

**2011-2012  
OFFICIAL  
COLLEGE CATALOG**

**SOUTHERN UNION STATE  
COMMUNITY COLLEGE**

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E-mail: [info@suscc.edu](mailto:info@suscc.edu)

**WADLEY CAMPUS**

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FAX (334) 742-9418 (Administration)  
FAX (334) 745-6342 (Health Sciences)  
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**OPELIKA CAMPUS (DOWNTOWN)**

701 South Railroad Avenue  
Opelika, AL 36801  
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**PROGRAM AND CATALOG CHANGES**

The contents of this catalog are for informational purposes only and are not to be considered as a contract between a student and Southern Union State Community College. The College reserves the right to change any provision listed in this catalog without furnishing actual notice to individual students. Information on any changes will be available on our website at [www.suscc.edu](http://www.suscc.edu). Every attempt will be made to advise students if any changes do occur. It is the student's responsibility to know and follow all requirements.

### ACCREDITATION

Southern Union State Community College is accredited by the **Commission on Colleges of the Southern Association of Colleges and Schools** to award the Associate in Science, Associate in Applied Science and Associate in Occupational Technologies Degrees. Inquiries related to the accreditation status of the College may be directed to:

Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane  
Decatur, Georgia 30033-4097  
Telephone: (404)679-4501

Southern Union State Community College instructional programs have received individual professional accreditation/approval from the following organizations:

**Associate Degree Nursing (ADN)** - accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York, NY 10006; telephone (212) 363-5555 extension 153; fax (212) 812-0390; website: [www.nlnac.org](http://www.nlnac.org)) and approved by the Alabama State Board of Nursing.

**Automotive Collision Repair** - I-CAR Education Foundation approved as a member of the Industry Training Alliance.

**Computer Science Certified Internet Web Professional (CIW)** - Authorized academic partner. Pearson VUE authorized Testing Center.

**Cosmetology** - Approved by the Alabama Board of Cosmetology.

**Emergency Medical Services** - accredited by the Committee on Accreditation of Educational Programs for EMS Professionals (CoAEMSP) (1248 Harwood Road, Bedford, TX 76021-4244; (817) 283-9403).

**Nursing Assistant** - approved by the Alabama Department of Public Health, Division of Healthcare Facilities.

**Practical Nursing (PN Program)** - approved by the Alabama State Board of Nursing.

**Radiologic Technology Program** - accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300).

**Surgical Technology Program** - accredited by the Commission on Accreditation of Allied Health Education Programs.

**Therapeutic Massage** - Approved as a licensed Massage Therapy School by the Alabama Board of Massage Therapy. State of Georgia Board Recognized Massage Therapy Educational Program.

**Welding** - American Welding Society (AWS), Certified Test Facility

# SOUTHERN UNION STATE COMMUNITY COLLEGE

*An Equal Employment/Equal Educational Opportunity Institution.*

## EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

### Non-Discrimination Policy

It is the official policy of the Alabama State Department of Education and Southern Union State Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

SOUTHERN UNION STATE COMMUNITY COLLEGE complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. Inquiries concerning this policy may be directed to the ADA Coordinator at ext. 5351. Grievance Procedure Forms are available in the President's at ext. 5352.

The non-discrimination policies, the compliance officers, and the grievance procedure are detailed beginning on page 14.



# A Message from The President...

**Dr. Amelia Pearson, Interim President**

**One word comes to mind when one thinks about Southern Union: Success.**

**Our students come from a variety of backgrounds, traditions and life circumstances and bring a myriad of viewpoints to the classroom and campus life. One thing they all have in common is a desire to succeed.**

**The individual accomplishments of our students are paramount at Southern Union. Whether they are entering the workforce, or moving on to continue their education, our students have a high rate of achievement.**

**The success of our students is the testimony of our tradition of excellence! Our health science students consistently have a high pass rate on their licensure exams; our academic transfer students excel at the four-year institution that they choose to attend and then in their careers; our technical division students are in high-demand in their chosen fields. Partnerships and initiatives within the technical division have created numerous opportunities for those students. In response to the caliber of Southern Union's programs, area business and industry consistently look to us as the educational provider of choice.**

**These successes are a testament to the outstanding faculty members who are masters of their crafts and are committed to student learning. The focus on teaching and learning is enhanced by our outstanding support staff who work tirelessly to meet student needs. Southern Union faculty and staff understand that students are the reason we exist, and student success is at the forefront of all college initiatives.**

**Southern Union: Success Starts Here!**

*Dr. Amelia Pearson*



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*The catalog is published annually by Southern Union State Community College.*

**COLLEGE CALENDAR  
2011-2012**

**Fall Semester 2011:**

**78 Class Days  
88 Faculty Days**

<b>Aug. 8, 9, 10</b>	<b>Professional Development (No Classes)</b>
<b>Aug. 11, 12</b>	<b>Faculty Days (No Classes)</b>
<b>Aug. 15</b>	<b>Classes Begin - \$25.00 late registration fee applies</b>
<b>Aug. 19</b>	<b>Last day for registration, course change, fee payment, or change to "AU"</b>
<b>Sept. 5</b>	<b>Labor Day Holiday (College Closed)</b>
<b>Oct. 11</b>	<b>Last day to apply for fall semester diploma and pay diploma fee</b>
<b>Oct. 18</b>	<b>Mid-Term Alerts</b>
<b>Nov. 11</b>	<b>Veterans Day Holiday (College Closed)</b>
<b>Nov. 14</b>	<b>Last day to withdraw with a "W"</b>
<b>Nov. 16</b>	<b>Begin Registration for Spring Semester 2012</b>
<b>Nov. 21-23</b>	<b>State Professional Development (No Classes)</b>
<b>Nov. 24-25</b>	<b>Thanksgiving Holidays (College Closed)</b>
<b>Dec. 2</b>	<b>Last class day</b>
<b>Dec. 5, 6, 7, 8, 9</b>	<b>Final examinations</b>
<b>Dec. 12</b>	<b>Faculty Day (Grades due at 9:00 a.m.)</b>
<b>Dec. 13</b>	<b>Faculty Day</b>
<b>Dec. 21-Jan. 2</b>	<b>Holidays (College Closed)</b>

**Spring Semester 2012:**

**79 Class Days  
87 Faculty Days**

<b>Jan. 3, 4</b>	<b>Faculty Days (No Classes)</b>
<b>Jan. 5</b>	<b>Classes Begin - \$25.00 late registration fee applies</b>
<b>Jan. 11</b>	<b>Last day for registration, course change, fee payment, or change to "AU"</b>
<b>Jan. 16</b>	<b>King's and Lee's Birthday Holiday (College Closed)</b>
<b>Mar. 2</b>	<b>Last day to apply for spring semester diploma and pay diploma fee</b>
<b>Mar. 9</b>	<b>Mid-Term Alerts</b>
<b>Mar. 12-16</b>	<b>Student Spring Break (No Classes)</b>
<b>Mar. 12-14</b>	<b>State Professional Development</b>
<b>Mar. 15-16</b>	<b>College Open (Faculty Out)</b>
<b>April 4</b>	<b>Last day to withdraw with a "W"</b>
<b>April 5</b>	<b>Begin Registration for Summer Term 2012</b>

**Spring Term 2012 (cont'd):**

<b>April 25</b>	<b>Last class day</b>
<b>April 26, 27, 30</b>	
<b>May 1, 2</b>	<b>Final examinations</b>
<b>May 3</b>	<b>Faculty Day (Grades due at 9:00 a.m.)</b>
<b>May 4</b>	<b>Graduation/Faculty Day</b>
<b>May 7</b>	<b>Faculty Day</b>

**Summer Term 2012:**                      **50 Class Days (4-day schedule)**  
**54 Faculty Days**

<b>May 16, 17</b>	<b>Faculty Day (No Classes)</b>
<b>May 21</b>	<b>Classes begin. \$25.00 late registration fee applies</b>
<b>May 22</b>	<b>Last day for registration, course change, fee payment, or change to "AU"</b>
<b>May 28</b>	<b>Memorial Day Holiday (College Closed)</b>
<b>June 7</b>	<b>Last day to apply for summer term diploma and pay diploma fee</b>
<b>July 2</b>	<b>Mid-Term Alerts</b>
<b>July 4</b>	<b>Independence Day Holiday (College Closed)</b>
<b>July 5</b>	<b>No Classes (College Open/Faculty Day)</b>
<b>July 19</b>	<b>Last day to withdraw with a "W"</b>
<b>July 23</b>	<b>Begin Registration for Fall Semester 2012</b>
<b>July 30</b>	<b>Last class day</b>
<b>July 31, August 1</b>	<b>Final examinations</b>
<b>August 2</b>	<b>Faculty Day (Grades due at 9:00 a.m.)</b>

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# GENERAL INFORMATION

## MISSION

Southern Union State Community College, located in east central Alabama, is an open-door, public, two-year college operating as a part of The Alabama College System. The mission of the College is to provide quality academic, technical, and health science programs which are affordable, accessible, and responsive to the needs of the community, business, industry, and government. As an open-door institution, the College provides an educational program that compliments the various ability levels of a diverse student population. In support of these efforts, the College employs a highly qualified staff which is active in the planning and evaluation of all programs. The education offered allows for successful transfer entry into upper-level study at a senior college or university, trains for immediate employment upon completion of a technically-oriented program, and provides educational opportunities for those students interested in careers in the health care field.

Southern Union State Community College seeks to offer courses that address the diverse needs of the students and the community. It is the belief of the College that education is a lifelong process; thus, the College seeks to provide effective and relevant programs which assist students in recognizing and more fully utilizing their capabilities. The College seeks to provide students a wide range of opportunities to attain personal fulfillment and to prepare for their responsibilities as citizens. It is the intent of Southern Union to develop and maintain partnerships with business and industry, labor, government, professional organizations, and other academic institutions in order to ensure high quality educational programs and better serve students, employers, and the community as a whole. Through such partnerships, the College is attempting to meet the needs of the existing and future workforce. The College also strives to contribute to the intellectual and cultural activities of the community.

The mission statement is further defined through the institutional goals of Southern Union State Community College which follow:

- 1. Provide a comprehensive and accessible program of instruction which offers opportunities for lifelong learning through pre-baccalaureate, technical, occupational, health science, and continuing education programs.**
- 2. Assist students in overcoming deficiencies and acquiring skills fundamental to further academic and career achievement.**
- 3. Provide a broad range of services to students which enhance the effectiveness of educational offerings and include academic advising, counseling, career planning, financial assistance, and extracurricular activities.**
- 4. Maintain the pursuit of excellence as the guiding principle for staffing and programming.**
- 5. Maintain cooperative relationships with other educational institutions and agencies at all levels to facilitate smooth articulation to and from college programs.**
- 6. Maintain cooperative relationships with public and social agencies, area businesses, and industries through close communication and provision of services and programs as needed or requested.**
- 7. Maintain systematic participation of the college staff in comprehensive institutional planning, management, and evaluation of college operations.**
- 8. Promote educational, cultural, and recreational enrichment of the community**

**by extending college facilities and offering resources to the community.**

## HISTORY

Southern Union State Community College was formed on August 12, 1993, when the Alabama State Board of Education effectively merged Southern Union State Junior College, located in Wadley, Valley, and Opelika, with Opelika State Technical College in Opelika. Final approval was granted on August 11, 1994. Each partner brought to the merger a history rich in tradition of service to students.

The older of the two colleges, Southern Union, was chartered as Bethlehem College on June 2, 1922, by the Southern Christian Convention of Congregational Christian Churches. Wadley was chosen as the site for the college because of its proximity to a large number of the denomination's churches and because of the donation of a forty-acre site by John M. Hodge, a local banker.

From its opening with 51 students in a single building on September 13, 1923, until 1964, the College remained church related, operating as Piedmont Junior College, Southern Union College, and The Southern Union College. On October 1, 1964, the college was deeded to the State of Alabama and became part of a newly created system of two-year colleges under the governance of the Alabama State Board of Education. The name of the college became Southern Union State Junior College, and it achieved accreditation in 1970 from the Southern Association of Colleges and Schools.

Opelika State Technical College was created by an act of the Alabama State Legislature on May 3, 1963, in response to a recognized need to establish vocational/technical colleges in industrial areas of Alabama. Contributions of local governmental entities such as the Lee County Commission, which donated 63 acres of land for the college site, and the City of Opelika, which provided access to utility services, helped make the college a reality. The college opened on January 10, 1966, as Opelika State Vocational Technical Institute but was designated Opelika State Technical College on August 22, 1973, by the Alabama State Board of Education and accredited in 1971 by the Southern Association of Colleges and Schools.

Southern Union State Community College serves residents of an eight county area of East Central Alabama as well as neighboring Georgia counties from its campuses in Wadley, Valley and Opelika. A three-faceted educational emphasis is on academic programs for transferability, technical/vocational programs for specialized career competencies, and nursing and allied health programs for specialized training in health sciences.

## LOCATION

Southern Union State Community College is located in east central Alabama. The Wadley Campus is on Alabama State Highways 22 and 77, approximately 90 miles southwest of Atlanta, Georgia, and the same distance southeast of Birmingham. The Valley Campus is on Fob James Drive in Valley, Alabama, just off Interstate Highway 85. The Opelika Campus is on LaFayette Parkway at the intersection of U.S. Highway 431 and U.S. Highway 29. There is also a downtown campus in Opelika located at 701 Railroad Avenue.

