### **ENERGY OPERATIONS PROCESSES**

Graduates from this program will receive an associate of applied science degree and are prepared for internships, apprenticeships, and entry level positions at any operations processing facility. They will have acquired basic technical skills in equipment, instrumentation, and operation of production systems in oil and gas as well as other carbon based processing facilities. Graduates will have a broadened vocabulary along with basic industrial communication and computer skills to make job specific learning less difficult. Graduates will also possess team building, behavior based, safety awareness, and environmental awareness skills that are critical in the workplace of today. In addition, our graduates will have a working knowledge of federal and state regulations on worker safety, safety systems, and the environment. Specific emphasis is placed on Offshore Oil & Gas production systems and facilities Under 30 CFR 250, and API RP 14-C.

**ADMISSION REQUIREMENTS:** Priority admission is granted to those applicants whose ACT scores show a composite score of 18 or higher. Equivalent ACCUPLACER scores will be accepted.

**FEES AND EXPENSES:** Regular college fees are listed on the college's website. There are additional costs specific to the Oil and Gas Technology program. A Production Systems course acknowledged by Louisiana D.O.E., API, & BSEE can be attained at SMCC, as well as offshore production safety systems training (T-2 Certification)

### **UTILITY LINEMAN TECHNOLOGY**

The Lineworker Technology curriculum is designed to prepare the student for entry-level employment in the field of utility power transmission and distribution construction,

troubleshooting, and repair. The curriculum includes Climbing in Elevated Work Site (Pole Climbing), Overhead Construction, Underground Construction, System Design and Operation, National Electric Safety Code, AC and DC Circuits, and Electric Power. Electives are available in advanced levels of utility line worker technology.

The line worker competencies required in this curriculum were developed to coincide with the standards for the electric power generation, distribution, and transmission industry as described in the United States Department of Labor Occupational Safety and Health Administration.

Normal class hours are 8:00 a.m.-4:30 p.m. Monday through Thursday and 8:00 a.m. – 4:00 p.m. on Friday.

#### ADMISSION REQUIREMENTS:

1. Must meet general admission requirements for the college
2. Must complete a Utility Lineman Technology application.
3. Have a composite ACT score of 16.
4. 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
5. Must provide a copy of a recent DOT Physical with Drug Screen detailing you are:
  - a. Physically and mentally competent
  - b. Drug-Free
6. Must have a high school diploma or GED, or meet the Ability to Benefit ASSET scores

#### WELDING AND CUTTING

The Welding and Cutting Technology program prepares students for entry level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxyfuel Cutting, and Gas Tungsten Arc Welding (GTAW). Electives are available in advanced levels of welding and cutting. The welding competencies required in this curriculum were developed to coincide with the Guide for the Training and Qualification of Welding Personnel: Entry-Level Welders (AWS EG2.0-95) and Specification for Qualification and Certification for Entry-Level Welders (AWS QC 10-95). One major goal of this program is to prepare graduates to complete NCCER Core Curriculum, NCCER Level 1 and 2, or AWS Sense Level 1.

A Technical Certificate is awarded upon successful completion of the one-year program.

**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 - \$15.00 (one-time fee), 100% Cotton Clothing \$100.00 (one-time fee), Steel-Toe Boots \$110.00 (one-time fee), Tools \$600.00 (one-time fee), Weld Test Fee - Plate \$56.00 (per semester x 4), Weld Test Fee - Pipe \$114.00 (per semester x 2).

**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 equivalent score on the ACCUPLACER test. Applicants must complete a program application.

## **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 equivalent score on the ACCUPLACER 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

### CARPENTRY (RESIDENTIAL)

Carpentry Technology is an instructional program designed to prepare students for entry level into the carpentry trade. The 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 equivalent score on the ACCUPLACER 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 is a sixteen-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 an eleven-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 or an equivalent Accuplacer score will be accepted.
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 - \$730 (one-time fee), Uniform/shoes - \$200.00 (one-time fee), Classroom Supplies - \$30.00 (one-time fee), State Board Testing Fees - \$285.00 (one-time fee), State Board License Fee - \$50.00 (one-time fee)

## PRACTICAL NURSING PROGRAM

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 that 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 who complete the program requirements, three semesters, as identified by the Mississippi Community College Board, will be eligible to Take the National Council Licensure Examination for Licensed Practical/ Vocational Nurses® (NCLEX-PN®).

The graduate of the program functions as a provider of care and member of a profession. This curriculum references the Client Needs and Integrated Processes Categories from the Test Plan for National Council Licensure Examination for Licensed Practical Nurses® (NCLEX-PN®).

### MISSION

The Practical Nursing (PN) program supports the mission and goals of the College. The PN program is designed to prepare graduates for entry level nursing practice in a variety of health care settings by providing a quality educational program using a curriculum that is in compliance with the Mississippi Curriculum Framework for Practical/Vocational nursing programs.

### GOALS

1. To provide opportunities that assists students in academic and career advancement beyond practical nursing.
2. To provide a program that prepares students to meet the healthcare needs of the community served.
3. To provide students opportunities in diverse service areas throughout the community.

### LEGAL LIMITATIONS FOR LICENSURE

#### 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:

- A. Submit an official transcript to the board from a state accredited Mississippi nursing program showing successful completion of such program;
- B. 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;
- C. Comply with criminal background checks and fingerprinting in accordance with Miss. Code Ann. Section 73-15-19 (1) and 73-15-21 (1);
- D. Submit completed board-approved application, including the notarized authorization to release information form;
- E. Pay required nonrefundable application fee upon submission of application to the board;
- F. Submit the application by deadline dates established by the board;
- G. Register for the examination with the designated testing service; and
- H. Pay required fee upon examination registration to the designated testing service.

In order to qualify for a license to practice nursing, an applicant must have successfully been cleared for licensure through an investigation that shall consist of a determination as to good moral character and verification that the prospective licensee is not guilty of or in violation of any statutory ground for denial of licensure.

Miss Code Ann. Section § 73-15-19 (1) and 73-15-21 (1) authorizes the Mississippi Board of Nursing (MSBN) to undergo a fingerprint-based criminal background history check of the Mississippi central criminal data base and the Federal Bureau of Investigations criminal history data base on all applicants for licensure.

Part 2820 Chapter 1: Denial, Revocation, Suspension of License Rule 1.1 Board Authority to Deny, Revoke, Suspend License. The board shall have power to deny, revoke, suspend, or refuse to renew any license or permit to practice nursing issued by the board or applied for in accordance with the provision of this act, including the power to fine said individual, upon proof that such person has violated the provisions of Miss. Code Ann. Chapter 15 as more specifically defined in Section 73-15-29. Source: Miss. Code Ann. § 73-15-17 (1972, as amended).

### **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 LPN or ADN Division, 1156 College Drive, Summit, MS, 39666.
3. Submit official transcripts from high school, GED, and/or college for all colleges' courses attempted to SMCC Registrar's Office.
4. A national ACT composite score of 18 with a 17 or higher in math and reading or an equivalent score in Reading and/or Math on the Accuplacer test or have approved substantial course equivalents.

### **APPLICATION DEADLINE**

June 15<sup>th</sup>

### **ACCEPTANCE CRITERIA**

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

- GPA
- ACT
- Residency
- Students entering the program for the first time
- Completion of academic courses\*
- Students who completed the HCA program at SMCC

\*While academic courses are not required for admission, once completed, add points in the selection process for applicants. Academic courses that may add points include BIO 2511, BIO 2513, BIO 2521, BIO 2523, and MAT 1313.

Within two weeks following written notification of the applicant's admission status, the applicant must present the signed notification letter to the Nursing Office 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 acceptance criteria.

Criminal Background Check including fingerprinting results may deny students access to clinical agencies and disqualify the student from participation in the program. Students unable to participate in clinical experiences will be required to withdraw from the program.

Students selected for admission into the PN 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 or declination; TB skin tests (two-step) or Quantiferon blood test; negative drug screen as specified by the Nursing and Allied Health Substance Abuse Policy; Hepatitis B Vaccine or signed declination statement; tdap within the last ten years; and a current American Heart Association Health Care Provider Course. All items must remain current for the full semester in which the student is enrolled. Students admitted to any nursing courses must adhere to the current catalog policies and the PN program of study.

### **STUDENT PROGRESSION POLICY**

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 pass all clinical skills in order to continue in the program. Students are admitted on a full-time basis only. Dismissal from the program may occur at any time during a nursing course when a violation of program policies occurs.