## SERVICES

The College approaches its commitment to educational opportunity by maintaining an open admission policy in accordance with State Board requirements and by charging low tuition fees. The College also assists students in obtaining financial support. Residence hall facilities are provided for students at the Wadley Campus. Effort is made to provide and to schedule courses for the convenience of students.

Student services are provided by the College to support the educational programs and to assist in the development of the students enrolled. Among the services provided to students are placement testing and orientation for entering freshmen and transfer students, academic advising, tutorial services, and student activities such as clubs and intercollegiate sports.

## VISITING THE COLLEGE

Visitors are welcome at the College at any time. Guided tours of the campuses for prospective students and their parents are available upon request to the College recruitment department.

## POLICY STATEMENTS

Southern Union State Community College subscribes fully to the following state and federal regulations and institutional policies.

### **A. EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT**

It is the official policy of the Alabama State Department of Education and Southern Union State Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity or employment.

SOUTHERN UNION STATE COMMUNITY COLLEGE complies with non-discriminatory regulations under Title VI, Title VII, and Title IX. of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. Inquiries concerning this policy

may be directed to the ADA Coordinator ext. 5351. Grievance Procedure Forms are available in the President's or Vice-President's Office, at ext. 5352.

Southern Union State Community College is an equal employment/equal educational opportunity institution. Inquiries of recipients concerning the application of the above regulations and their implementing regulations may be referred to either one of the Compliance Officers listed below or the Office for Civil Rights.

WADLEY CAMPUS	VALLEY CAMPUS	OPELIKA CAMPUS
Mr. Steve Spratlin	Ms. Robin Brown	Mr. Gary Branch
Compliance Officer	Compliance Officer	Compliance Officer
P.O. Box 1000	Fob James Drive	1701 Lafayette Parkway
Wadley, AL 36276	Valley, AL 36854	Opelika, AL 36801
(256) 395-2211	(334) 756-4151	(334) 745-6437

## B. GRIEVANCE PROCEDURE

1. **Grievance and Appeal Procedures.** Southern Union State Community College (SUSCC) promotes the open exchange of ideas among all members of the Southern Union State Community College community, students, faculty, staff, and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Southern Union State Community College recognizes that in order to efficiently and effectively carry out its mission, its employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College.

### 2. Complaint.

For purposes of this policy, a complaint shall mean a specific event, activity, or occurrence within the scope of the authority of the College's administration or faculty about which an individual has a specific concern.

#### 2.1 Employees.

Any college employee making a complaint shall report that complaint in writing to his/her immediate supervisor. The complaint shall be made within ten (10) business days of the event, activity, or occurrence prompting the complaint.

If, after discussion between the employee and the supervisor, it is determined that the complaint can be resolved immediately and informally, the supervisor will take action to resolve the complaint. However, if the complaint involves a charge of physical abuse, racial or other discrimination, sexual or other harassment, or if the complaint relates to a disability, or if the complaint relates to a matter involving theft or any other act of dishonesty, the supervisor shall submit a written report within ten (10) business days of the filing of the complaint to the College Grievance Officer, detailing both the complaint and the resolution of the complaint.

## 2.2 Students.

1. **Complaint Related to Academic Matters.** All complaints involving academic disputes must follow the college “Academic Appeal Policy”, and the Instructional Dean’s decision will be final.
2. **Complaint Related to Disability.** Complaints related to a disability should be reported orally or in writing to the College ADA Coordinator within ten (10) business days of occurrence of the event prompting the complaint.
3. **Other Types of Complaints.** Complaints related to any matter other than academic or disability should be reported orally or in writing to the Dean of Students within ten (10) business days of the event prompting the complaint.

If, after discussion between the student and the respective college official, it is determined that the complaint is valid and can be resolved immediately and informally, the college official will take action to resolve the complaint. However, if the complaint involves a charge of physical abuse, racial, or other discrimination, sexual or other harassment, or if the complaint relates to a disability, or if the complaint relates to a matter involving theft or any other act of dishonesty, the respective college official will submit a written report within ten (10) business days of the filing of the complaint to the College Grievance Office, detailing both the complaint and its resolution.

## 2.3 Plan of Resolution.

If the student’s or employee’s complaint cannot be resolved immediately and informally, but requires instead a “Plan of Resolution”, the appropriate college official to whom the complaint was made shall submit a written report to the College Grievance Officer. The report shall be submitted within ten (10) business days of the complaint and shall detail the complaint and the plan to resolve the complaint. If the Plan of Resolution does not result in a satisfactory resolution to the complaint, the complainant may choose to pursue a grievance.

## 3. Grievance Procedures.

An employee or student who submits a written complaint to the appropriate college official, and who is not informed of a satisfactory resolution or plan of resolution of the complaint within ten (10) business days, shall then have the right to file a grievance with the College Grievance Officer. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include at least the following information:

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance that the Grievant wants considered by the Grievance Officer.

If the grievance involves a claim of discrimination based on sex, race, age, national origin, religion, handicap, or disability, the complaining party should state with particularity, the nature of the discrimination and, if known, a reference to any statute, regulation, or policy which the Grievant believes to have been violated. The Grievant shall file any claim involving discrimination as described above within thirty (30) calendar days of the occurrence of the alleged discriminatory act or of the date on which the Grievant became aware that the alleged discriminatory act took place.

#### 4. Investigation: Hearing and Findings.

The College shall have thirty (30) calendar days from the date of the receipt by the College Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings. The hearing findings shall be reported by the President (or his/her designee) to the Grievant by either personal service or certified mail sent to the Grievant's home address.

##### 4.1 Investigation Procedures.

The Grievance Officer, either personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulation, and/or policy, if any. The College Grievance Officer shall determine, after completion of the investigation, whether there is substantial evidence to support the grievance. The factual findings of the investigation and the conclusions of the Grievance Officer shall be stated in a written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made (the "Respondent") and shall be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing record. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be prepared by the Grievance Officer for the hearing record. If the Grievance Officer finds that the grievance is supported by substantial evidence, he or she shall also make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Grievance Officer's report, the Grievant shall have five (5) business days to notify the Grievance Officer whether or not the Grievant demands a hearing on the grievance. The failure by the Grievant to request a hearing by the end of the fifth business day shall constitute a waiver of the

opportunity for a hearing. However, the College Grievance Officer may, nevertheless, at his or her discretion schedule a hearing on the grievance if to do so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be filed with the President, and a copy provided to the Grievant and each Respondent.

#### 4.2 Hearing Procedures.

In the event that the Grievant requests a hearing within the time frame designated by the Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer and/or committee members will generally be employees of SUSCC. However, the President shall have the discretion to select other than SUSCC employees to serve as a hearing officer or as a committee member. The hearing officer and/or committee shall notify the Grievant, and each Respondent, of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent shall be read the grievance statement. After the grievance is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and offer such other evidence as he/she deems appropriate to the Respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respective College.

Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or on audio/video or by other electronic recording medium. In addition, all items offered



into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

#### 4.3 Rules of Evidence.

The hearing officer or committee shall make the participants aware that the rules relating to the admissibility of evidence for the hearing will be similar to, but less stringent than, those which apply to civil trials in the Circuit Courts of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excludable. However, hearsay evidence and unauthenticated documentary evidence may be admitted if the hearing officer or chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the hearing officer or committee chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding on the parties.

#### 4.4 Report of Findings and Conclusions of Law.

Within five (5) working days following the hearing, there shall be a written report given to the College Grievance Officer (with a copy to the President, the Grievant, and each Respondent) of the findings of the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report shall contain at least the following:

1. Date and place of the hearing;
2. The name of the hearing officer or each member of the hearing committee, as applicable;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Conclusions of law, regulations, or policy relevant to the grievance; and
6. Recommendation(s) arising from the grievance and the hearing thereon.

#### 4.5 Conciliation of Grievance.

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer shall notify the Grievant of any appeal that may be available to the Grievant.

In the event of a finding that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer shall meet with the Grievant and the appropriate college representative(s) (which may include the Respondent[s]) and attempt to bring about resolution of the grievance.

## 5. Available Appeals

### 5.1 Presidential Appeal.

If the grievance does not involve a claim of illegal discrimination based on gender, race, or disability, the findings of the hearing officer/committee shall be final and non-appealable. However, if the grievance involves such a claim, the Grievant shall have the right to appeal the decision of the hearing officer or committee to the President of Southern Union State Community College, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the College Grievance Officer and the President within fifteen (15) calendar days following the Grievant's receipt of the committee report; and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), and/or recommendation(s) of the hearing officer or committee.

If the appeal is not filed by the close of business on the fifteenth (15th) day following the Grievant's receipt of the report, the Grievant's right to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President.

### 5.2 President's Review.

If an appeal is accepted by the President, the President shall have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold an appellate hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations arising from the college grievance hearing. The President's report shall be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

### 5.3 Appeal to the Chancellor.

Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President's findings and conclusions shall not be appealable. However, pursuant to State Board of Education policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Department of Postsecondary Education for a review of the President's report and the findings arising from the college grievance hearing.

A Grievant who has grounds for appealing the findings of the President to the Chancellor may do so by:<sup>19</sup>

1. Filing the notice of appeal, using Grievance Form C, to the Chancellor and the President of SUSCC within fifteen (15) calendar days following the Grievant's receipt of the report of the President's findings; and
2. Specifying in the notice of appeal clear and specific objection(s) to the findings(s), conclusion(s), or recommendation(s) affirmed by the President.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth (15th) day following the Grievant's receipt of the President's report, the Grievant's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the President's report, it shall be denied by the Chancellor.

6. Review by Chancellor.

If an appeal is accepted by the Chancellor, the Chancellor shall have thirty (30) calendar days following his/her receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the grievance, to review the reports of the President and the college hearing officer/committee, to hold an appellate hearing, (if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations of the President and/or the hearing officer/committee. The report of the Chancellor shall be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, to the respective home addresses of the parties. The report of the Chancellor shall not be further appealable with the Alabama two-year college system. However, the Grievant shall not be precluded from filing his or her grievance with an appropriate court or administrative agency.

7. General Rule on Filings.

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date of the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date.



### 8. List of Responsible Officials.

Below is a list of officials who have been referenced herein above as responsible for responding to complaints and grievances.

President	Dr. Amelia Pearson
Dean of Instruction	Dr. Mary Jean White
Dean of Student Development	Mr. Gary Branch
Dean of Students	Ms. Florence T. Sanders
Dean of Health Sciences	Dr. Linda North
Dean of Technology and Workforce Development	
Director of Adult Education	Ms. Derrika Griffin
College Grievance Officers	Mr. Gary Branch, Opelika Mr. Steve Spratlin, Wadley Ms. Robin Brown, Valley
ADA Grievance Officer	Mr. Gary Branch

Each of these officials is charged with the responsibility of assisting in every reasonable way to resolve any valid complaint and to assist when one has been unable to resolve a complaint and desires to file a formal grievance. The President reserves the right to make such changes or substitutions to the above list of officials as he/she deems appropriate in order to avoid conflicts of interest or any potential appearance of bias or prejudice.

### C. AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) prohibits discrimination against any qualified person regardless of his or her disability. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. All reasonable and appropriate accommodations for qualified disabled students, applicants, or employees, will be met unless to do so would present an undue hardship to the College.

To request accommodations, students with disabilities should provide documentation of the disability to the ADA Coordinator on their campus. The documentation should address the specific accommodation and should be dated within three years of the enrollment date. Once the documentation is filed with the ADA Coordinator, the student's instructors will be notified of the requested accommodation. Students should update their information with the ADA Coordinator by the courses for which they are seeking accommodations each semester.

### ADA COORDINATORS

Dean Gary Branch Opelika Campus (334) 745-6437	Dr. Fred E. Williams Wadley Campus (256) 395-2211	Ms. Robin Brown Valley Campus (334) 756-4151
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**D. THE DRUG ABUSE OFFICE AND TREATMENT ACT OF 1972 (PL 92-255),** as amended, relates to nondiscrimination on the basis of drug abuse.

## **E. DRUG-FREE WORKPLACE POLICY**

In compliance with the drug-free workplace requirements of Public Law 100-690 for the recipients of Federal contracts and grants, the following policy is in effect for Southern Union State Community College.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Southern Union State Community College on any property owned, leased, or controlled by Southern Union State Community College or during any activity conducted, sponsored, or authorized by or on behalf of Southern Union State Community College. A “controlled substance” shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.)

Southern Union State Community College has and shall maintain a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the college’s policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance program; and the penalties that may be imposed upon employees for drug abuse violations.

All employees of Southern Union State Community College shall comply with paragraph 1 above.

Any employee who is convicted by any Federal or State Court of an offense which constitutes a violation of paragraph 1 above shall notify the College President in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in PL 100-690, shall mean “a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both.”

In the event of a report of a conviction pursuant to paragraph 4 above, where the employee is working in a project or program funded through a Federal contract or grant, Southern Union State Community College shall notify in writing within ten (10) days any Federal agency to whom such notification by Southern Union State Community College is required under PL 100-690.

In the event an employee violates paragraph 1 above or receives a conviction as described in paragraph 4 above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. Southern Union State Community College shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.

Southern Union State Community College shall make a good faith effort to ensure that paragraphs 1-6 above are followed.

Each employee of SUSCC shall receive a copy of this policy.

## **F. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED**

Under the Federal Family Educational and Privacy Act, 20 U.S.C. 1232g, Southern Union State Community College may disclose certain student information as “directory information.” Directory information includes the names, addresses, telephone numbers, dates of birth, and major fields of study of students, as well as information about students’ participation in officially recognized activities and sports, the weight and height of members of athletic teams, the dates of attendance by students, degrees and awards received, and the most recent previous educational agency or institution attended by a respective student. If any student has an objection to any of the aforementioned information being released during any given term or academic year, the student should notify the Dean of Students through written communication.

Notification of Student rights under FERPA - FERPA affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and to review the student’s education records.
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Southern Union State Community College to comply with the requirements of FERPA.
5. The right to obtain a copy of Southern Union State Community College’s student records policy, which is available at the Records Office.

## **G. REHABILITATION ACT OF 1973**

Southern Union State Community college offers equal opportunity in its employment, admissions, and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973. The Southern Union Coordinator of Section 504 is Gary Branch, Opelika Campus. The telephone number is (334) 745-6437.

## **H. HARASSMENT POLICY**

Southern Union State Community College is committed to protecting its students, staff, and visitors from harassment, intimidation, and exploitation as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964.

Harassment includes, but is not necessarily limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Sexual harassment refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may

involve the behavior of a person of either sex against a person of the opposite or same sex, when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
- b. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Harassment of employees or students by employer, other employees, other students, or non-employees is a violation of this policy. Any person who believes herself or himself to be subjected to such harassment, intimidation, and/or exploitation should contact any college official as promptly as possible after the harassment occurs. The college official will take appropriate action to resolve the complaint which may include a referral to Gary Branch, the Coordinator of Title IX and College Grievance Officer. The telephone number is (334) 745-6437.

## **I. CAMPUS AWARENESS AND CAMPUS SECURITY ACT\***

### **Jean Clery Disclosure of Campus Security Policy and Crime Status**

The Campus Awareness and Campus Security Act of 1990 (Title II of Public law 101-542) requires a disclosure document to be provided by Southern Union State Community College. Inquiries regarding the information contained in such documentation should be directed to Florence T. Sanders, Dean of Students, Southern Union State Community College, Wadley, AL 36276.

\*NOTE: This information is available on the Southern Union home page and the student life link. Copies of the full report are also available upon request in the offices of the Dean of Students, Dean of Student Development, Financial Aid, and/or Admissions.

## **J. ENCUMBRANCE OF STUDENT RECORDS**

Student records may be encumbered for any debt owed the College for tuition, fees, fines, unpaid damages, bad checks, unpaid loans, or any bookstore or residence hall debt.

Encumbrance means that the student may not receive a grade report, have a transcript sent, or register at Southern Union until the encumbrance has been cleared.

## **K. STUDENTS' RIGHTS AND RESPONSIBILITIES**

Southern Union State Community College is committed to educating students about their responsibilities as college students and as citizens. The faculty, staff, and administrators of the College provide students with current information about specific student responsibilities through college publications, classroom announcements, and direct mail. See the Student Handbook section for a specific statement of Students' Rights and Responsibilities.

## **L. IMMIGRATION REFORM AND CONTROL ACT**

Effective November 6, 1986, the Immigration Reform and Control Act requires that all employers must attest, under penalty of law, that they have verified that a newly hired worker is not an unauthorized alien. This attestation must be made on Form I-9 issued by the Immigration and Naturalization Service. Copies of this form are available from the

Business Office. The completed I-9 form must be kept within the employee's personnel file for three years after the individual begins work or one year after termination of employment, whichever period is longer. All employees hired after September 1, 1987, must have the form completed within three days after commencement of employment. This requirement is for all employees, including seasonal, hourly, and part-time.

### **M. REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES**

1. It is the policy of Southern Union State Community College that any criminal act or threat of violence, injury, destruction of college or personal property, traffic accident, or other situation which occurs on any campus operated by Southern Union State Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order, be reported to one of the following:

#### **Wadley Campus**

Campus Security	(334)745-7441
Florence T. Sanders, Dean of Students	(256)395-2211
Steve Spratlin, Associate Dean of Instruction	(256)395-2211
Lori Daniel, Coordinator of Student Life	(256)395-2211

#### **Valley Campus**

Campus Security	(334)756-4151
Robin Brown, Campus Director,/Advising	(334)756-4151
Florence T. Sanders, Dean of Students	(334)756-4151

#### **Opelika Campus**

Campus Security	(334) 745-6437
Mary Jean White, Dean of Instruction	W(334)745-6437
	H(334)749-1680
Linda North, Dean of Health Sciences	W(334)745-6437
	H(706)769-9812
Tiffany Sanders, Dean of Students	W(334)745-6437
	W(256)395-2211

2. All witnesses to any of the above described situations will be asked to provide written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. Information provided by witnesses will be held in the strictest of confidence. It shall be an offense subject to appropriate disciplinary action for any Southern Union State Community College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in paragraph 1 above.

If you are a victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking action to ensure the future safety of yourself and others. The College will use this information to maintain accurate records, determine patterns of crime (methods, location or assailant) and create a proactive approach to address



the situation. The information filed in this manner will be counted and disclosed<sup>25</sup> in the annual crimes statistics for the institution.

3. The College's designated official or officials will take all reasonable action to prevent or minimize any harm to the employees, students, and visitors of Southern Union State Community College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

Complete documents concerning campus security policy are located in the office of the Dean of Students on the Wadley campus and in the administrative offices on the Opelika and Valley campuses.

### **N. EMERGENCY ALERT NOTIFICATIONS**

In the event that a situation arises, either on or off campus, that in the judgment of the President or his/her designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the College's emergency notification system (SchoolCast). Additional information and registration for the emergency notification system is available on the Southern Union website ([www.suscc.edu](http://www.suscc.edu)) or by calling 256-395-2211.

### **O. SEXUAL OFFENDERS REGISTRATION**

The campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Act. In My 1996, the Alabama State Legislature passed a law establishing the Community Notification Act. This law requires convicted adult sex offenders to notify local law enforcement of their residence within the community where they are living. Law enforcement authorities must then notify community residents living near the sex offender. Along with this law are provisions that prohibit a convicted sex offender from living near a school and living in a residence with children.

The College is required to inform the campus community that the Alabama Bureau of Investigation (ABI) registration list of sex offenders is available through the Dean of Students. Additionally, a list of Alabama registered sex offenders is available from the Alabama Department of Public Safety's website at [www.dps.state.al.us](http://www.dps.state.al.us) or by calling (334) 242-4371.

### **P. COMMUNICABLE DISEASE POLICY**

Southern Union State Community College recognizes that students and employees with communicable diseases and/or life-threatening illnesses, including but not limited to AIDS, hepatitis (HBV), tuberculosis (TB), cancer, and heart disease, may wish to continue educational pursuits. As long as these students/employees are able to meet acceptable performance standards and medical evidence indicates that their condition(s) is not a threat to themselves or others, the College will ensure they are treated consistently with other

students/employees. At the same time, Southern Union State Community College is committed to providing a safe environment for all students and employees. Every precaution will be taken to ensure that neither the health nor safety of Southern Union State Community College employees and students is threatened.

The Exposure Control Officer (ECO) for Southern Union State Community College is Lisa Shiver, RN, BSN, CRNP. Students/Employees who have medical conditions which require confidentiality are urged to contact the ECO. Information about health matters will be treated confidentially, and any information shared by the ECO will be only on a professional need-to-know basis.

Athletes participating in college sports are urged to report any communicable disease and/or life threatening illness to the ECO. Notification may be in person or may be in writing and sent to the ECO in an envelope marked “personal and confidential.” Decisions regarding participation in contact sports will be made on a case-by-case basis. All students living in College dormitories must attend a required dormitory meeting in which the communicable disease policy and prevention of transmission of communicable diseases are explained.

As long as their medical condition permits, students who have a communicable disease and/or life threatening illness may have equal access to College facilities or campus activities, including living in the campus dormitory and participating in social activities offered by the College. Any problems encountered involving equal access should be referred to the college ADA compliance officer.

Health care is not provided at Southern Union. Students and employees requesting information on HIV, AIDS and AIDS-related illnesses, HBV, and TB will be referred to appropriate agencies.

## **Q. COMPUTER LAB AND INTERNET POLICY**

Southern Union State Community College provides Internet and Email service to all students through computer labs, College Libraries, and wireless access in specific locations throughout all campuses. Being consistent with our Mission, Southern Union has invested in computing resources to provide students with reliable Internet Access that is readily available with current software that is used in a variety of courses.

These policies apply to all users of the College computers and network resources, including but not limited to Southern Union students, faculty, staff, administrators, and guests of Southern Union. Users may be asked to provide proper identification upon using the schools resources.

### **Acceptable Uses:**

All college-provided computers shall be compliant with the educational purposes and goals of Southern Union. It is mandatory that all users conduct themselves in a responsible, ethical, and moral manner. All users must adhere to local, state, and federal laws and maintain a high standard of Internet use that is outlined in all parts of this policy. Use of the Internet and college computers and network resources within Southern Union is a privilege and information attained from these computers shall be

deemed the property of the College. Southern Union reserves the right to monitor and<sup>27</sup> review any material on college computers at any time in order to determine inappropriate use.

### **Guidelines for Appropriate Use:**

1. Use of college computers is limited to educational purposes which include: completing class assignments, educational advancement, and obtaining general knowledge.
2. The computers at Southern Union are not to be used to play games, participate in chat rooms, or any peer-to-peer activity used to transfer files.
3. Southern Union will not be responsible for any lost or damaged data to removable disks. Users must save all files to their own disks and no files should be saved to the college computers.
4. Computers should not be used to display personal information or for the endorsing of political candidates.
5. Any attempts to deface or alter any computer or network resource provided by Southern Union could result in disciplinary action.

*Southern Union State Community College and The Alabama Supercomputing Authority reserve the right to monitor and review all traffic for potential violations of this policy and have authority to levy penalties that can result in the loss of computer access privileges or suspension and expulsion from the College.*

### **Unacceptable Uses:**

The use of internet resources should comply with ethical and legal standards. The following will be considered as unacceptable uses:

- 1) It is not acceptable to use the Internet/Network for purposes which violate any federal or state law or College Policy.
- 2) It is unacceptable to use the Internet/Network for illegal purposes to include but not be limited to, harassing, threatening, stalking, pornographic or obscene materials.
- 3) It is unacceptable to use the Internet/Network in a manner that disrupts normal network use and service. Such disruption would include, but it not limited to: the propagation of computer viruses, the violation of personal privacy, the unauthorized access to protected and private network resources, and the altering of system software and hardware configuration.
- 4) It is not acceptable to use the Internet/Network for commercial activities, including but not limited to commercial solicitation for business.
- 5) Use for private or personal business is prohibited.
- 6) Copyright infringement.

**The user must be aware that information retrieved from the Internet may not have been verified, validated, or authenticated by a properly credentialed source to assure its accuracy. Information accessed on the Internet or other computer software available is to be used in a professional and responsible manner. Southern Union State Community College is not responsible for information which is considered offensive in nature or is misused by the user.**

Southern Union State Community College and The Alabama Supercomputer authority reserve the right to monitor and review all traffic for potential violations of this policy and have authority to levy penalties as severe as suspension or expulsion from the College.

## **R. COPYRIGHT AND FAIR USE POLICY**

Copyright is the ownership and control of the intellectual property in original works of authorship. The laws of the United States (Title 17, United States Code) provide protection to the owner of copyright. This protection is available to both published and unpublished works. Public Law 94-553, section 6 generally gives the owner of copyright the exclusive right to, and to authorize others to: reproduce in copies, prepare derivative works, distribute copies, perform publicly, and display publicly the copyrighted work. In compliance with the Millennium Copyright Act. Head of Library Services has been appointed as the College's agent to receive notification of claimed infringement from a copyright owner.

Copyright law governs any print or non-print reproduction of copyright material. It is illegal for anyone to violate any of the rights provided by law to the owner of copyright. One major limitation on the law, however, is the doctrine of "fair use."

Whether use of copyrighted materials falls under the "fair use" exception depends on these four factors: purpose of the use, nature of the work, amount of copying, and effect of the copying on the potential value of the work. Another limitation can be "compulsory license" which permits limited uses of copyrighted works in return for the payment of fees or royalties.

Faculty, staff, and students of the College must comply with the provisions of the state and federal intellectual property laws such as the Copyright Act. Procedures for obtaining copyright permissions for course materials have been established and must be followed. Information explaining the Copyright Act as it pertains to copying both course material and material for personal use is available in all campus libraries.

## **S. TOBACCO-FREE ENVIRONMENT**

Southern Union State Community College provides a tobacco-free work environment. Tobacco use is not permitted at any time by any faculty member, staff, student, vendor, or visitor inside any building or in any state vehicle on any Southern Union campus. Tobacco use is permitted outside of buildings in nonhazardous designated areas.

## **T. FOOD AND DRINK**

It is the policy of Southern Union State Community College that no food or drinks are allowed in any of its classrooms, labs, or learning resource centers.