### **TRANSFER/READMISSION POLICY**

Acceptance of transfer credit or readmission to the program is based on the PN policies related to transfer and readmission and is determined on an individual basis and space availability.

Students applying for readmission enter under the current catalog in effect at the time they re-enter the program and are obligated to follow the requirements, policies, and procedures in effect at the time they re-enter.

1. A course can only be repeated one time only. Students who are unsuccessful in a nursing course twice will be dismissed from the program. Calculation of GPA for readmission will include nursing course grades.
2. Readmission is not guaranteed. Priority is given to students who, at the time they left, were passing both theory and clinical. Second priority is given to students based on their average in theory and demonstration of safety in the clinical agency.
3. Readmission may be denied based upon unsatisfactory clinical performance.
4. All first-time applicants within a higher priority category are admitted before applicants applying for readmission.
5. Students unsuccessful in the program may reapply to the program as first-time students after a period of 2 years.
6. Entry into a core nursing course is counted as an admission/readmission once the classes begin for the semester. Students who leave the nursing program (interrupt normal progression) at any time for any reason must apply for readmission.
7. Students are eligible to apply for readmission within one year of the last nursing course enrolled.
8. A student who has been dismissed from or who leaves the ADN program or LPN program under adverse circumstances (i.e., unsafe clinical practice, cheating on tests or paper work, uncivil behavior, etc.) may be denied admission to the ADN and/or PN program.
9. If readmission is granted, the Associate Vice-President for Nursing will decide at what point the student will be allowed to enter the program.

## FEES AND EXPENSES

The regular college fees are listed on the college website. There are additional costs specific to the nursing program. These additional costs are an estimate only and are subject to change.

REQUIRED ITEM	COMMENTS	COST
Books/Online Resources	For entire program	840.00
Clinical Required Criminal Background Check	1 <sup>st</sup> semester fee charge	50.00
Uniforms/Accessories	Non-specified vendor	300.00
Shoes (clinical white)	Non-specified vendor	65.00
Clinical Equipment	Non-specified vendor	100.00
ATI Testing	For entire program	1780.00
Lab Skills/Supply Kit	Specified vendor	200.00
MS State SNA Membership	Optional (recommended)	25.00
CPR	Must be BLS Healthcare Provider	50.00
Mandatory Board Review	Each semester	92.00
Licensure Exam Fees	Last semester	300.00
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	200.00
Drug Screen	1 <sup>st</sup> semester	90.00
Class Pin	Last semester	40.00
Malpractice Insurance	1 <sup>st</sup> semester	15.00

## 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 1123, 1134, 1214, 1313, 1424, 1715, 1811, 2324, 2334, 2434, 2444, 2614	44
Approved Electives	ATT 291(1-6), 292(1-6), 293(1-6), IST 1113, BOT 1233, CSC 1123, WBL	4

### AUTOMOTIVE TECHNOLOGY CERTIFICATE

Advisor: Josh Troxler

Orientation	LLS 1311	1
Automotive Technology	ATT 1123, 1134, 1214, 1313, 1424, 1715, 1811, 2324, 2334, 2434, 2444, 2614	44
Approved Electives	ATT 291(1-6), 292(1-6), 293(1-6), IST 1113, BOT 1233, CSC 1123, WBL	4

## BUSINESS AND 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, 2323	36
Business Administration	BAD 2413	3
Computer-Related Elective		3
Accounting Elective		3
Approved Elective		3

## BUSINESS TECHNOLOGY-ACCOUNTING TECHNOLOGY

Advisor: Leigh Anne Gibson

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 1233, 1243, 1273, 1313, 1493, 1763, 1823, 1853, 2183, 2233, 2333, 2433, 2463, 2623	42
Accounting	ACC 2213, 2223 or BOT 1433, 1443	6
Optional Electives	BOT 1013, 1111, 1123, 1213, 1221, 1363, 1413, 1453, 1473, 1513, 1613, 1623, 1643, 1713, 2111, 2121, 2133, 2423, 2473, 2523, 2613, 2643, 2653, 2663, 2673, 2723, 2743, 2753, 2763, 2813, 2823, 2833, 2913, 2923, 2933	

## BUSINESS TECHNOLOGY–MEDICAL OFFICE TECHNOLOGY

Advisor: Leigh Anne Gibson

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 1233, 1243, 1273, 1313, 1613, 1623, 1763, 2183, 2433, 2623, 2643, 2653, 2673, 2743, 2763	45
Accounting	ACC 2213 or BOT 1433	3
Optional Electives	BOT 1013, 1111, 1123, 1213, 1221, 1363, 1413, 1443, 1453, 1473, 1493, 1513, 1643, 1713, 1823, 1853, 2111, 2121, 2133, 2233, 2333, 2423, 2463, 2473, 2523, 2613, 2663, 2723, 2753, 2813, 2823, 2833, 2913, 2923, 2933	

## BUSINESS TECHNOLOGY-OFFICE MANAGEMENT TECHNOLOGY

Advisor: Leigh Anne Gibson

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 1233, 1243, 1273, 1313, 1493, 1763, 1823, 1853, 2183, 2233, 2333, 2433, 2463, 2623	42
Accounting	ACC 2213, 2223 or BOT 1433, 1443	6
Optional Electives	BOT 1013, 1111, 1123, 1213, 1221, 1363, 1413, 1453, 1473, 1513, 1613, 1623, 1643, 1713, 2111, 2121, 2133, 2423, 2473, 2523, 2613, 2643, 2653, 2663, 2673, 2723, 2743, 2753, 2763, 2813, 2823, 2833, 2913, 2923, 2833	

## 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 1114, 1223, 1263, 1364, 1374, 1513, 1614, 1713, 1813, 2253, 2273, 2623	40
Electives	DET 1213, 2113, 2383, 2513, 2523, 291(1-6), 292(1-3), CSC1113, WBL	9

## DIESEL TECHNOLOGY CERTIFICATE

Advisor: Kevin Bennett

Orientation	LLS 1311	1
Diesel Equipment	DET 1114, 1223, 1263, 1364, 1374, 1513, 1614, 1713, 1813, 2253, 2273, 2623	40
Electives	DET 1213, 2113, 2383, 2523, 291(1-6), 292(1-3), CSC1113, WBL	6

## EARLY CHILDHOOD EDUCATION TECHNOLOGY

Advisors: Joanna Barr, Jamie-Lyn Honea

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, 1213, 1224, 1313, 1343, 1713, 2233, 2413, 2513, 2613, 2714, 2813, 2914, 2944	45
Child Development Electives	CDT 1111, 1121, 2111, 2121, WBL	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, 1123, 1144, 1192, 1213, 1253, 1263, 1413, 2113, 2424, 2613, 2623	37
Technical Electives	EET 1214, ELT 1133, 291(1-3), HST 2223, 2233, WBL	5

## HEALTH INFORMATION TECHNOLOGY

Advisor: Kristy Carlisle

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, 2133, 2253, 2453, 2512, 2522, 2615, 2625, 2633, 2713, 2813, 2914, 2921	47
Computer Science	CSC 1123	3

## HEATING AND AIR CONDITIONING

Advisor: Robert Reid

English Composition I	ENG 1113	3
Mathematics/Science		3
Speech	SPT 1113	3
Humanities/Fine Arts		3
Social Science		3
Orientation	LLS 1311	1
Heating and Air Conditioning	ACT 1003, 1124, 1133, 1214, 1313, 1713, 2324, 2414, 2424, 2433, 2513, 2624	42
Technical Electives	ACT 2713, 291(1-3), 292(1-3), BOT 1213, 1233, 1313, 1433, CSC 1113, MMT 1313, 1323, 2513, WBL	3

## HEATING AND AIR CONDITIONING CERTIFICATE

Advisor: Robert Reid

Orientation	LLS 1311	1
Heating and Air Conditioning	ACT 1003, 1124, 1133, 1214, 1313, 1713, 2324, 2414, 2424, 2433, 2513, 2624	42
Technical Electives	ACT 2713, 291(1-3), 292(1-3), BOT 1213, 1233, 1313, 1433, CSC 1113, MMT 1313, 1323, 2513, WBL	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, 1143, 1154, 1163, 1224, 1244, 1254, 1643, 2224, 2234, 2434, 2923	48

### ENERGY OPERATIONS PROCESSES

Advisors: James McKinley

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
Oil and Gas Production	OGP 1113, 1133, 1213, 1313, 1324, 1413, 1614, 2113, 2214, 2223, 2313, 2513	39
Electives	WBL, OGP 2913, 2933	7