## **U. CELL PHONES, PAGERS AND OTHER ELECTRONIC COMMUNICATION DEVICES**

Cell phones, pagers, or other electronic communication devices must be in the **silent or off position** during all classes and labs.

## V. PARKING AND DRIVING REGULATIONS

Any student who drives a car or other motorized vehicle on any campus, day or night, must have liability insurance and must secure and display a parking decal. If more than one vehicle is driven on campus regularly, each vehicle should have its own decal. Parking decals are free and will be issued to students registered at Southern Union. **All student parking permits expire at the end of summer term each year.**

Parking hang tags must be positioned on the rearview mirror. By securing and affixing the decal, the student agrees to abide by the following parking regulations:

1. The speed limit is not to exceed 10 mph on any campus.
2. The registered driver is responsible for his automobile regardless of who is driving.
3. Visitor's Parking Permits are issued to non-student campus guests. Students experiencing car trouble or other extenuating circumstances that necessitate bringing an unregistered vehicle on campus may also qualify for a Visitor's Parking Permit. A Visitor's Parking Permit should be obtained immediately upon arriving on campus. Permits are available from the Dean of Students' Office on Wadley Campus and from the Administrative Office on Valley and Opelika Campuses.
4. Vehicles may not be parked in a "no parking" zone.
  - a. Vehicles parked improperly with or without a parking decal showing will be ticketed and a \$25.00 fine will be assessed. Students' owing fines will have all college records placed on hold until fines are paid.
  - b. **Vehicles parked improperly can be towed from campus at owner's expense.**
5. All users of handicapped parking spaces must validate their parking permit. Information on the validation process is available in the Office of Dean of Students.
6. No parking on yellow curbs.
7. All stop Signs must be obeyed.
8. Vehicles left on campus overnight must be registered with the Campus Security.
9. No driving and parking on the grass and/or sidewalks.
10. Double parking is prohibited.
11. Blocking driveways, entrances, and exits to parking areas or buildings is prohibited.
12. Drivers must yield to pedestrians in designated crosswalks.
13. In all lots that are marked with parking spaces, vehicles must be parked heading into the spaces.
14. Residential students (students living in the residence hall/dorm on the Wadley campus) must obtain a dorm decal to be attached to their SU hangtag. The decal should be placed in the center of the college seal.

## **W. LOST AND FOUND**

Lost and found articles should be taken to the Campus Security. Items found and/or left with the Campus Security will be inventoried, dated, and held for a period of thirty calendar days.

During this time these articles may be claimed upon verification of ownership. After thirty days the College automatically disposes of unclaimed articles. Cash will be held for sixty days. After sixty days, if no one has claimed the money, it will be returned to the finder (faculty and staff excluded).

## **X. SECURITY OF PERSONAL PROPERTY**

The College cannot be responsible for personal property, nor can the College assume responsibility for the protection of vehicles or their contents. Campus Security recommends that students conceal books, supplies, and other valuables in the trunks of their cars or keep valuables in their possession at all times. **Valuables such as purses, handbags, book bags, and knapsacks should never be left unattended.**

## **Y. REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES**

It is the policy of Southern Union State Community College that any criminal act; act or threat of violence; injury; destruction of college or personal property; traffic accident; or other situation which occurs on any campus operated by Southern Union State Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately.

An emergency is hereby defined as any event that is disruptive to the normal affairs of the college. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below. In reporting an emergency the caller must:

- a. state name;
- b. state type of emergency;
- c. state location of emergency; and
- d. remain in the area until assistance arrives.



# ADMISSIONS INFORMATION

## ADMISSIONS INFORMATION

Southern Union State Community College has an open-door admissions policy to assure optimal higher educational opportunities.

The College admits eligible applicants at the beginning of the Fall semester, Spring semester, and Summer term.

Admission applications are available online at [www.suscc.edu](http://www.suscc.edu) or requests for information can be sent to the following address:

Southern Union State Community College  
Admissions Office/ Registrar  
750 Roberts Street  
Wadley, Alabama 36276

## ADMISSION REQUIREMENTS

### A. Admission of First Time College Students

Applicants who have not previously attended any regionally accredited postsecondary institution will be considered first time college students or “native” students.

For admission to an Alabama Community College System institution, an applicant must provide the following:

One primary form of documentation such as an unexpired Alabama driver’s license; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent residence card OR

If an applicant cannot present a primary document, he/she must provide two secondary forms of documentation, one of which must be a photo identification card such as a School ID (with photo) or an Employee ID (with photo), AND one additional form of identification such as a Certificate of Naturalization; a Social Security card; a certified copy of a U.S. birth certificate; OR

For admission to an Alabama Community College System institution, all international applicants must provide:

A VISA acceptable to the United States and an official translated copy of the student’s high school/college transcript; a minimum score on an approved English as a Foreign Language exam as specified in the guidelines; signed, notarized statement verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.

***Note: The documentation identified above must be submitted IN PERSON or by a NOTARIZED copy through the U.S. Mail.***



**1. Admission to Courses Creditable Toward an Associate Degree**

To be eligible for admission to courses creditable toward an associate degree, a first time college student must meet one of the following criteria:

- a. The student holds the Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
- b. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has passed the Alabama Public High School Graduation Examination; or
- c. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has achieved a minimum ACT score of 16 or a composite score of 780 on the SAT; or
- d. The student holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or a composite score of 780 on the SAT; or
- e. The student holds a GED Diploma issued by the appropriate state education agency.

Students who meet one of the above criteria shall be classified as “Degree-Eligible” students. The College may establish additional requirements when student enrollment must be limited or to assure ability-to-benefit.

**2. Admission to Courses Not Creditable Toward an Associate Degree**

In keeping with the mission of the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses not creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree, provided that he/she meet the following criteria:

- a. The applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year, and has specifically documented ability-to-benefit based on an assessment approved by the federal government, or
- b. The applicant holds an Alabama Occupational Diploma, as defined by the Alabama State Board of Education, the high school diploma or another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has not achieved a minimum ACT or SAT score as prescribed by the guidelines issued by the Chancellor.

**3. Unconditional Admission of First Time College Students**

For unconditional admission, applicants must have on file at the College a completed application for admission and at least one of the following:

- a. An official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

- b. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or
- c. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or a composite score of 780 on the SAT; or
- d. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and a minimum ACT score of 16 or a composite score of 780 on the SAT; or
- e. An official GED Diploma.

### **Selective Service Act**

All male students between the ages of 18 and 26 must certify compliance with the U.S. Selective Service System in accordance with § 36-26-15.1 of the Code of Alabama 1974 (as amended) before enrollment at the College.

#### **4. Conditional Admission of First Time College Students**

*Note: Conditionally admitted students are not eligible for financial aid.*

Conditional admission may be granted to an applicant who does not have on file at the College at least one of the following:

- a. An official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
- b. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or
- c. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or a composite score 780 on the SAT; or
- d. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and a minimum ACT composite score of 16 or a composite score of 780 on the SAT; or
- e. An official GED diploma.

If all required admissions records have not been received by the College prior to issuance of first term grades, the grades will be reported on the transcript, but the transcript will read **CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS**. This notation will be removed from the transcript only upon receipt of all required admissions records.

## 5. Policy on Placement Testing

First-time students at Southern Union State Community College who enroll for more than 3 credit hours or 6 contact hours per term must take the COMPASS placement test to ensure that they possess the basic skills required for success in college courses. Assessment testing will be required prior to registration. The placement test is given weekly in the Assessment Center at the Opelika campus, and it is also given daily on all campuses during the registration period.

**Prospective students are strongly urged to schedule and complete the placement test prior to registration.** During the registration process, assessment results will be used to determine placement in courses. Students whose scores indicate the need for developmental courses must register for the indicated developmental courses the first term at the College unless given an exception by an instructional dean.

With the appropriate proof, the following students are exempt from all or part of the placement test requirements:

- students within three years of high school graduation who present official documentation of the following ACT/SAT scores:

ACT: English = 20 or above  
 Reading = 20 or above  
 Math = 20 or above

SAT: Verbal = 480 or above  
 Math = 480 or above  
 Reading = 480 or above

- students who have an associate or higher degree;
- students who transfer degree-creditable English and/or mathematics courses with a grade of “C” or better;
- students in programs where English or mathematics is not required;
- students who have completed equivalent developmental course work at another Alabama College System institution within the last three years;
- students who have documentation of assessment and acceptable scores (COMPASS or ASSET) within the last three years;
- transient students;
- audit students;
- senior citizens;
- students who are taking non-credit courses only.

### Re-Test Policy

The Alabama Department of Post Secondary Education mandates that each student is permitted to retest one time only. Retesting **must** be complete **before** a student begins a developmental course. (ENG 093, MTH 098, or RDG 085) Although there is no fee to take the test the first time, a fee of \$8.00 is required when retesting. The retest fee should be paid in the Business Office before coming to the Assessment Center to retest. Please bring the retest fee receipt with you to the Assessment Center.

## **B. Admission of Transfer Students**

Applicants who have previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Southern Union may also require the transfer of student documents required of first-time college students.

Transfer students who meet requirements for admission to courses creditable toward an associate degree shall be classified as “Degree-Eligible” students. Transfer students who do not meet these requirements shall be classified as “Non-Degree-Eligible” students.

**Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the College Admissions Committee.**

### **1. Unconditional Admission of Transfer Students**

- a. For unconditional admission, transfer students must have submitted to the College an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended and any other requested documents required for first-time college students.
- b. Applicants who have completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.
- c. Transfer students will be subject to placement testing as detailed in the section “Policy on Placement Testing.”

*\*Note: If the student intends to obtain a degree or certificate from the College, transcripts from all institutions must be submitted for evaluation prior to applying for graduation. If the student intends to register for courses requiring prerequisites that have been fulfilled at another institution, transcripts from those institutions must be submitted for evaluation prior to enrolling in those courses at the College.*

### **2. Conditional Admission of Transfer Students**

Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted conditional admission. No transfer student shall be allowed to enroll for a second term unless all required admissions records have been received by the College prior to registration for the second term.

If all required admissions records have not been received by the College prior to issuance of first term grades, the grades will be reported on the transcript, but the transcript will read **CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS**. This notation will be removed from the transcript only upon receipt of all required admissions records.

### 3. Initial Academic Status of Transfer Students

- a. Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on **Clear** academic status.
- b. Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on **Academic Probation**. The transcript will read ADMITTED ON ACADEMIC PROBATION.
- c. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as transfer students only after following the appeal process established at the institution for “native” students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on **Academic Probation**. The transcript will read ADMITTED UPON APPEAL-ACADEMIC PROBATION.

### 4. General Principles for Transfer of Credit

- a. Course work transferred or accepted for credit toward an undergraduate program must represent collegiate course work relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Southern Union’s own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
- b. A course completed at other regionally accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
- c. A transfer student from a collegiate institution not accredited by the appropriate regional association may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
- d. A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above at the institution where the “D” grade was earned. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students.
- e. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.

Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

### C. Admission of Georgia Students

The student is eligible for in-state tuition if the student resides in the state and county, and attends the designated campus of the institution noted below: **PLEASE NOTE THAT THE DESIGNATIONS ARE BY CAMPUS AND NOT BY INSTITUTION.**

#### Wadley Campus

**Adjacent State:** Georgia

**\*Counties:** Carroll, Chattahoochee, Coweta, Haralson, Harris, Heard, Marion, Meriwether, Troup

#### Valley Campus:

**Adjacent State:** Georgia

**\*Counties:** Harris, Muscogee, Pike, Stewart, Talbot, Taylor, Troup, Upson

#### Opelika Campus

**Adjacent State:** Georgia

**\*Counties:** Chattahoochee, Harris, Heard, Marion, Meriwether, Muscogee, Quitman, Stewart, Talbot, Troup

**\*The student must live in the reciprocal county for at least the previous twelve (12) months.**

### D. Admission of Transient Students

Students who attend another postsecondary institution and who wish to earn credits for transfer to the parent institution may be admitted to Southern Union State Community College as transient students. A transient student must submit the following items for admission: a) a complete application for admissions; and b) an official transient letter from the institution s/he has been attending which certifies the credits s/he earns at Southern Union State Community College will be accepted as part of his/her academic program. However, students must present the transient letter at registration prior to registering for any classes at Southern Union.

The transient permission form must be properly signed by the appropriate official at the parent institution and must list the specific college course(s) for which the student has been approved to enroll. Students are not required to submit transcripts since the transient approval letter will serve in lieu of transcripts. However, a transient student may not enroll in a course and its prerequisite concurrently.

### E. Admission of International Students (F-1 Visa Holders)

In addition to the regular admission requirements, and before an I-20 can be issued, international students must request an International Student Information Packet and fulfill **all** of the following requirements **before a decision on admission can be made:**

1. submit a college application for general admission;
2. \*submit a College Application for Admission of International Students;
3. submit an official translated copy of the student's high school transcript (and

- college transcript, if applicable) translated by World Education Services, Inc. or Lozano International Foreign Education Credential Evaluation
4. submit an official transcript showing a minimum of 550 on the paper-based Test of English as a Foreign Language (TOEFL); or 213 on the computer based test or 79 on the internet-based test.. (Note: Any student graduating from a non-English speaking high school will be required to have at least earned these minimum TOEFL scores.)
  5. submit a signed, notarized statement that declares that the student will be fully responsible for his/her financial obligations while attending college;
  6. submit documentation demonstrating adequate health and life insurance which is inclusive of a repatriation benefit and which must be maintained during all periods of enrollment; and
  7. submit a letter of financial support that is required to be on file at the College.
  8. submit Official College Transcripts (if applicable). A Transfer Clearance Form must also be submitted for students who are or were enrolled in any U.S. college or university.
  9. submit a Copy of I-94 (proper status) from the passport.
  10. when all documentation is completed, it must be forwarded to the international student coordinator.

### **Transfer Credit from Foreign Institutions**

Students who have attended academic institutions outside the United States must submit an official translated copy of their high school transcript and college transcript translated by World Education Services, Inc. or Lisano International Foreign Education Credential Evaluation. Course descriptions must be included with the evaluation/transcripts. Transfer credit is not guaranteed and will be subject to the following conditions:

- Transfer credits must fall within the school's guidelines and are subject to approval by the registrar, dean and/or program chair.
- Courses must be germane to a program/degree/certificate at Southern Union State Community College.
- A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above at the institution where the "D" grade was earned. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students.

### **Issuance of Form I-20**

The I-20 will be issued to the student only after all requirements above have been met and the student's file is complete.

***\*Note: International Students are not eligible for conditional admission status.***

## **F. Admission of High School Students**

High school students admitted to any program must meet the qualifications outlined below including placement testing for first time college students.

### **1. Accelerated High School Program**

A student is eligible for conditional admission if the student meets all of the following criteria:

- a. Submit a college application for general admission,
- b. meet the entrance requirements established by Southern Union,
- c. successful completion of the 10th grade,
- d. certification from the local principal or his/ her designee that the student has a minimum cumulative “B” average and recommendation that the student be admitted under this policy, and
- e. enrollment only in postsecondary courses for which high school prerequisites have been completed. For example, a student may not take English composition until all required high school English courses have been completed.

Exceptions may be granted by the Chancellor of Postsecondary Education for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to requirements (c) and (e) above.

Official college credit will be awarded and unconditional transcripts will be released only when students enrolled under this program meet regular admission criteria for courses creditable toward an associate degree.

### **2. Dual Enrollment/Dual Credit for High School Students**

The College is authorized to establish dual enrollment/dual credit programs with local boards of education in the college service area. Students participating in the dual enrollment/dual credit program shall pay regular tuition as required by the College. A high school student is eligible for dual enrollment/dual credit if he/she meets the following criteria:

- a. submit a college application for general admissions,
- b. meet the entrance requirements established by Southern Union, and
- c. have a “B” average in completed high school courses, and
- d. have written approval of the appropriate principal and the local superintendent of education,
- e. have an exception granted by the participating postsecondary institution upon the recommendation of the student’s principal and superintendent and in accordance with Alabama Administrative code 290-8-9.17 regarding gifted and talented students.
- f. Student must be in the 10th, 11th, or 12th grade *or* have an exemption granted by the College upon the recommendation of the student’s principal, superintendent and in accordance with Alabama Administrative code 290-8-9.17 regarding gifted and talented students.



Dual enrollment/dual credit applies to both academic and occupational/technical courses.

Students enrolled in courses offered during the normal high school day must have prior permission granted through execution of a contract between the students' principal, superintendent, and the president of Southern Union.

*\*Note: Six semester credit hours at the postsecondary level equals one credit at the high school level in the same or related subject. Partial credit may be developed between the college and the local board of education.*

### **G . Admission of Students to Special Programs**

Applicants to customized training for business programs and other courses not creditable toward an associate degree may be admitted provided they meet the standards for admission of first time students who have never attended college or provided they are at least 16 years of age and have specifically documented ability-to-benefit.

### **H . Admission Requirements for Health Science Programs**

In addition to the required documents for admission to the College, an applicant to Nursing, Radiologic Technology, EMS, or Surgical Technology must complete all requirements for admission into these programs. Admission into the above mentioned programs is highly competitive and completion of all requirements certifies eligibility but in no way implies or guarantees admission. Specific program admissions and progression requirements are found in the Health Sciences section of this catalog, or visit our website at [www.suscc.edu](http://www.suscc.edu).

### **NOTE: Falsification of Records**

**Any falsifying of records by a student will disqualify the student from receiving academic credit or earning a degree from Southern Union.**

## **ADMISSIONS PROCEDURES**

### **A. Credit Programs and Courses**

1. First-Time College Students
  - a. Complete an application form which is obtained upon request from the admissions office on the Wadley and Opelika Campuses or the administrative office on the Valley Campus. Submit the form as early as possible prior to the first enrollment.
  - b. Request that an official transcript from the high school from which the applicant graduated or a copy of the GED Diploma be mailed directly to the Registrar.

2. Transfer Students
  - a. Complete an application form which may be obtained upon request from the admissions office on the Wadley and Opelika Campuses or the administrative office on the Valley Campus. Submit the application as early as possible prior to the term of planned enrollment.
  - b. Request all colleges or universities previously attended to mail official transcript(s) of academic records directly to the Registrar. Transcripts are accepted only from institutions, not from students. If only non-credit, continuing education work was attempted, a letter from an official of the college attended verifying this fact should be submitted instead of a college transcript.
3. Readmission Students
  - a. An applicant previously admitted but who did not enroll will be required to complete a new application. A former student, previously enrolled at Southern Union who has not been in attendance for one or more terms, will be required to complete a readmission application form. The re-enrollment form may be obtained from the college records office or from the college website (*www.suscc.edu*) upon request.
  - b. Students seeking readmission must request that any colleges attended during the interim period of attendance at Southern Union mail official transcripts of academic record(s) directly to the Registrar.
  - c. Students on their first academic suspension who seek readmission must apply for the “Intervention for Student Success” program and must see their academic advisor for instructions. Students on their second academic suspension seeking readmission must file a written appeal to the Dean of Students. Appeals should be submitted two weeks prior to the intended term of re-enrollment. The appeal will be considered by the Admissions Committee and decisions of the Committee are final.
4. Transient Students
  - a. Complete an application form which is obtained upon request from the admissions office on the Wadley and Opelika Campuses or the administrative office on the Valley Campus.
  - b. Secure a transient form of permission, in lieu of transcripts, from the dean of the college most recently attended indicating the course(s) to be taken at Southern Union. This letter must be submitted prior to registration.
5. Veterans

In addition to completing regular admission requirements, veterans and veterans’ dependents eligible for educational benefits under the GI Bill through the Veterans Administration must make application for such benefits through the VA. This may be done by contacting the College Financial Aid Office, the State Veterans’ Service Office in the county of residence, or any VA Regional Office for the necessary forms and assistance in completing them.

6. Additional admission requirements have been established for certain technical and health science programs. These are found in the “Programs of Study” section of each specific division.

## **B. Non-Credit Courses**

### **1. Continuing Education Courses**

Continuing education courses are designed to provide for the intellectual and cultural development of the participants. There are no entrance requirements. An application and information may be obtained at the administrative office on each campus. For further information, contact the Director of Adult and Continuing Education.

### **2. Courses for Audit**

Students may take college courses without credit by a process called “audit” in which students are expected to meet all the requirements of the course with the exception of the examinations. Admission requirements and fees are the same for audit courses as for those carrying college credit. In order to audit a course, the audit must be declared by the end of the registration period and may not be changed thereafter. Students auditing a class will not receive credit applicable to satisfaction of degree requirements. Students must meet all class requirements except tests in order to successfully complete an audit and have a grade of “AU” recorded on his/her transcript.

### **3. Training for Business and Industry**

The College assists businesses/industries by offering customized courses, workshops, or seminars which meet their employees’ specific needs. This specialized training may be conducted at the business/industry facility or on campus at a time which is convenient to employees. For an application and further information, contact the Associate Dean of Technology.

### **4. Developmental Courses**

Developmental courses (college preparatory) are offered in English, math and reading. These courses allow students to begin studying at their own level, to develop the skills and knowledge they will need to attempt credit-bearing courses. Descriptions of these courses: ENG 093, MTH 090, MTH 098 and RDG 085 appear in the “Course Description” section of this catalog. These courses produce institutional, non-transferable credit only and will not satisfy the requirements for degrees or certificates.



# FINANCIAL INFORMATION

## TUITION AND FEES

### A. General Policies

1. Students must pay tuition and fees in full at the time of registration in order to have their names placed on class rolls and to attend classes. Payment may be in any combination of cash, check, Visa or MasterCard, grants, and scholarships. Sponsored students, i.e., Vocational Rehabilitation Service, Alabama Veterans Affairs, etc., must have written authorization from the appropriate agency to complete registration.
2. Students who fail to pay tuition and fees are not registered and should not attend class.
3. Southern Union State Community College reserves the right to revise fees, price schedules and terms of payment, and other financial elements listed in this catalog at any time without notice.
4. Tuition is waived for Alabamians age 60+ through the Senior Adult Scholarship Program if enrollees concur with program guidelines in course selection. Fees must be paid by the senior adult student.

### B. Tuition and Fee Schedule\*

1. Credit Hours	Alabama Residents	Non-Alabama Residents
1	111.00	203.00
2	222.00	406.00
3	333.00	609.00
4	444.00	812.00
5	555.00	1,015.00
6	666.00	1,218.00
7	777.00	1,421.00
8	888.00	1,624.00
9	999.00	1,827.00
10	1,110.00	2,030.00
11	1,221.00	2,233.00
12	1,332.00	2,436.00
13	1,443.00	2,639.00
14	1,554.00	2,842.00
15	1,665.00	3,045.00
16	1,776.00	3,248.00
17	1,887.00	3,451.00
18	1,998.00	3,654.00
19	2,109.00	3,857.00
20	2,220.00	4,060.00

**\*In-state tuition is \$92.00 per semester hour; facility fee and technology fee are \$9.00 each per semester hour; bond surety fee is \$1.00 per semester hour.**

## 2. The following Additional Fees are Charged When Applicable:

<b>Late Registration Fee:</b>	\$25.00 (incurred if registration is not completed on published regular registration date)
<b>Returned Check Fee:</b>	\$30.00 for each returned check
<b>Diploma Fee:</b>	\$25.00 (nonrefundable) for diploma and cover. Cap and gown are rented for an additional fee from the bookstore.
<b>COMPASS Retest Fee:</b>	\$8.00 (one retest allowed)
<b>PED Classes:</b>	Golf, bowling, sailing, and scuba-diving are subject to fees payable to the facilities used in these classes.
<b>Heath Science and Technical Programs:</b>	Various program fees are charged for liability insurance, assessment fees, lab fees, and drug testing fees, based on the individual program of study.

## C. Guidelines for Determining Eligibility for “In-State” Tuition Rates

For the purpose of assessing tuition, applicants for admission shall be classified in one of the two categories as outlined below:

### I. Resident Student

A “Resident Student” shall be charged the in-state-tuition rate established by the State Board of Education.

- A. A Resident Student is an applicant for admission who meets all legal requirements or is a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. **Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.**
- B. In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent whom the court has granted custody.
  1. Minor: An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court competent jurisdiction for reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.
  2. Supporting Person: Either or both parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent having

legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

- C. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
1. Students having graduated from an Alabama high school or having obtained a GED in the State of Alabama within two years of the date of application for admission shall be considered Residential Students for tuition purposes.
  2. The in-state tuition rate shall be extended to students who reside outside of Alabama in a state and county within fifty (50) miles of a campus of an Alabama College System institution, provided, however, that the campus must have been in existence and operating as of January 1, 1996.
  3. An individual claiming to be a resident shall certify by a signed statement **each** of the following:
    - a. A specific address or location within the State of Alabama as his or her residence.
    - b. An intention to remain at this address indefinitely.
    - c. Possession of more substantial connections with the State of Alabama than with any other state.
  4. Although certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. The evaluation shall include the consideration of the following connections:
    - a. Consideration of the location of high school graduation.
    - b. Payment of Alabama state income taxes as a resident.
    - c. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
    - d. Full-time-employment in the state.
    - e. Residence in the state of a spouse, parents, or children.
    - f. Previous periods of residency in the state continuing for one year or more.
    - g. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior

- to the initial registration of the student in Alabama at a public institution of higher education.
- h. Possession of state or local licenses to do business or practice a profession in the state.
  - i. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
  - j. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
  - k. Membership in religious, professional, business, civic, or social organizations in the state.
  - l. Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
  - m. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licensees, insurance policies, stock and bond registration, last will and testament, annuities, or retirement plans.
- D. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

## **II. Non-Resident Student (additional persons for resident tuition)**

A Non-Resident student, one who does not meet the standard of having resided in the State of Alabama for at least 12 months immediately preceding application for admission, shall be charged the in-state tuition rate established by the State Board of Education under the following circumstances, provided such student is a citizen of the United States.

- A. The dependent student
  1. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
  2. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
  3. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
  4. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.