### UTILITY LINEMAN TECHNOLOGY

Advisor: Aurelia Gayden

Orientation	LLS 1311	1
Utility Lineman Technology	ULT 1122, 1144, 1192, 1223, 1323, 1413, 1514, 2911	22
Approved Electives	ULT 1223, 1623, 2333, 291(1-3), 292(1-3), 293(1-3), 294(1-3), 295(1-3), WBL 191(1-3) 192(1-3), 193(1-3), 291(1-3) 292(1-3), 293(1-3)	6

### WELDING AND CUTTING

Advisor: Shane Brister, Phil Evans

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
Welding and Cutting	WLT 1115, 1124, 1135, 1143, 1155, 1173, 1225, 1232, 1253, 1313	38
Technical Electives	WLT 1162, 191(1-6), 192(1-6), 1931, 1941, 2514, 2524, 2812, 2913,WBL	7

### WELDING AND CUTTING CERTIFICATE

Advisor: Shane Brister

Orientation	LLS 1311	1
Welding	WLT 1115, 1173, 1225, 1313, 1124,1135, 1143, 1232	30

## 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, 1163, 1236, 1245, 1315	28
Electives	CAV 1113, 1123, 1213, 1413, 1911, 1921, 1931, 1941, 2133, 2243, 2313, 291(1-3), 292(1-6), WBL	3

### COMMERCIAL TRUCK DRIVING

Advisor: Greg Magee

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

Advisor: Danielle Miller, Ramona York

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

### PRACTICAL NURSING

Vice-President for Nursing: Stephanie Greer.

Advisors: Tangela Edwards, Joice McGowan, Raticia Wallace

Orientation	LLS 1311	1
Practical Nursing	PNV 1117, 1217, 1413	47

# COURSE DESCRIPTIONS

Unless otherwise noted, the credit hours for a course are denoted by the last digit in the course number. For example, ACC 2213 carries three semester credit hours.

## ACCOUNTING (ACC)

**ACC 2213 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 2223 PRINCIPLES OF ACCOUNTING II** – Prerequisite: ACC 2213. A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making.

## ARMY (AMR)

**AMR 1113 FOUNDATIONS OF OFFICERSHIP LECTURE AND LAB** –Introduction to personal challenges and competencies which are critical for effective leadership in the Armed Forces. Students will examine the role of leadership, officership, and the Army profession as well as develop life skills such as goal settings, time management, physical fitness, and stress management. The focus is on developing basic knowledge and comprehension of Army leadership dimensions. Includes a leadership lab and physical training.

**AMR 1123 BASIC LEADERSHIP LECTURE AND LAB** – Fundamental leadership and training techniques with exposure to setting direction, map reading, problem-solving, presenting briefs and using effective writing skills. Students will explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises. Considerable attention is also placed on improving physical fitness. Includes a leadership lab and physical training.

**AMR 2113 INDIVIDUAL LEADERSHIP STUDIES LECTURE AND LAB** – Develop effective military leadership skills: problem analysis, decision making, planning and organizing, delegation and control, and interpersonal conflict resolution. Includes a leadership lab and physical training.

**AMR 2123 LEADERSHIP AND TEAMWORK** – An application of leadership skills with an emphasis on: beliefs, values, ethics, counseling techniques, map reading, land navigation, basic first aid, and group interaction. Includes a leadership lab and physical training.

## 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 1383 PHOTOGRAPHY** -- An introduction to the theory, practice, and history of photography with emphasis on basic camera and darkroom processes.

**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 1453 THREE-DIMENSIONAL DESIGN** - To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in mixed media.

**ART 1811/1821 EXHIBITION CLASS I and II**- Attendance at a majority of college art exhibitions during the semester student is enrolled. The intended requirement is to monitor and encourage research in career practices and promotion. Submission of individual art work to a local, regional, or national exhibition is required.

**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 covers the major themes of biology, the scientific method, chemistry relevant to biological systems, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics.

**BIO 1144 GENERAL BIOLOGY II, Lecture and Laboratory** - A combined lecture and laboratory course for science majors that reinforces themes and concepts introduced in BIO 1133 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of major groups of organisms, viruses, and the study of animals and plants including their anatomy and physiology.

**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 the human 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 for normal growth and reducing risks of major chronic diseases, and applied to the selection of food for ingestion, the process of digestion, assimilation, 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 sub-score 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 special senses, endocrine, cardiovascular, lymphatic, respiratory, digestive, and urinary systems, as well as reproduction and development.

**BIO 2611 CELL BIOLOGY, Laboratory** -- A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2613 Cell Biology, Lecture.

**BIO 2613 CELL BIOLOGY, Lecture** -- A lecture course providing a comparative study of cell structures among plant, animal and bacterial systems.

**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 sub-score of 17 or higher. Co-requisite: BIO 2921. A lecture course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity.

## 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 sub-score 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, and an introduction to spectroscopic methods.

**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 combined lecture and laboratory course that covers spectroscopy, aromatic compounds, carbonyl compounds, and other complex compounds with emphasis on reactions and their mechanisms. Labs associated with this course acquaint students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds.

## COMPUTER SCIENCE (CSC)

**CSC 1113 COMPUTER CONCEPTS** - This is an introductory digital competency course which includes concepts, terminology, operating systems, electronic communications, security risks, digital ethics, 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, operators, conditional, looping, methods/functions, and array processing. (Course has a required lab component.)

**CSC 2144 PROGRAMMING II WITH "C++"** – Prerequisite: CSC 2134. An introduction to problem solving methods, algorithm development, designing, debugging, and documentation in C++ language with a variety of applications including I/O statements, operators, conditional, looping, methods/functions, and array processing. (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.

**CRJ 1383 CRIMINOLOGY** - The study of criminal behavior to include theories, statistics, and trends concerning criminal behavior.

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

**CRJ 2323 CRIMINAL LAW** – A study of the basic elements of substantive criminal law including defenses to criminal liability.

**CRJ 2333 CRIMINAL INVESTIGATION** – A study of principles of investigation; proper collection, documentation, and preservation of evidence

**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 various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial and cognitive development.

**EPY 2533 HUMAN GROWTH AND DEVELOPMENT** - A study of various aspects of human growth and development from conception through death. Topics include biological, 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 0143 COMPOSITION COMPANION** – A companion course to ENG 1113 designed to provide direct support and scaffolding exercises for specific projects in the credit bearing course. Peer collaboration and one-on-one instructional support through the writing process are emphasized. Three lecture hours; for institutional credit only. Hours do not count toward graduation and will not transfer.

**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.

## 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 current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

**HPR 1121 GENERAL PHYSICAL EDUCATION ACTIVITIES II** - This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

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

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

**HPR 1213 PERSONAL AND COMMUNITY HEALTH** - 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 KINESIOLOGY/HEALTH, PHYSICAL EDUCATION, AND RECREATION** - Introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities 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 current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

**HPR 2121 GENERAL PHYSICAL EDUCATION ACTIVITIES IV** - This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities.

**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 since the 1500s.

**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 1865.

## HONORS (HON)

**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.

## 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.

**LEA 1821 LEADERSHIP AND ORGANIZATION SKILLS II** – Continued study of LEA 1811, ice-breakers; non-verbal communication; role of functions in groups; power; time management; stress management; role of constitution; Personal style type indicator; planning and goal setting; leadership mentoring.

### LEARNING AND LIFESKILLS (LLS)

**LLS 1152 COLLEGE LIFE** - College Life offers group experiences in study skills and career exploration. This course is designed to assist the first-time student in achieving academic success.

**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 1133 PRE-COLLEGE ALGEBRA** -- This course combines beginning and intermediate algebra as a one-semester developmental course. Topics include evaluation and simplifying algebraic expressions, polynomials, factoring, integer exponents, rational expressions, solutions of linear equations and inequalities, quadratic equations and graphs of lines.

**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; vectors and geometry of space.

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

**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 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 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 or 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 1112, 1121, 2112, 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 1131, 1141, 2131, 2141 BRASS 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 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. Development of music sight-singing, ear training and dictation skills.

**MUS 1213 MUSIC THEORY I**– Study of functional harmony through analysis and part-writing.

**MUS 1221 MUSIC THEORY II, Lab** - Development of music sight-singing, ear training and dictation skills.

**MUS 1223 MUSIC THEORY II** – Continued study and review of functional harmony through analysis and part-writing.

**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** – Development of music sight-singing, ear training and dictation skills.

**MUS 2213 MUSIC THEORY III** – Continued study and review of functional harmony through analysis and part-writing.

**MUS 2221 MUSIC THEORY IV, Lab** – Development of music sight-singing, ear training and dictation skills.

**MUS 2223 MUSIC THEORY IV** – Continued study and review of functional harmony through analysis, part-writing. Introduction to twentieth century techniques.

**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 AND RELIGION (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,

**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.

**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 and conservation laws. 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.

**PHY 2424 GENERAL PHYSICS II, Lecture and Laboratory** – Prerequisite: PHY 2414. A combined lecture and laboratory course covering electricity, magnetism, and optics. 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.

**PHY 2515 ENGINEERING PHYSICS I, Lecture and Laboratory** – Prerequisite: MAT 1623. A combined lecture and laboratory course covering mechanics and conservation laws. 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, and optics. 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 foundations, institutions, and political aspects of American national government.

**PSC 1123 AMERICAN STATE AND LOCAL GOVERNMENT** – Survey of the relationship among American local, state, and national governments, and the organization, function, and operation of different levels of 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.

**SWK 2223 PERSPECTIVES ON CHILD MALTREATMENT** -- This introductory child advocacy studies course covers the history, legal framework, responses to child maltreatment, and current cultural controversies pertinent issues pertinent to child maltreatment and child advocacy.

## SOCIOLOGY (SOC)

**SOC 2113 INTRODUCTION TO SOCIOLOGY** – This course introduces the scientific study of human society and social interaction and examines social forces on individuals and groups.

**SOC 2143 MARRIAGE AND FAMILY** - A study of the development of marriage and family as social institutions within 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 1003 INTRODUCTION TO HEATING & AIR CONDITIONING TECHNOLOGY**

This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included.

### **ACT 1124 BASIC COMPRESSION REFRIGERATION**

This course includes an introduction to the field of refrigeration and air conditioning. Emphasis is placed on trade math, thermodynamics and heat transfer.

### **ACT 1133 BRAZING AND PIPING**

This course includes various tools and pipe connecting techniques. This course includes specialized tools and test equipment required in heating, ventilation, air-conditioning, and refrigeration.

### **ACT 1214 CONTROLS**

This course includes fundamentals of gas, fluid, electrical, and programmable controls.

### **ACT 1313 REFRIGERATION SYSTEM COMPONENTS**

This course includes 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**

This course includes basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits.

### **ACT 2324 COMMERCIAL REFRIGERATION**

This course includes a study of various commercial refrigeration systems. This course also includes installation, servicing, and maintaining systems.

### **ACT 2414 HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION I**

This course includes residential air-conditioning including indoor air quality. This course includes modules on basic maintenance, air quality equipment, troubleshooting cooling, and troubleshooting gas heating.

**ACT 2424 HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION II**

This course includes a continuation of Heating, Ventilation, and Air Conditioning I with modules related to introduction to hydronic systems, troubleshooting heat pumps, and troubleshooting accessories.

**ACT 2433 REFRIGERANT, RETROFIT, AND REGULATIONS**

This course includes regulations and standards for new retrofit and government regulations. This course includes EPA regulations, local, and state codes.

**ACT 2513 HEATING SYSTEMS**

This course includes various types of residential and commercial heating systems. This course includes gas, oil, electric, compression, and hydronic heating systems.

**ACT 2624 HEAT LOAD AND AIR PROPERTIES**

This course includes introduction to heat load calculations for residential and light commercial heating, ventilation, air-conditioning, and refrigeration systems. This course includes air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. This course introduces air testing instruments and computer usage.

**ACT 2713 HVAC PROJECT COMMISSIONING**

This course includes basic information related to commissioning of HVAC projects.

**ACT 291(1-3) SPECIAL PROJECT IN HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY**

This course includes is designed to provide the student with practical application of skills and knowledge gained in technical courses. The instructor works closely with the students to ensure that the selection of a project will enhance the student's learning experience.

**ACT 292(1-3) SUPERVISED WORK EXPERIENCE IN HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY**

This course is a cooperative program between industry and education and is 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.

**AUTOMOTIVE TECHNOLOGY (ATT)****ATT 1123 BASIC ELECTRICAL/ELECTRONIC SYSTEMS**

This is a course designed to provide advanced skills and knowledge related to the components of the vehicle electrical system including lights, battery, starting and charging components.

**ATT 1134 ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS**

This is a course designed to provide advanced skills and knowledge related to the components of the vehicle electrical system including gauges, driver information systems, horn, wiper/washer 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 1313 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 basic skills and knowledge related to the engine mechanicals, ignition system, fuel, air induction, exhaust systems, and emission systems. It includes instruction, diagnosis, and correction of problems associated with in 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 2324 AUTOMATIC TRANSMISSIONS/TRANSAXLES**

This is a course designed to provide advanced skills and knowledge related to the diagnosis of automatic transmissions and transaxles. This course includes instruction and practice of testing, inspecting, and repairing/replacing 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. This course includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering/suspension components.

**ATT 2434 ENGINE PERFORMANCE II**

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

**ATT 2444 ENGINE PERFORMANCE III**

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

**ATT 293(1-6) SPECIAL PROBLEMS II IN AUTOMOTIVE TECHNOLOGY**

A continuation of Special Problem I in Automotive Technology. An advanced course to provide students with an opportunity to utilize advanced skills and specific 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.

**BUSINESS AND OFFICE-RELATED TECHNOLOGY (BOT)****BOT 1013 INTRODUCTION TO KEYBOARDING**

This course provides an introduction to keyboarding skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Students will be required to key straight-copy material at a minimum of 35 GWAM on a five-minute timed writing with a maximum of one error per minute.

**BOT 1111 BUSINESS TECHNOLOGY SEMINAR I**

This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, Educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health Education professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals.

**BOT 1123 KEYBOARD SKILLBUILDING**

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

**BOT 1213 PROFESSIONAL DEVELOPMENT**

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

**BOT 1221 BUSINESS TECHNOLOGY SEMINAR II**

This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, Educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health Education professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals.

**BOT 1233 MICROSOFT® WORD® I**

This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft® Word® functions.

**BOT 1243 MICROSOFT® WORD® II**

This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding.

**BOT 1273 INTRODUCTION TO MICROSOFT® OFFICE®**

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite.

**BOT 1313 APPLIED BUSINESS MATH**

This course is designed to develop competency in mathematics for business use.

**BOT 1363 INFORMATION MANAGEMENT AND DESIGN**

This course introduces students to the word processing cycle and how word processing is used in the work place. This course is for anyone who needs to prepare their own business documents. Students will use the Microsoft® Word application to create and edit business documents, enhance page layout, create tables, create reports, create columns, and create form letters and merge with a mailing list. Other topics covered include: Styles, templates, mailing labels, drawing objects, graphics, and WordArt. After this course, the student would be prepared to take the Microsoft® Office® Certified Application Specialist Exam for Word or the OPAC Microsoft® Word Basic.

**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 both physically and electronically of 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 advanced accounting topics.

**BOT 1453 INTRODUCTION TO BUSINESS MANAGEMENT**

Study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas. The course will also consist of a series of 'mini' presentations related to each of the topics, delivered by different types of business managers and guest speakers.

**BOT 1473 INTRODUCTION TO MARKETING**

This course surveys American and international marketing systems in the development, pricing, distribution, and promotion of products and services. Concepts, practices, and policies of manufacturers, wholesalers, and retailers are included. Current trends and developments in marketing practices are analyzed and strategic marketing ideas are implemented in group and individual cases.

**BOT 1493 SOCIAL MEDIA MANAGEMENT**

This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, video-sharing sites, podcasts, widgets, virtual worlds, and more.

**BOT 1513 MACHINE TRANSCRIPTION**

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

**BOT 1613 MEDICAL TERMINOLOGY I**

This course is an introduction to medical language relating to the various body systems including human anatomy and physiology, diseases/pathology, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation.

**BOT 1623 MEDICAL TERMINOLOGY II**

This course is a continuation of Medical Terminology I (BOT 1613), which includes medical language relating to the various body systems including human anatomy and physiology, diseases/pathology, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation.

**BOT 1643 PATHOPHYSIOLOGY**

This course will provide an in-depth study of common disease processes and disorders with emphasis placed on etiology, symptoms, diagnoses, treatments, and disease prevention.