- B. The student who is not a dependent (as defined by *Internal Revenue Codes*)
1. who is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
  2. who can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or
  3. who is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
  4. who is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama.
- C. In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The institution may request proof that the applicant meets the stipulations noted above prior to admission.
- D. The student is eligible for in-state tuition if the student resides in the state and county, and attends the designated campus of the institution noted below: **PLEASE NOTE THAT THE DESIGNATIONS ARE BY CAMPUS AND NOT BY INSTITUTION.**

**Wadley Campus****Adjacent State:** Georgia**Counties:** Carroll, Chattahoochee, Coweta, Haralson, Harris, Heard, Marion, Meriwether, Troup**Valley Campus:****Adjacent State:** Georgia**Counties:** Harris, Muscogee, Pike, Stewart, Talbot, Taylor, Troup, Upson**Opelika Campus****Adjacent State:** Georgia**Counties:** Chattahoochee, Harris, Heard, Marion, Meriwether, Muscogee, Quitman, Stewart, Talbot, Troup**III. Out-of-State Student**

Any applicant for admission who does not fall into one of the categories noted above shall be charged a minimum tuition of two times the resident tuition rate charged by that institution.

Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition.

Students determined to be eligible for in-state tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

Students who wish to apply for the Out-of-State tuition waiver should contact the Dean of Student's Office at 256-395-2211 (Wadley) or 334-745-6437 (Opelika).

#### **D. Residence Hall Room and Board - Expenses (Per Semester)**

The reservation/deposit fee as well as the first room and board payment for each semester is due prior to move in. The remaining payments are due approximately monthly with specific dates for payment published each term. The entire amount may be paid in advance if desired.

1. Reservation/Deposit Fee..... \$200.00  
Required to reserve a room. Refunded when vacating less any application damages and/or outstanding charges. Damages exceeding deposit are payable at time of occurrence.
2. Residence Hall Room and Board - Fall/Spring Term..... \$1600.00  
Due before move-in. Includes five-day meal ticket with three meals daily Monday - Friday.
3. Residence Hall Room and Board - Summer Term.....\$1200.00  
Due before move-in. Includes five-day meal ticket with three meals daily Monday - Friday.
4. Reissuance of lost meal ticket ..... \$1.00
5. Cable Television service..... Included
6. Wireless Internet service ..... Included
7. Telephone Service (long distance service) is available through CenturyTel. Students must contact and contract directly with the company.
8. Single room supplement..... \$100.00  
Single rooms are rarely available, especially during Fall Term, and must be requested through the Director of Student Life.
9. Overnight guest lodging ..... 15.00  
Overnight guests must be approved in advance through the Director of Student Life.

#### **NOTE:**

- All fees are subject to change without notice.

#### **E. Refunds**

##### **1. Withdrawal From the College**

To withdraw from the College, a student should secure a withdrawal form from the Records Office and complete and return the form. Refund of tuition applies for students who completely withdraw from the College during the refund period and so notify the Records Office in writing of their withdrawal. The date to establish refund will be determined by the date withdrawal is initiated and acknowledged

(documented) by an appropriate college official. Any financial obligation to the College is deducted from any refund due.

**a. Refunds for Fall and Spring Terms:**

Prior to first day of class.....	100%
First Week (beginning the same day as late registration fee applies) .....	75%
Second Week .....	50%
Third Week .....	25%

**b. Refund for Summer Term**

Specific dates are in the term schedule. Each refund period is approximately three days during summer term.

**c. Refund for Mini-Terms**

See class schedule for refund policies on mini-terms.

All refunds, other than 100% withdrawals, are subject to a 5% administrative fee, not to exceed \$100. **Refunds are made at mid-term.** Financial aid students are subject to the “Financial Aid Return of Title IV Funds Policy” found in the Financial Aid section of the *Catalog*.

**2. Reduction in Credit Hours**

Students who *reduce* their credit hours during the drop/add period will receive at mid-term a tuition adjustment at the applicable rate. After the end of the drop/add period, students who reduce their credit hours without withdrawing from the College will receive *no tuition refund*.

**3. Room and Board**

Room and board will be refunded as follows:

1. Withdrawal prior to published first day of class: full refund.
2. Withdrawal prior to the end of first week of class: 75% less 5% administrative fee.
3. Withdrawal prior to the end of second week of class: 50% less 5% administrative fee.
4. Withdrawal prior to the end of third week of class: 25% less 5% administrative fee.
5. Withdrawal after the end of the third week of class:
  - A. No Refunds will be issued for room & board.
  - B. Residents will owe for the entire semester.

**In case of residence hall suspension, only advance payments for food will be refunded.**

**4. Short Courses**

Full refunds for short courses will be given if students withdraw prior to the beginning of the class. After the class meets, no refund will be given.

**F. Dining Hall**

Commuters and other occasional diners are invited to use the dining hall. Prices for occasional meals are kept as low as the food market will allow. The College reserves the right to change meal prices without notice.

## SOUTHERN UNION BOOKSTORES

The bookstores at Southern Union State Community College are operated by **Barnes and Noble College Booksellers**, with a bookstore located on each campus. The bookstores feature new and used books, class supplies, Southern Union clothing, online textbook ordering, year-round buyback services, and a variety of convenience items. Please visit <http://susccopelika.bncollege.com>, [www.facebook.com/SUBookstore](http://www.facebook.com/SUBookstore) or [www.whywaitforbooks.com](http://www.whywaitforbooks.com) for more details.

### Bookstore Hours of Operation

#### Fall and Spring Semesters

- |                 |   |
|-----------------|---|
| Opelika Campus: | 7:30 am until 6:00 pm (cst) Monday - Thursday<br>7:30 am until 11:30 am on Fridays  |
| Wadley Campus:  | 7:30 am until 4:00 pm (cst) Monday - Thursday<br>Closed on Fridays  |
| Valley Campus:  | The Valley Bookstore is open the first week of every semester for sales and the week of finals for buyback of used textbooks. |

#### Summer Semester

- |                 |   |
|-----------------|---|
| Opelika Campus: | 7:30 am until 5:00 pm (cst) Monday - Thursday<br>Closed on Fridays  |
| Wadley Campus:  | 7:30 am until 5:00 pm (cst) Monday - Thursday<br>Closed on Fridays  |
| Valley Campus:  | The Valley Bookstore is open the first week of every semester for sales and the week of finals for buyback of used textbooks. |

#### A. Bookstore Refund or Exchange Policy:

1. Textbooks in original condition may be returned or exchanged during the first week of class **with a valid receipt**. Books in shrink wrap must remain unopened to be refunded or exchanged.
2. A textbook refund may be given within thirty (30) days after the first day of class of each term when accompanied by a **revised schedule, a processed drop/add form or a withdrawal form, as well as a sales receipt**.
3. Refund is given back in the original form of payment. In the case of financial aid refunds made after the last day of the financial aid window, a merchandise credit will be issued.

#### B. Bookstore Buyback Policy:

While buyback is a service offered year-round in the bookstore, the best time to use this service is during finals week and the week after finals. During this period we can offer up to 50% of the original selling price of the textbook providing 1) the textbook is going to be used the following semester and 2) the textbook is in good condition. ***Damaged books, books missing pages, books with CDs or access code, lab manuals and/or workbooks are not eligible for***

**buyback.** Textbooks not being used the following semester will be offered a market value price based on the current national demand. **Buyback is a service offered only to Southern Union students; therefore, a valid Student ID is required.**

**NOTE: Selling stolen books to Southern Union Bookstores is a crime under Alabama and Federal laws. Any student caught selling stolen books may be prosecuted by Barnes & Noble. In addition the student may be faced with suspension or expulsion from Southern Union State Community College.**

**C. Bookstore Accepted Forms of Payment:**

1. Cash
2. Visa/MasterCard/American Express/Discover *with proper identification*
3. Financial Aid, including but not limited to, Veterans Certificate, Vocational Rehabilitation, miscellaneous scholarships with *prior authorization*, Pell Grants and Loans *with required proper identification*.
4. Barnes & Noble Gift Cards/ Merchandise Credits

**NOTE: All CREDIT CARD, and FINANCIAL AID purchases must be made by the account holder IN PERSON with required proper identification.**

## FINANCIAL AID

Through institutional, state, and federally subsidized assistance programs, Southern Union State Community College provides financial aid to students of academic promise and financial need. Part-time employment, scholarships, loans, and grants assist students who have difficulty meeting the financial obligations of college. Financial Aid Rules and Regulations are subject to change according to new regulations handed down by the U.S. Department of Education and/or the State of Alabama Department of Postsecondary Education.

**A. Federal Financial Aid**

**1. Eligibility**

There are certain eligibility requirements mandated by the U.S. Department of Education. In order for students to receive Title IV federal financial aid, students must:

- a. have a high school diploma or GED, or for approved programs, have passed an Ability-to-Benefit test.
- b. be enrolled as a regular student in an eligible program leading to a degree or certificate;
- c. be a U.S. citizen or eligible non-citizen;
- d. be making satisfactory academic progress;
- e. not owe a refund on a federal grant or be in default on a federal educational loan;
- f. be registered with selective service if required;
- e. must not possess a Bachelor's degree from any foreign or U.S. college

## 2. **Application Process**

All students applying for the federal financial aid programs must submit a Free Application for Federal Student Aid (FAFSA). This application should be completed on the internet at [www.fafsa.gov](http://www.fafsa.gov). Students should first apply for a PIN number at [www.pin.gov](http://www.pin.gov) in order to sign the FAFSA online. Parents of dependent students also need a PIN.

Applications received by April 1 receive priority consideration for financial aid for the upcoming fall semester. Students applying by that date will be considered for the limited grant programs. The final priority date for fall term is June 1. Students who have not completed all the required paperwork by June 1 cannot be assured that financial aid will be ready in time for fall tuition and fee payment. Students must apply each academic year for assistance.

Students should have an application for admission and all required transcripts on file in the Student Services Office. If a student is selected for additional verification, all documentation requested by the Financial Aid Office should be submitted as soon as possible. When all required information is received, eligible students will receive an award notification from the Financial Aid Office.

## 3. **Ineligibility/ Drug Conviction**

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible; you're not required to confirm this unless you have conflicting information.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when they were a juvenile, unless they were tried as an adult.

## **B. Standards of Academic Progress for Financial Aid**

All students receiving federal aid (Pell Grant, College Work Study, Supplemental Grant, or Direct Loan) must make satisfactory academic progress. Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. In accordance with federal guidelines, students receiving federal financial aid at Southern Union must meet the following requirements:

1. **Time frame:** Students may receive financial aid for a period of time not to exceed 1 1/2 times the normal length of their specific program of study. For example, students in an Associate in Science Degree requiring 64 credit hours will have a maximum of 96 hours to complete the program.

Students who transfer from other colleges will have all credit hours accepted by Southern Union included in the 96-hour total. The length of programs may vary.

2. Qualitative measure: Each student will be expected to meet or exceed the following GPA at the indicated points in his/her program of study:
 

Credit Hours	Minimum Cumulative GPA
12 - 21 semester hours	1.50
22 - 32 semester hours	1.75
33 + semester hours	2.00
3. Quantitative measure: Each student must earn two-thirds of all the hours he/she attempts in order to complete a program in the time frame allowed. For example, a student who has taken 30 hours should have earned at least 20 hours. If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course was attempted do not count toward the minimum number of academic hours required for program completion. Withdrawals count as hours attempted but not earned.
4. Developmental courses: A student may not enroll in the same developmental course more than three times and continue to receive financial assistance. A federal financial aid recipient may not receive aid for more than 30 semester hours of developmental work. Also, effective beginning Fall Semester 2011, developmental hours taken will be included when determining a student's qualitative or quantitative progress for financial aid, including the maximum time frame allotment.
5. Academic suspension: When a student is suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid for the duration of the suspension. To regain eligibility, the student must attain the minimum cumulative GPA required for the number of credit hours attempted, or make a 2.0 GPA for the term (taking 12 or more hours for that term).
6. Change in program: A student may change his/her program of study; however, this may cause the student to exceed the maximum time frame for financial aid. The student would then be allowed financial aid only for those classes required to complete this specific program.
7. Review process: Academic progress will be assessed at the time a student is awarded financial aid, and reviewed each academic year.
8. Regaining eligibility: In order to regain eligibility, a student must attend Southern Union at his/her own expense until the standards outlined in this policy are met.
9. Appeal process: A student who loses his/her financial aid because of a failure to meet these academic progress requirements may appeal if there are extenuating circumstances. Appeals must be submitted in writing and will be reviewed by the Financial Aid Committee. Each student will be notified in writing as to the outcome of his/her appeal.

### Mid-Term Alerts

Students who are in danger of failing a class will receive a mid-term alert from the Records Office. Students who receive a mid-term alert should be aware that class failure may affect his/her eligibility for federal aid.

## C. Types of Financial Assistance

### 1. Grants

#### **Federal Pell Grant**

The Pell Grant is an entitlement program, which means all students who qualify will be awarded the grant. This grant is intended for “exceptionally needy” students, as defined by federal guidelines and determined by completing the FAFSA. Each student completing the FAFSA is assigned an “EFC” number, which indicates the student’s “expected family contribution.” This EFC number measures the student’s ability to pay for college. The neediest students are those who have a zero (0) EFC. Pell Grant amounts range from \$555 per year to \$5,550 per year, depending on the student’s EFC. Award amounts will also vary based on student enrollment status. Students are not required to be full-time, but the amount of the grant is prorated for less than full-time enrollment.

#### **Federal Supplemental Educational Opportunity Grant**

The SEOG is a grant program for the neediest students (those who qualify for the Pell Grant). Funds are very limited, so those students who complete the FAFSA by April 1 will receive priority consideration. Awards are generally \$1,000 per academic year.