**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 1763 COMMUNICATION ESSENTIALS**

This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population.

**BOT 1823 MICROSOFT® EXCEL® I**

This course focuses on application Microsoft® Excel® as an aid to management decision making.

**BOT 1853 MICROSOFT® EXCEL® II**

This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software.

**BOT 2111 BUSINESS TECHNOLOGY SEMINAR III**

This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, Educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health Education professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals.

**BOT 2121 BUSINESS TECHNOLOGY SEMINAR IV**

This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, Educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health Education professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals.

**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 desktop publishing software.

**BOT 2183 CAREER READINESS**

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills.

**BOT 2233 HUMAN RESOURCE MANAGEMENT**

This course provides a general overview of the concepts and applications of the many parts of Human Resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies.

**BOT 2333 MICROSOFT® ACCESS®**

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

**BOT 2423 INCOME TAX ACCOUNTING**

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

**BOT 2433 QUICKBOOKS®**

This course applies basic accounting principles using QuickBooks®.

**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 TRANSCRIPTION I**

This course is designed to teach transcription of various medical documents.

**BOT 2613 ENTREPRENEURIAL PROBLEM SOLVING**

This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analyses of case studies, and projects and surveys of current business practices.

**BOT 2623 PRINCIPLES OF BUSINESS FINANCE**

This course is designed to provide a study of how financial data are gathered, analyzed, and used by management in planning and controlling business activities.

**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 and inpatient procedural coding.

**BOT 2663 ADVANCED CODING**

This course provides an in-depth study of coding competencies in inpatient and outpatient settings. This course also incorporates standards for national certification exams.

**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 2763 ELECTRONIC HEALTH RECORDS**

This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings.

**BOT 2813 BUSINESS COMMUNICATION**

This course develops communication skills with emphasis on principles of writing business correspondence and reports and preparing presentations.

**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 advanced course integrates activities using the enhanced features of application software including Microsoft® Office® suite.

**BOT 2913 SUPERVISED WORK EXPERIENCE**

This course provides related on-the-job training in an office environment. This training must include at least 135 clock hours.

**BOT 2923 BOT EXTERNSHIP AND SEMINAR**

Students will serve as interns with local businesses and will be given meaningful projects, responsibilities, work deadlines, and expectations similar to what they would expect as a full-time employee. This capstone course can only be taken in the graduating semester.

**BOT 2933 HEALTHCARE DATA INTERNSHIP**

Students will serve as interns with healthcare facilities and will be given meaningful projects, responsibilities, work deadlines, and expectations similar to what they would expect as a full-time healthcare data employee.

## CARPENTRY (CAV)

**CCT 1113 Fundamentals of Drafting**

Fundamentals and principles of drafting to provide the basic background needed for all other drafting courses.

**CCT 1116 FOUNDATIONS**

This course includes site selection, site preparation, site layout, building forms, and construction of foundations.

**CCT 1123 Forming Applications**

This course includes forming Applications for foundations flatwork reinforcing concrete patented forms and tilt-up wall systems.

**CCT 1133 BLUEPRINT READING**

This course includes the elements of residential plans and how to prepare a bill of materials from a set of plans.

**CCT 1163 CONSTRUCTION MATHEMATICS**

This course includes the fundamental principles of practical problems in mathematics that carpenters may encounter in the workforce.

**CCT 1213 Construction Material**

Physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture.

**CCT 1236 FLOOR AND WALL FRAMING**

This course is designed to give the student experience in floor and wall framing.

**CCT 1245 CEILING AND ROOF FRAMING**

This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications.

**CCT 1315 INTERIOR/EXTERIOR FINISHING AND CABINET INSTALLATION**

This course includes thermal and sound protection types of interior ceilings wall coverings floor coverings, trim work and cabinet installation. It also includes the installation and finishing of wall coverings, cornices and exterior trim.

**CCT 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.

**CCT 1911 Carpentry Seminar**

This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, Educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health Education professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals.

**CCT 1921 Carpentry Seminar II**

This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, Educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health Education professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals.

**CCT 1931 Carpentry Seminar III**

This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, Educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health Education professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals.

**CCT 1941 Carpentry Seminar IV**

This course is designed for students to participate in activities of various professional organizations such as the SkillsUSA and other student activities. Leadership skills, an understanding of group dynamics, Educational enrichment, stimulation of enthusiasm and interest, community service and rapport among health Education professionals are outcomes of this course. One hour per week with additional activities to meet organizational goals.

**CCT 2133 Millwork**

This course includes principles of building and installation of cabinet drawers and shelves.

**CCT 2243 Cost Estimating**

Preparation of material and labor quantity surveys from actual working drawings and specifications.

**CCT 2313 Advanced Interior Finishing**

This course includes procedures for advanced ceiling and wall interior finishing and for stair calculation and construction.

**CCT 291(1-3) Special Problem in Carpentry Technology**

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

**CCT 292(1-6) Supervised Work Experience in Carpentry Technology**

This course, which is a cooperative program between industry and Education, is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester hour per 45 industrial contact hours.

## EARLY CHILDHOOD EDUCATION TECHNOLOGY(CDT)

### **CDT 1111 EARLY CHILDHOOD EDUCATION SEMINAR I**

This course focuses on objectives that would best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities.

### **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.

### **CDT 1121 EARLY CHILDHOOD EDUCATION SEMINAR II**

This course focuses on objectives that would best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities.

### **CDT 1214 INFANT AND TODDLER DEVELOPMENT**

This course provides knowledge concerning the care and development of infants and toddlers in early childhood programs. Practice of infant and toddler care giving skills (birth to 36 months) in group settings is given in laboratory classroom or collaborative centers.

### **CDT 1224 PRESCHOOL AND PRIMARY DEVELOPMENT**

This course provides knowledge concerning the care, development, and education of the preschool child in group settings and school age children in afterschool and summer programming. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (ages 3–8)

### **CDT 1313 CREATIVE ARTS FOR YOUNG CHILDREN**

This course provides knowledge of the creative arts and strategies for developing and implementing creative art experiences, both as a means of creative expression and as a part of integrated learning with children birth to age eight. Experiences will be implemented during Practicum.

### **CDT 1343 CHILD HEALTH, SAFETY, AND NUTRITION**

This course provides knowledge of general health, safety, and nutrition 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 1713 LANGUAGE AND LITERACY DEVELOPMENT FOR YOUNG CHILDREN**

This course provides knowledge of oral and written language development of young children and the strategies for the development and implementation of developmentally appropriate language and literacy experiences throughout the curriculum. The Mississippi Early Learning Standards, Infant Toddler Standards, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are utilized. Activities will be implemented during Practicum.

**CDT 2111 EARLY CHILDHOOD EDUCATION SEMINAR III**

This course focuses on objectives that would best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities.

**CDT 2121 EARLY CHILDHOOD EDUCATION SEMINAR IV**

This course focuses on objectives that would best prepare students for the national exam, collaborate club and on campus activities, and network with state, regional, and national early childhood education activities.

**CDT 2233 GUIDING SOCIAL AND EMOTIONAL BEHAVIOR**

This course provides knowledge of the typical behaviors of young children at each stage of development, environmental influences affecting their behavior, and the practice of positive guidance principles by adult caregivers. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Standards, the Infant Toddler Standards, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Lab activities will be implemented during Practicum I and II.

**CDT 2413 DEVELOPMENT OF THE EXCEPTIONAL CHILD**

This course provides knowledge of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R).

**CDT 2513 FAMILY DYNAMICS AND COMMUNITY**

This course provides knowledge for establishing successful partnerships with children's families and communities by creating respectful, reciprocal relationships that support and empower families while involving families in their children's development and learning. (ages birth to 8 years).

**CDT 2613 METHODS, MATERIALS, AND MEASUREMENT**

This course provides knowledge of an integrated approach to planning, preparing, implementing, and evaluating early childhood curriculum and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing, and interpreting observation data to improve program quality and meet the needs of individual children. The learning experiences will be implemented during Practicum.

**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 knowledge of the development and administration of early childhood education programs. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the quality measures through state agencies.

**CDT 2914 INITIAL PRACTICUM**

This course is a supervised practicum which includes a minimum of 120 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children.

**CDT 2944 ADVANCED PRACTICUM**

This course is a supervised practicum which includes a minimum of 120 clock hours of supervised teaching in an approved early childhood setting. The course is a capstone course which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program.