#### **Alabama Student Assistance Program**

The ASAP is a grant for exceptionally needy students (Pell Grant recipients) who are Alabama residents. Funds are very limited, so those students who complete the FAFSA by April 1 receive priority consideration. Awards are generally \$300-\$1,000 per academic year, and dependent on funding from the state.

### 2. Employment

#### **Federal College Work Study**

The College Work Study Program is for students who have financial need and would like a part-time job to help pay college expenses. Students do not have to qualify for a Pell Grant, but must complete the FAFSA to determine financial eligibility. Interested students should contact the Financial Aid Office to receive a job assignment if eligible. Students generally make minimum wage and work 10-15 hours per week.

#### **Institutional Work**

Students who do not have financial need but would like part time employment may be assigned campus jobs. Applicants are required to complete the FAFSA. Job opportunities are limited, and students should apply early. Students make minimum wage and work about 10 hours per week.

### 3. Loans

#### **William D Ford Direct Loans**

Students must complete the FAFSA and a Southern Union Loan Information Sheet to be considered for a Stafford Loan. First-time borrowers must complete an entrance counseling session and sign a promissory note online at [www.studentloans.gov](http://www.studentloans.gov). The student is the borrower; repayment generally begins



six (6) months after the student graduates or drops below half-time enrollment status.

**Students must be enrolled for at least six (6) semester hours to receive a loan.**

Students who have financial need may receive a *Subsidized* Stafford Loan, which will not accrue interest while the student is in school at least half-time. Students who do not have financial need may receive an *Unsubsidized* Stafford Loan, which will accrue interest while the student is in school.

Freshmen may borrow up to \$3,500 per academic year, and sophomores may borrow up to \$4,500 per academic year. Loan funds are disbursed approximately 30 days after each term begins. Students may qualify for additional unsubsidized funds, and should inquire in the Financial Aid Office about eligibility.

**Parent Loans for Undergraduate Students**

Parents may borrow through the PLUS loan program. The student must have completed a FAFSA, then the parent completes a PLUS information sheet to have the loan certified. The amount of the PLUS loan will be dependent on the cost of attendance and other financial assistance the student might receive.

4. **Institutional Scholarships**

The college Financial Aid Committee meets once a year to award the Presidential Academic Scholarships and Technical Scholarships. A minimum of one third of the value of all institutional scholarships must be awarded to students who have financial need as defined by State Board of Education policy and guidelines. In order to be considered for Presidential Academic, Technical, or Performing Arts Scholarships, applicants must have a completed FAFSA on file by the required deadlines.

Effective with the 2009-2010 academic year, institutional scholarships will pay for a limited number of credit hours. Students may have tuition and required fees for up to 45 credit hours per academic year paid for by their institutional scholarship. The scholarship will pay for up to 82 total credit hours of work at Southern Union, providing all other criteria are met.

Note: Institutional Scholarships will not pay for a repeat of successfully completed courses.

**Presidential Academic Scholarships**

Presidential Academic Scholarships are primarily awarded to students graduating from high school who want to pursue an academic program, including the Associate Degree Nursing program and the Radiologic Technology program. Applications are available in the Financial Aid Office and on the Southern Union website. They are also generally distributed to area high schools in January. The scholarship application deadline is March 1. Applicants are evaluated based on numerical GPA, ACT score, and financial need. These scholarships pay tuition and fees for up to

two years (a maximum of 82 credit hours). Students must be enrolled full time and a GPA of at least 3.0 is required for the scholarship to continue beyond the first year. Students who receive a Presidential Academic Scholarship are required to serve as Southern Union State Community College Ambassadors. College Ambassadors represent the College at designated functions and follow all policies and guidelines provided to them by the College.

### **Technical Scholarships**

Technical Scholarships are primarily awarded to students graduating from high school who want to complete their education in two years in a technical program. Applications are available in the Financial Aid Office and on the Southern Union website. They are also generally distributed to area high schools in January. The scholarship application deadline is March 1. Applicants must declare a technical area of interest, and remain in that program for the duration of the scholarship. These scholarships pay tuition and fees for up to two years (a maximum of 82 credit hours). Students must be enrolled full time, and a GPA of at least a 2.5 is required for the scholarship to continue beyond the first year.

### **Performing Arts Scholarships**

Performing Arts Scholarships are awarded to students who want to participate in the performing arts programs at Southern Union. These tuition and fee scholarships are awarded in the areas of dance, theatre, music (vocal), and production technical support. Auditions/interviews are held in March. Applicants are selected based on auditions, interviews, and/or other criteria which may be established by the director of the respective program, and financial need.

### **Counselor's Leadership Scholarships**

Counselor's Leadership Scholarships are available for one semester to students for summer or fall term immediately following high school graduation. These scholarships are awarded to students who have demonstrated leadership in an area such that they are recognized by their high school counselors and/or principals. Each principal or counselor submits to the Financial Aid Director a letter naming his/her recipient. Each high school in the Southern Union service area will be allotted one scholarship.

### **Special Circumstances Scholarships**

Special Circumstances Scholarships may be available in isolated cases to students who may have encountered an emergency or hardship that is not easily addressed by conventional financial aid or scholarship policies. The President, Financial Aid Director and at least one financial aid committee member will be involved in any decision to award a Special Circumstances scholarship.

### **Bison Scholarships**

Bison Scholarships are awarded to students as a result of performance and/or participation in selected Southern Union sponsored activities including, but not limited to, academic tournaments, pageants, and community events. The number of scholarships awarded may vary. Two scholarships will be allotted for each

academic tournament including the Language and Fine Arts Tournament, Business Tournament, Mathematics Tournament, and Scholars' Bowl.

### **Athletic/ Cheerleading Scholarships**

These scholarships cover tuition, fees and books. Coaches of each respective sport make awards based on tryouts and other criteria.

*\* Note: All of the above listed institutional scholarships are under the oversight of the College Financial Aid Committee.*

### **Senior Adult Scholarships**

Alabama residents age 60 and over that meet admission requirements are eligible for this program. This scholarship provides tuition for college credit courses on a space available basis. Fees are not covered by the scholarship. Applicants that wish to enroll using this scholarship must register for classes on the last published date of registration so that space availability may be determined.

## **5. Veterans' Programs**

Veteran students and/or their dependents may qualify for VA educational benefits. Students must self identify themselves with the school certifying official (SCO) located in the financial aid office.

### **A. Application Procedures:**

1. For veteran or dependent of disabled veteran, apply online at [www.gibill.va.gov](http://www.gibill.va.gov) for federal VA benefits.
2. For dependent of Alabama disabled veteran go to local VA office, usually located in county courthouse, to apply for state benefits. (Also visit [www.va.alabama.gov](http://www.va.alabama.gov) online for more information.)
3. For tuition assistance (National Guard or Reservist) submit schedule to education service officer with exact courses and costs of said courses prior to registration. Student must submit approved tuition assistance form to the SCO *on or before* the day of registering.
4. Official transcripts from all institutions previously attended must be submitted.

**Note:** *If Post 911 GI Bill (Chapter 33) entitled benefits payable is less than 100%, then student will be responsible for paying difference at time of registration.*

### **B. Enrollment Certification:**

1. For a student's enrollment to be certified with the VA by the SCO the first semester of the student's enrollment, then one of the following must be submitted to the SCO in the financial aid office:
  - a. Copy of DD214 (separation/discharge papers)
  - b. Copy of Notice of Basic Eligibility (NOBE)
  - c. Letter from Department of Defense (DoD) stating benefits to come
  - d. Copy of GI Bill Application (Form number 22-1990, 22-1995, 22-5490 or 22-5495)
  - e. Copy of 1905 form from veteran rehabilitation program

2. To continue enrollment certifications for subsequent semesters, a student must submit Certificate of Eligibility letter from regional VA office. Thereafter, notify SCO in the financial aid office of enrollment status each semester.
3. Certification will be granted only for registered students. For example, a Chapter 30 student would have to pay his/her tuition out of pocket or through other financial aid means before enrollment certification could be completed.
4. Certification will be granted only for those courses required for the student's declared program of study.
5. Certification will not be granted for courses audited.
6. Students should promptly notify the SCO of any change in enrollment status as this could result in overpayment of VA benefits.

C. Other Programs:

1. *Alabama National Guard Education Assistance (ANGEAP)* provides financial assistance beyond tuition and fees to Alabama National Guard members. Forms should be available at each student's guard unit. These forms need to be completed by the student and submitted to the SCO in the financial aid office for any applicable reimbursement.
2. *Alabama GI Dependent Scholarship Program* (also known as Veterans' Certificate) offers financial assistance to eligible dependents of disabled veterans who were/are Alabama residents. The veterans' certificate entitled the student to tuition, instructional fees and required books for courses in which they are enrolled per the certificate's listed amount of semesters and calendar dates.

**Veterans' Vocational Rehabilitation (Chapter 31)**

Veteran students who have a service connected disability may qualify for VA benefits under the veterans' vocational rehabilitation program. More application information can be found at [www.gibill.va.gov](http://www.gibill.va.gov) or call 1-800-827-1000. The certification criteria listed above is the same for Chapter 31 students and an up dated 1905 form from the vocational rehabilitation counselor is required each semester/year.

**Tuition Assistance**

For Chapter 1606 students who qualify for tuition assistance for Fall 2011-2012, the 2171 form with the exact class schedule and cost from the educational service officer is required. Beginning Spring 2011-2012, all chapter 1606 students need to register with the *GoArmyEd.com* website and setup an account beginning as early as August 2011. The GoArmyEd process will replace the paper 2171 forms beginning Spring 2011-2012. Additional information is available through each student's unit, [www.virtualarmory.com](http://www.virtualarmory.com), or [www.goarmyed.com](http://www.goarmyed.com).

**Alabama National Guard Education Assistance (ANGEAP)**

This program provides financial assistance beyond tuition and fees to Alabama National Guard members. Forms should be available at each student's guard unit. These forms need to be completed by the student and submitted to the school's VA certifying official in the financial aid office for any applicable reimbursement.

**Alabama GI Dependents Scholarships Program  
(also known as Veterans' Certificate)**

The Alabama Department of Veterans' Affairs offers financial assistance to eligible dependents of disabled veterans who were/are Alabama residents. The veterans' certificate entitles the student to tuition, instructional fees and required books for courses in which they are enrolled during the terms between the effective and expiration dates identified on the certificate. For more information and application procedures, contact the local VA office located in each county or visit [www.va.alabama.gov](http://www.va.alabama.gov) online.

**6. PACT**

The Prepaid Affordable College Tuition plan provides a total of 135 semester hours of tuition and 8 terms of fee payment. Once the PACT program pays for tuition and fees, the plan will not allow families to pay tuition and fees back to the program to use those funds at another time. Students should be aware that if the PACT is used to pay for a semester of tuition and fees, one of the eight allowed terms for fees is charged. This is true even if the student takes only one class. Therefore, Southern Union requires authorization from students to use the PACT program at this college. All PACT students must submit an e-mail to Financial Aid Office at web address [financialaid@suscc.edu](mailto:financialaid@suscc.edu). The email must clearly state the student's name, student I.D. number, parent's contact information (name, address, and phone number), and which semester(s) PACT will be used at Southern Union. Students must notify the Financial Aid Office each term prior to registering. Students registering on the web must still contact our office via e-mail at least 48 hours prior to registration to ensure that tuition and fees are paid. All students should check each term to ensure that their account is in "Paid Status".

**7. State Vocational Rehabilitation**

Students who have physical or mental challenges that interfere with their ability to work may be eligible for assistance through Vocational Rehabilitation Services. For further information, students should contact the Vocational Rehabilitation office in their home county.

## 8. **Other Programs Based on Special Qualifications**

- a. Workforce Investment Act (WIA) \*
- b. Trade Readjustment Act (TRA)\*
- c. Police Officers', State Patrol, and Firefighters' Survivors Program (eligibility determined by Alabama Commission on Higher Education)
- d. Scholarships for Students of Blind Parents (eligibility determined by the Chancellor of Postsecondary Education)

**\* Contact State Employment Office**

## **D. Return of Title IV Funds**

When a student receiving federal financial aid withdraws from school, federal regulations require the application of a strict repayment formula. The student is eligible for a percentage of financial aid in relation to the percentage of the term he/she was enrolled. Any amount of financial aid in excess of that percentage earned must be repaid to the federal Title IV fund.

If according to the percentage formula the student has earned financial aid that has not been disbursed, the student may be eligible for those funds even after withdrawal.

If a student is the recipient of Title IV funds, he/she must attend classes to receive aid. If a student fails to attend classes for which he/she is enrolled, no financial aid will be awarded for those courses, and the student will be administratively withdrawn or dropped from those classes not attended.

Students who stop attending classes during the semester also may be reported for nonattendance, and may be administratively withdrawn or dropped from those classes. Students who withdraw or are administratively withdrawn from all of their classes prior to completion of 60% of the semester may owe a return of Title IV funds. A calculation will be performed at the time of withdrawal. A copy of the "Return of Title IV Funds" calculation worksheet is available in the Financial Aid Office.

Students who owe a repayment due to withdrawal will be placed on hold and will not be allowed to register or receive transcripts until the repayment is made.