**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.

**DRAFTING AND DESIGN TECHNOLOGY (DDT)****DDT 1313 Computer Aided Design I**

This course is designed to develop basic operating system and drafting skills on CAD.

## DIESEL EQUIPMENT TECHNOLOGY (DET)

### **DET 1114 FUNDAMENTALS OF EQUIPMENT MECHANICS**

This is a course designed to provide 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**

This is a course designed to provide diagnosis and repair of hydraulic brake systems, includes instruction in hydraulic and mechanical systems, power assist units, and antilock braking systems.

### **DET 1223 ELECTRICAL/ELECTRONIC SYSTEMS**

This is a course designed to provide diagnosis, service, and repair of electrical and electronic systems on diesel engines, includes instruction in general systems diagnosis, starting and charging systems.

### **DET 1263 ELECTRICAL/ ELECTRONIC SYSTEMS II**

This is a course designed to provide 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**

This is a course designed to provide diagnosis, service, and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block.

### **DET 1374 DIESEL SYSTEMS II**

This is a course designed to provide skills and knowledge related to the diagnosis, service, and repair of lubrication systems, cooling system, and air induction and exhaust systems.

### **DET 1513 HYDRAULICS I**

This is a course designed to provide knowledge of basic operation and maintenance of hydraulic systems associated with diesel powered equipment, includes instruction in safety, system components, operation, and repair.

### **DET 1614 PREVENTATIVE MAINTENANCE & SERVICE**

This is a course designed to provide practice in the preventive maintenance of diesel powered equipment, includes instruction in general preventive maintenance of vehicles and equipment.

### **DET 1713 TRANSPORTATION POWER TRAIN**

This is a course designed to provide diagnosis, service, maintenance, and repair of power train units on transportation equipment, includes instruction on clutch, manual transmissions, drive shafts, and drive axles.

**DET 1813 AIR CONDITIONING & HEATING SYSTEMS**

This is a course designed to provide skills and knowledge related to the 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 2113 WELDING FOR DIESEL EQUIPMENT TECHNOLOGY**

This is a course designed to provide 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 & SUSPENSION SYSTEMS**

This is a course designed to provide advanced skills and knowledge related to the 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**

This course is designed to provide advanced skills and knowledge associated with the diagnosis, service, and repair of electrical and electronic systems on diesel engines, includes instruction in electronic fuel management systems.

**DET 2383 DIESEL SYSTEMS III**

A basic course to provide students with an opportunity to diagnosis, service, and repair of general engine operations and fuel system operations.

**DET 2513 HYDRAULIC/ HYDROSTATS II**

This is a course designed to provide diagnosis and repair of hydraulic brake systems, includes instruction in hydraulic and mechanical systems, power assist units, and antilock braking systems.

**DET 2523 HEAVY EQUIPMENT POWER TRAIN**

A basic course to provide students with maintenance and repair of fluid power and hydrostat transmissions used on heavy equipment to include operation and diagnosis and repair of system components.

**DET 2623 ADVANCED BRAKE SYSTEMS (AIR)**

A basic course to provide students with instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel-powered transportation and heavy equipment, includes instruction in maintenance and repair of the air supply system, mechanical system, antilock braking system, and traction control system.

**DET 291(1-6) SPECIAL PROBLEM/ PROJECTS 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 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 WIRING**

This course includes the advanced skills related to the wiring of single and multifamily buildings. Includes instruction and practice in service-entrance installation, National Electrical Code ® requirements, and specialized circuits.

**ELT 1123 COMMERCIAL WIRING**

This course provides instruction and practice in the installation of commercial electrical services including the types of conduit and other raceways, National Electrical Code ® requirements, and three-phase distribution networks.

**ELT 1133 INTRODUCTION TO THE NATIONAL ELECTRIC CODE**

The course is designed to place emphasis on developing the student's ability to locate, interpret and properly apply information in the National Electrical Code in real-world applications.

**ELT 1144 AC AND DC CIRCUITS FOR ELECTRICAL TECHNOLOGY**

Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits.

**ELT 1183 INDUSTRIAL WIRING**

This course includes instruction and practice in the installation of industrial electrical services including the types of conduit and other raceways, National Electrical Code ® requirements, and three-phase distribution networks.

**ELT 1153 COMPUTATIONAL METHODS FOR ELECTRICAL TECHNOLOGY**

Study of computational skills required for the development of accurate design and drafting methods used in the electrical technology profession.

**ELT 1192 FUNDAMENTALS OF ELECTRICITY**

This course is designed to introduce fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits will be included.

**ELT 1213 ELECTRICAL POWER**

This course provides information on electrical motors and their installation. Instruction and practice in using the different types of electrical motors, transformers, and alternators.

**ELT 1223 MOTOR MAINTENANCE AND TROUBLESHOOTING**

This course includes the principles and practice of electrical motor repair. Topics on the disassembly/assembly and preventive maintenance of common electrical motors are discussed.

**ELT 1253 BRANCH CIRCUIT AND SERVICE ENTRANCE CALCULATIONS**

The course is designed to teach students the calculations of circuit sizes for all branch circuits and service entrances in all electrical installation. Proper use of the National Electrical Code<sup>®</sup> will be required.

**ELT 1263 ELECTRICAL DRAWINGS AND SCHEMATICS**

This course introduces architectural, industrial, mechanical, and electrical symbols needed to read blueprints, schematic diagrams. Prints and drawings associated with electrical wiring will be studied.

**ELT 1273 SWITCHING CIRCUITS FOR RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL APPLICATIONS**

This course provides an introduction to various methods by which switches and control devices are installed. It includes installation and operation of residential/commercial automation systems.

**ELT 1283 ESTIMATING THE COST OF A RESIDENTIAL INSTALLATION**

This course gives students the knowledge and ability to estimate the cost of an electrical installation using specifications for various structures.

**ELT 1413 MOTOR CONTROL SYSTEMS**

This course includes the 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.

**ELT 2113 EQUIPMENT MAINTENANCE, TROUBLESHOOTING, AND REPAIR**

This course includes maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation repair of equipment.

**ELT 2123 AUTOMOTIVE MANUFACTURING CONTROLS FOR ELECTRICAL TECHNOLOGY**

This course is designed to teach the students the integrated control systems found in automated systems. Emphasis will be placed on encoders, optical devices, servo motors, stepper motors, computerized numerical control (CNC), vision and sensing systems, lasers, programmable controllers, solid state motor controls, and other similar devices.

**ELT 2424 SOLID STATE MOTOR CONTROL**

This course provides knowledge of the principles and operation of solid state motor control, and variable frequency drives. The design, installation, and maintenance of different solid state devices for motor control will be introduced.

**ELT 2613 PROGRAMMABLE LOGIC CONTROLLERS**

This course provides instruction in the use of programmable logic controllers(PLCs) in modern industrial settings. The operating principles, installation and basic programming of PLCs will be covered.

**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, III**

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, III**

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 per 45 industrial contact hours. Prerequisite: Consent of instructor and completion of at least one semester of advanced coursework in electrical/electronics related programs.

## 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 HEALTHCARE 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 2122 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 HEALTHCARE 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 2143 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 2253 PATHOPHYSIOLOGY AND PHARMACOLOGY 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 2453 PATHOPHYSIOLOGY AND PHARMACOLOGY II**

This course is a continuation of Pathophysiology I with emphasis on conditions relating to specific body systems, manifestations, and principles of treatment.

### **HIT 2512 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 2522 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-10-CM and ICD-10-PCS including lab applications and practice.

**HIT 2625 CODING SYSTEMS II**

This course is a continuation of the study of principles of ICD-10-CM and ICD-10-PCS 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 REVENUE CYCLE MANAGEMENT**

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 HEALTHCARE SUPERVISION**

This course includes basic principles of management and supervision with emphasis on the health information setting.

**HIT 2813 QUALITY MANAGEMENT AND COMPLIANCE**

This course is an overview of computer use in health-care facilities with an emphasis on applications for health information systems, including the electronic health record. 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 2914 HEALTH IT SYSTEMS**

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 2921 CERTIFICATION FUNDAMENTALS OF HIM**

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.

## 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 DATABASE AND SQL CONCEPTS**

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 1224 NETWORK COMPONENTS**

Prerequisite: IST 1134. This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network.

**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**

Prerequisites: IST 1134 and IST 1143. 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.

**IST 1643 NETWORK DEFENSE AND COUNTERMEASURES**

Prerequisites: IST 1623 and IST 1134. 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.

**IST 1714 JAVA PROGRAMMING LANGUAGE**

This introduction to the Java Programming Language is to include sort, loops, arrays, and applets.

**IST 2213 NETWORK SECURITY**

Prerequisites: IST 1143 and IST 1223. 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.

**IST 2224 NETWORK PLANNING AND DESIGN**

Prerequisites: IST 1223. 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.

**IST 2234 NETWORK IMPLEMENTATION**

Prerequisite: IST 2224. This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution.

**IST 2434 SERVER-SIDE PROGRAMMING**

Prerequisite: IST 1414. An introduction to creating dynamic Web applications using Server-side technologies.

**IST 2483 WEB SERVER**

Prerequisite: IST 1124 or CPT 1333 and CNT 2423/CPT 2383, IST 1134. 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.

**IST 2923 SPECIAL PROBLEMS IN INFORMATION SYSTEM TECHNOLOGY**

This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project

**BUSINESS AND 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 MANAGEMENT**

Prerequisite: 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 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 basic business operations.

**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, leading, and controlling.

**MMT 2233 HUMAN RESOURCE MANAGEMENT**

The study of objectives, organizational structure, 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 2323 INTERNET MARKETING**

This course introduces the online application of marketing communications. Topics include basic website design, search engine optimization, digital promotions, email and social media marketing, and opportunities and challenges associated with e-commerce activities.

**MMT 2423 RETAIL MANAGEMENT**

Introduction to retailing and the retail management process.

**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.

**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. Students will work in a marketing-related environment.

## NURSING (NUR)

### **NUR 1003 CLINICAL NURSING EXTERNSHIP**

Prerequisite: Successful completion of Year One of the ADN curriculum. This nursing elective clinical course provides the student an opportunity to enhance learned skills by providing direct patient care under the supervision of a nurse preceptor in the healthcare setting. The student receives guidance, supervision, and evaluation from a registered nurse preceptor in conjunction with nursing faculty.

### **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 1106 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 2110.

### **NUR 1109 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 1210 INTRODUCTION TO HEALTH AND ILLNESS CONCEPTS**

Prerequisite: NUR 1109. 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. (10 semester credit hours)

**NUR 2033 PRINCIPLES OF EMERGENCY NURSING**

Prerequisite: NUR 1210 or NUR 1106. This course focuses on the principles of Emergency Nursing as they relate to the triage and care of the ill or injured clients of all age groups in the Emergency Department. Emphasis is placed on using the triage system and the primary and secondary survey assessment process to identify clients with life-threatening illness or injuries so that the Emergency Department team can provide evidenced-based care in a timely manner. Discussion of advanced clinical skills, using clinical judgment to make decisions, and the tenets of legal and ethical practice, are integrated throughout the course. No clinical experiences required in this course.

**NUR 2110 HEALTH AND ILLNESS CONCEPTS**

Prerequisite: NUR 1210 or NUR 1106 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. (10 semester credit hours)

**NUR 2210 COMPLEX HEALTH AND ILLNESS CONCEPTS**

Prerequisite: NUR 2110. 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. (10 semester credit hours)

## OIL AND GAS PRODUCTION (OGP)

### **OGP 1113 SAFETY HEALTH AND THE ENVIRONMENT**

This course covers the development of knowledge and skills required to reinforce attitudes and behaviors required for safe and environmentally work habits in the oil and gas industry. Health, safety and environmental issues are stressed along with regulatory compliance issues.

### **OGP 1133 INTRODUCTION TO OIL AND GAS PRODUCTION**

This course introduces students to process operations within the oil and gas industry. Topics include history of the industry, duties and responsibilities of the process technician, basic process and utility systems, and physical and mental requirements of personnel.

### **OGP 1213 OIL AND GAS OPERATIONS I**

This course is an overview of the different phases of the oil and gas industry from exploration to distribution with a specific emphasis on the production segment

### **OGP 1313 OIL AND GAS EQUIPMENT I**

This course is a study of the equipment instrumental in the production of oil and gas in both offshore and onshore facilities. Auxiliary equipment will also be presented.

### **OGP 1324 OIL AND GAS EQUIPMENT II**

This course is a continuation of Oil and Gas equipment I, including compressors, turbines, tanks, pressurized vessels and other specialized equipment such as lact and dehydration units. Maintenance, troubleshooting, and record keeping is also covered.

### **OPG 1413 PNEUMATIC INSTRUMENTATION**

This is an introductory course focusing on the concepts of automatic control and instruments used to sense, measure, transmit and control the production process with emphasis on pneumatics. Terminology, control loops and instrumentation drawings are a basic part of this course.

### **OGP 1614 OIL AND GAS SYSTEMS**

A detailed breakdown of each system that makes up an entire offshore and onshore oil and Gas process facility and the relationship and impact to the systems. Emphasis is placed on the cascade effect, along with fluid dynamics, and oil and gas measurement. Also, the relationships and similarities between different industries. The concept of a process is a process no matter the industry.

**OGP 2113 PRODUCTION SAFETY SYSTEMS**

This course is a study of the installation, operation, undesirable events, inspection, testing and maintenance of the safety devices and production equipment used on offshore platforms. Topics include flow, pressure, temperature and level sensors, gas and fire detection devices, surface and subsurface safety valves. Special emphasis will be on developing an understanding of Title 30 CFR parts 250 O &H and API Rp14-C as they relate to process safety.

**OGP 2214 OIL AND GAS PRODUCTION II**

This course is a continuation of OGP 1114 oil and gas Production II. It is also designed as a lead in to OGP 1614 Oil and Gas systems.

**OGP 2223 PRODUCTION TROUBLESHOOTING**

This is a course designed to apply knowledge of process variables, indicators and controllers, troubleshooting tools, and troubleshooting steps to solve problems in a simple process system.

**OGP 2313 ELECTRONIC INSTRUMENTATION**

This course places emphasis on control schemes, switches, annunciators, signal conversion and transmission, digital control systems, programmable logic control systems, and distributed control systems.

**OGP 2513 OIL AND GAS FLOW DIAGRAMS**

Course topics include identification and application of electrical, piping, instrumentation mechanical and process drawings used in job planning. Identification of lines, symbols, lean symbols; interpretation of view, dimensions, and tolerances. Includes PFD, P&ID, Safe Charts, PE &I, electrical and electrical one-line drawings. Study instruments symbols, terminology, controllers, regulators, control loops and other instrument drawings.

**OGP 2913 SPECIAL PROJECTS IN OIL AND GAS PRODUCTION I**

This course is 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.

**OGP 2933 SPECIAL PROJECTS IN OIL AND GAS PRODUCTION II**

A course which is a cooperative program between industry and education designed to integrate the student’s technical studies with industrial experience.

## PRACTICAL NURSING (PNV)

### **PNV 1117 PRACTICAL NURSING FOUNDATIONS**

This course is designed to explain the structure and function of the body systems and its interrelationship to one another in the provision of safe, effective nursing care. In addition, this course will provide the student with the theory and skills of practical nursing through campus lab demonstration, supervised practice, and clinical experiences needed to care for the individual in wellness and illness across the lifespan. (17 semester credit hours)

### **PNV 1217 INTERMEDIATE PRACTICAL NURSING**

This course is designed to provide the student with the basic theory, campus lab demonstrations, supervised practice, and clinical experiences needed to provide safe, effective care to the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems. This course will include the expanded role of IV therapy as outlined by the Mississippi Board of Nursing Practice Law, Rules, and Regulations, nutritional considerations, and the advanced theory of pharmacology. (17 semester credit hours)

### **PNV 1413 ADVANCED PRACTICAL NURSING**

This course will provide the student with the basic knowledge and skills to provide safe, effective care for the clients and families during the antepartum, intrapartum, postpartum, and infancy through adolescent periods. Also, the course provides students with a basic knowledge and skills to provide safe, effective care for clients and families experiencing mental health alterations. In addition, it will allow students to gain the knowledge to prepare for the role transition from student to practical nurse. (13 semester credit hours)

## 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.

## UTILITY LINEMAN TECHNOLOGY (ULT)

### **ULT 1122 Line Worker Safety**

This course is designed to provide fundamental safety rules and procedures needed in performing basic line worker skills.

### **ULT 1133 Safety for Line Workers**

This course is designed to provide fundamental safety rules and procedures needed in performing basic line worker skills.

**ULT 1144 AC and DC Circuits for Line Worker Technology**

Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, law, and formulas and the use of test equipment to analyze AC and DC circuits.

**ULT 1192 Fundamentals of Electricity for Line Workers**

Fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and introduction to AC and DC circuits.

**ULT1223 Transformer Operation and Banking**

This course is designed to cover basic single phase operations and Delta and “Wye” Transformer Banks including hookups for 120/208—240/480/--120/240—277/480.

**ULT 1324 Truck Driving for Line Workers**

This course is designed to provide a line worker with fundamental skills needed to obtain a Class A CDL (Commercial Driver’s License) with air brake endorsement.

**ULT 1333 Basic Utility Equipment Operation**

This course is designed to prepare students in the basic operation of line worker equipment.

**ULT 1413 Pole Climbing**

This course is designed to provide a line worker with fundamental skills needed to perform basic pole climbing.

**ULT 1514 Overhead, Underground, and Substation Construction**

This course is designed to provide further fundamental training in the field of electric line work dealing with the overhead/underground line construction and substation construction.

**ULT 1523 National Electric Safety Code (Safety Code)**

This course is designed to introduce the students to the basic fundamentals and safety requirements as set forth in the National Electric Safety Code for the power line industry.

**ULT 1623 Lineworker Computer Fundamentals**

This course is designed to introduce students to basic computer skills.

**ULT 2133 Overhead Construction**

This course is designed to provide further fundamental training in the field of electric line work dealing with the overhead line construction.

**ULT 2143 Underground Construction**

This course is designed to provide further fundamental training in the field of electric line work dealing with the overhead to the underground line construction.

**ULT 2233 System Design and Operation**

This course includes operation basics for protection of the electrical systems overhead, underground, and substation.

**ULT 2244 Working in Elevated Work Sites**

This course is designed to provide a line worker with fundamental skills needed to perform basic pole climbing.

**ULT 2333 Advanced Utility Equipment Operation**

This course provides an in-depth understanding of the operation of line worker equipment.

**ULT 291(1-3) Special Project**

Practical application of skills and knowledge gained in other electrical or electrical related technical courses. This instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience.

**ULT 292(1-3) Special Project**

Practical application of skills and knowledge gained in other electrical or electrical related technical courses. This instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience.

**ULT 293(1-3) Special Project**

Practical application of skills and knowledge gained in other electrical or electrical related technical courses. This instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience.

**ULT 294 (1-3) Supervised Work Experience I**

A cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of semester hour per 45 industrial contact hours.

**ULT 295 (1-3) Supervised Work Experience II**

A cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of semester hour per 45 industrial contact hours.

## 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 (WLT)

**WLT 1115 SHIELDED METAL ARC WELDING I**

This course is designed to teach students introductory welding techniques using the SMAW process.

**WLT 1124 GAS METAL ARC WELDING (GMAW)**

This course is designed to give the student experience in various welding applications with the GMAW process using various modes of transfer.

**WLT 1135 GAS TUNGSTEN ARC WELDING (GTAW)**

This course is designed to give the student experience in various welding applications using the GTAW process.

**WLT 1143 FLUX CORED ARC WELDING (FCAW)**

This course is designed to give the student experience using FCAW process.

**WLT 1155 PIPE WELDING**

This course is designed to give the student experience in pipe welding procedures.

**WLT 1162 GAS METAL ARC ALUMINUM WELDING**

This course is designed to give the student experience in Gas Metal Aluminum Welding.

**WLT 1173 INTRODUCTION TO WELDING AND SAFETY**

This course is designed to give student an introduction to the welding profession and experience in safety procedures related to welding.

**WLT 1225 SHIELDED METAL ARC WELDING II**

This course is designed to teach students advanced welding techniques using the SMAW process.

**WLT 1232 BLUEPRINT READING, WELDING AND METALLURGY**

This course is designed to give the student experience in blueprint reading, welding symbols, and metallurgy.

**WLT 1253 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.

**WLT 1313 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.

**WLT 191(1-6) 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.

# ADMINISTRATION

**J. STEVEN BISHOP ..... PRESIDENT**

**A.A., Southwest Mississippi Community College  
B.S., Ph.D., University of Southern Mississippi  
M.A., Southeastern Louisiana University  
Graduate Study, Mississippi College, Mississippi State University**

**ADDIE BOONE..... VICE-PRESIDENT FOR CAREER & TECHNICAL EDUCATION**

**A.A., Copiah-Lincoln Community College  
B.A., Alcorn State University  
M.S., University of Phoenix  
Ed.D., Nova Southeastern University**

**ANDREW ALFORD ..... VICE-PRESIDENT FOR FINANCIAL AFFAIRS**

**A.A., Southwest Mississippi Community College  
B.S.B.A., University of Southern Mississippi  
M.B.A., Mississippi College**

**BLAKE BREWER..... VICE-PRESIDENT FOR STUDENT AFFAIRS  
TITLE IX COORDINATOR**

**B.S., M.S., University of Southern Mississippi**

**MATTHEW P. CALHOUN..... VICE-PRESIDENT FOR ACADEMIC AFFAIRS  
INSTITUTIONAL RESEARCH  
INSTITUTIONAL EFFECTIVENESS  
MATHEMATICS**

**A.A., Southwest Mississippi Community College  
B.A., M.S., Graduate Study, University of Mississippi**

**KIM HENNING ..... VICE-PRESIDENT FOR ADMISSIONS AND REGISTRAR**

**A.S., Southwest Mississippi Community College  
B.S., M.S., University of Southern Mississippi  
Ph.D., Louisiana State University  
B.A., M.Ed., William Carey College**

# INSTRUCTIONAL FACULTY

**MELISSA ADAMS..... BIOLOGY**

**B.S., William Carey College  
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# ADDENDUM (May 6, 2024)

## POLICIES:

### CAREER AND TECHNICAL EDUCATION ELIGIBILITY (DUAL ENROLLMENT)

- A. Students must submit a completed application for admission.
- B. Students must have a 2.0 grade point average on a 4.0 scale, or better, on all high school courses as documented by an official high school transcript.
- C. Students must have an unconditional written recommendation from their high school principal and/or guidance counselor.
- D. Students must have attained sophomore status in high school, as documented by an official high school transcript.
- E. Students must meet minimum requirements for CTE program acceptance (i.e. ACT/Placement Test score, drug test where applicable).

## COURSES:

### NEW ADDITIONS:

**BIO 1711 BIOMEDICAL RESEARCH I** - This course will provide hands on instruction of the necessary skills in order to prepare students to launch a unique investigation in the area of biomedical research. This course focuses on the structural basics such as literature reviews, elements of a research proposal/publication/presentation, experimental design, analysis of data, and technical skills such as micropipetting, centrifugation, spectrophotometric analysis, polymerase chain reaction, etc.

**BIO 1721 BIOMEDICAL RESEARCH II** - This course will provide students with the opportunity to perform a unique investigation in the area of biomedical research of data, and technical skills such as micropipetting, centrifugation, spectrophotometric analysis, polymerase chain reaction, etc.

**EGR 2413 ENGINEERING MECHANICS I: STATICS** - A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions

**EGR 2433 – ENGINEERING MECHANICS II: DYNAMICS** - A lecture course that covers kinematics of particles and rigid bodies, kinetics of particles and rigid bodies using force-mass acceleration, energy, and momentum methods.

**MUA 1272, 1282, 2272, 2282 – GUITAR FOR MUSIC EDUCATION I, II, III, IV** – Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature.

**MUA 1572, 1582, 2572, 2582 – PIANO FOR KEYBOARD MAJORS EDUCATION I, II, III, IV** - Individual piano instruction including technique, appropriate repertoire, and memorization.

**PSY 2553 – PSYCHOLOGY OF PERSONAL ADJUSTMENT** - A course to aid in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness, and career exploration.

**MODIFIED DESCRIPTIONS:**

**ENG 012(3-5) INTERMEDIATE ENGLISH AND READING** – ENG 012(3-5) is an integrated course designed to advance students to college level writing skills and reading strategies. 3-5 semester credit hours.

**MUO 1131, 1141, 2131, 2141 – SMALL INSTRUMENT 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.

## FACULTY CREDENTIALS:

Bente Johnson

B.S., University of Southern Mississippi  
M.S.S., Mississippi College  
M.S.W., University of Southern Mississippi  
Ph.D., Jackson State University