## **E. Financial Aid Overpayment Policy**

In accordance with federal regulations, financial aid overpayments made to a student must be repaid to the college to be refunded to the appropriate Title IV



# ACADEMIC INFORMATION

## STUDENT DEVELOPMENT DIVISION

Gary Branch, Dean of Student Development

The purpose of the Student Development Division is to accommodate students in gaining access to Southern Union by providing pre-admission counseling, academic advising, placement testing, orientation, special needs counseling and special accommodations, tutorial assistance and other support services. The Student Development Division seeks to facilitate the successful movement of students through the educational process to the completion of their identified goals, including the pursuit and continuation of undergraduate education, personal enrichment, specific job skills, and career preparation or development.

### OBJECTIVES

1. To provide administrative leadership that will result in the effective interaction of student development services with other programs and services of the college to fulfill the institution's mission.
2. To maintain cooperative relationships with other educational institutions and services to facilitate smooth student articulation, student transfer, and graduation.
3. To provide counseling services which will facilitate the educational, vocational, social, and personal development of each student.
4. To provide a systematic and effective academic advising program.
5. To provide a broad range of testing services for students to enhance their success in their individual educational programs.
6. To provide a comprehensive orientation program for all new students.
7. To provide effective tutorial services to assist students with academic deficiencies in math and English.
8. To coordinate recruitment activities which reflect and highlight the role and mission of the college.

#### A. ACADEMIC ADVISING

At Southern Union, academic advising is an extension of the educational process with its primary purpose to assist students in selecting appropriate course work for desired programs of study. Professional academic advisors and specified faculty are available on all campuses to assist students.

The College provides transfer guides to students for Alabama state colleges and universities. Transfer guides may be obtained from the academic advisors or by accessing the following website: [stars.troy.edu](http://stars.troy.edu). Students planning to transfer to another college or university upon completing their studies at Southern Union have the ultimate responsibility for determining specific admission and course requirements at their intended transfer institution.

#### B. ASSESSMENT SERVICES

##### 1. Placement Testing

All new students are required to take the COMPASS placement test in English, reading, and math prior to enrollment in classes unless appropriate exemptions are on file with the Admissions Office (see exemptions below). There is no fee for the



COMPASS test. Students must first, however, submit an application for admissions to the Admission Office prior to testing (see the Admission Requirements section of this catalog).

Placement Test Exemptions:

1. Students scoring 20 or above on the subtest score of the ACT in English, reading, and mathematics **or** 480 on the SAT verbal, reading, and mathematics subtests, who enroll in Southern Union within three (3) years of high school graduation.
2. Students who have an associate degree or higher.
3. Students who transfer degree-credible, college English with a grade of “C” or higher.
4. Students who transfer degree-credible college mathematics, with a grade of “D” or higher, if the student has a 2.0 or greater accumulative GPA from the transfer college.
5. Students who have completed required developmental courses at another college satisfactorily, and have furnished an official transcript.
6. Students who can document their COMPASS test at another institution within the last three (3) years.

## 2. General Educational Development Testing (GED)

Southern Union is designated by the Alabama State Department of Education as a test center for the General Educational Development Test (GED). The GED test is used as the basis for granting the State high school equivalency diploma issued by the Alabama State Department of Education. GED tests are administered twice monthly on the Opelika Campus and every other month on the Wadley Campus. Participants must attend a registration session prior to taking the test. For eligibility to be administered the GED Test, candidates must:

- 1) Not be enrolled in a public K-12 school, a private K-12 school, a church school or a private tutor program registered with the Alabama Department of Education
- 2) Not have earned a secondary school diploma from a public school or a private school registered with the Alabama Department of Education.  
NOTE: Those awarded the Alabama Occupational Diploma (AOD) as defined in §290-3-1-.02(8)(g) of the Alabama State Board of Education Administrative Code are eligible to take the GED Test.
- 3) Meet one of the following requirements:
  - a. Eighteen (18) years of age or older.
  - b. Seventeen (17) years of age, exited an Alabama public school prior to August 1, 2009 and present to the GED Examiner a notarized letter from a parent/legal guardian giving permission to administer the GED Test to the applicant and official documentation from a city/county local education agency verifying that the applicant has withdrawn. The official documentation may also be a letter on letterhead stationery from the local superintendent or principal.
  - c. Seventeen (17) years of age, exited an Alabama public school on or after August 1, 2009 and present to the GED Examiner a notarized Student Exit Interview form from the school system.

- d. Sixteen (16) years of age, exited an Alabama public school prior to August 1, 2009 and present to the GED Examiner a notarized Certificate of Exemption issued by his/her local superintendent.
- e. Sixteen (16) or seventeen (17) years of age, resident of Alabama, exited a private school, a church school, or a private tutor program and must present to the GED Examiner a notarized letter from a parent/legal guardian that the applicant has exited the school/program and has permission to be administered the GED Test.

Qualified persons may take the GED test regardless of the amount of previous education. Interested persons may contact the College at (334)745-6437 or (256) 395-2211.

### **3. Specialized Testing Services**

#### **a. ACT Testing**

Southern Union is an approved testing site for the ACT and offers the test on the designated national test dates for the examination in Alabama. The test is given on the Wadley Campus. Interested persons should contact the Student Development Office for the schedule (256) 395-2211.

#### **b. Health Sciences Admissions Testing**

The assessment center provides scheduled testing services for admission for certain programs in the Health Sciences Division. The Admission Assessment (A2) test is required for admission to the Radiologic Technology Program. The Test of Essential Academic Skills version 5 (TEAS) is required for admissions to the Associate Degree Nursing and Practical Nursing Programs. Interested persons should refer to the Health Sciences Division webpage at [www.suscc.edu](http://www.suscc.edu) for complete information and instructions on the application process for health science programs.

### **C. SPECIAL NEEDS COUNSELING/ ADA ACCOMMODATIONS**

Counseling is provided or referrals are made in the areas of educational, vocational, personal, and social needs. All services are available to students on all campuses. To assist students with career decisions, a collection of current resource materials on careers, occupations, and undergraduate programs at other universities is located in the campus academic advising offices and the learning resource centers.

#### **Assistance for Visually Impaired Students**

Southern Union offers visually impaired students access to The Southern Union Catalog/ Student Handbook online through screen magnification and screen reading. ZoomText, which allows the student to see and hear everything on the computer screen, is available upon request at Opelika, Valley, and Wadley campuses. To request this service, contact Gary Branch (Higginbotham Academic Center, 334-745-6437 extension 5351).

Students who have documented disabilities and need special accommodations should contact an academic advisor, or Mr. Gary Branch on the Opelika campus at (334) 745-6437, Dr. Fred Williams on the Wadley campus at (256) 395-2211, or Colleen Britt on the Valley campus at (334) 756-4151.

## D. ORIENTATION ACTIVITIES

### 1. Pre-College Days

During the months of June and July, a pre-college orientation program is offered. All new students and transfers are strongly encouraged to participate. This program is designed to help entering freshmen and transfer students make wise decisions in choosing their fields of study and to adjust more readily to their first semester at Southern Union. Pre-College orientation for entering students consists of a three-hour session available on all campuses.

### 2. Orientation to College (ORI 101)

Orientation is a one credit hour course designed to introduce beginning students to college life. This course provides a videotaped introduction to programs, personnel, and policies at the college. It provides students with information regarding what the College expects from students and what students should expect from the College. The course also addresses student attitudes, goals, study skills, and health related issues. Orientation is required for all new students who have not previously attended college and is offered each term. Students who initially entered Southern Union prior to Fall Quarter 1994 and students who have successfully completed at least 12 semester hours (15 quarter hours) within the past five years with a 2.0 GPA (on a 4.0 scale) at a regionally accredited institution are exempted from ORI 101. It is incumbent on the student to verify the 9 semester/15 quarter hours at the time of registration. ORI 101 can be purchased through the bookstore.

### 3. On-line Course Orientation (CIS 290C)

CIS 290C is an orientation for students taking an online class for the first time. The objective of the course is to familiarize students with the Blackboard Learning System so that they may be successful in online classes. A deadline date for completing CIS 290C is set and published each semester. The class begins on the first day of each semester, and students are given approximately four weeks to complete the class. CIS 290C is a co-requisite to a student's first online class. Therefore, withdrawing from the class will result in an automatic withdrawal from any other online classes. Students must log into CIS 290C during the first week of classes to avoid being reported to the Financial Aid office for non-attendance. *A student receiving financial aid that is reported for non-attendance will be administratively withdrawn from CIS 290C and the co-requisite online class or classes.*

## E. TUTORIAL SERVICES

### 1. Student Tutors

Student tutors offer assistance in the areas of English and math on all campuses. For tutorial assistance, students should check posted schedules in classrooms, bulletin boards or the SUSCC web site at [www.suscc.edu](http://www.suscc.edu). Students may also consult their academic advisor for information and referral assistance. The student tutorial program arranged through the college is free of charge to all currently enrolled Southern Union students. This service is subject to the availability of interested and qualified students.

## **2. Southern Union Program for Athletic Academic Counseling (SUPAAC)**

The Athletic Academic Counseling Program (SUPAAC) is designed to aid athletes by (1) helping to improve retention and academic performance; (2) ensuring proper registration in transferable courses that fulfill requirements in academic programs of study; and (3) providing academic counseling regarding athletic eligibility. Assistance is provided in scheduling classes to avoid conflict with athletic competition and practice as well as assigning study halls and tutorial sessions. The program is not restricted to athletes but offers tutoring services for **all students** in subjects in which they need help.

## **3. Tutorial Lab**

The College provides open computer labs for students to utilize tutorial software and complete special assignments. A current Southern Union identification is required to use an open lab.

## **F. DIVERSITY PROGRAM**

The Diversity Program objectives are to: (1) increase student retention in general and minority student retention in particular; (2) enhance the College's remedial programs; and (3) promote issues of cultural diversity throughout the College. Some of the activities sponsored by this office include special programs, guest lecturers, and field trips to historical sites and colleges.

## **G. RECRUITING**

Southern Union provides a comprehensive recruiting program. Southern Union recruiters participate in area high school career day/evening programs, assist with annual academic and athletic tournaments, provide individual tours on each campus and respond to special requests for information and speaking engagements. Recruiters are available to provide presentations for local civic, service, and community groups and represent the college at community events.

## **H. GRADUATION**

A graduation ceremony is held in May of each year for graduates of the Spring and preceding Summer and Fall terms in the Southern Union Arena on the Wadley Campus. Information concerning the ceremony is mailed to students wishing to participate in graduation.

No student may participate in graduation who has not (1) completed all degree and/or certificate requirements, and (2) rented a cap and gown through the College bookstore prior to the date of the graduation ceremony.

### **Graduation Evaluations**

Qualified students who wish to receive a diploma or participate in graduation ceremonies must complete an application for graduation through an academic advisor, pay the \$25.00 non-refundable diploma fee by the deadline published in the College calendar found in the College Catalog. Although degrees are officially conferred in May, students may complete degree or certificate requirements and order after each term.

## 1. Degrees and Certificates Awarded

Southern Union State Community College awards the Associate in Science, Associate in Applied Science, and Associate in Occupational Technologies Degrees, and Certificates.

- a. The Associate in Science Degree is awarded to students completing the General Education Core (Area I-IV) and the pre-professional/pre-major (Area V) courses detailed in the Academic Division section of this *Catalog*.
- b. The Associate in Applied Science Degree is awarded to students who satisfy the requirements of any one of the specific career programs outlined in this *Catalog*.
- c. The Associate in Occupational Technologies Degree is awarded to students who satisfy the requirements of any one of the specific career programs outlined in this *Catalog*.
- d. A Certificate is awarded to students who satisfy the requirements of a specific certificate program outlined in this *Catalog*.

## 2. Degree Requirements

A student shall be awarded the Associate in Science, Associate in Applied Science, or Associate in Occupational Technologies Degree upon satisfactory completion of the requirements as specified by Southern Union State Community College and the Alabama State Board of Education. A student must:

- a. satisfactorily complete a minimum of 60 semester hours of college credit (from courses numbered 100 or above) in an approved program of study, including prescribed general education courses.
- b. earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
- c. successfully complete English 101 and/or 102 or English 131 (*Technical Division only*) with a minimum grade of “C”.
- d. complete at least twenty-five percent of the total semester credit hours required for the degree at Southern Union State Community College.
- e. transfer only credit hours which represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of “native” students.
- f. fulfill all financial obligations to the College. (The return of all college owned books and property is considered a financial obligation.)

## 3. Certificate Requirements

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by Southern Union State Community College in accordance with policies of the Alabama State Board of Education. A student must:

- a. satisfactorily complete an approved program of study.
- b. earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not

include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.

- c. successfully complete English 101 or English 131 with a minimum grade of “C” when English is a required course for the Certificate.
- d. complete at least 25 percent of the total semester credit hours required in the program at Southern Union State Community College.
- e. transfer only credit hours which represent collegiate course work relevant to the certificate, with course content and level of instruction resulting in student competencies at least equivalent to those of “native” students.

#### 4. **Graduation Honors**

Southern Union State Community College provides selected academic honors to recognize and promote notable student achievement. These academic honors include: (1) Graduation Honors for Degrees to include Graduation with Honors, Graduation with High Honors, and Graduation with Highest Honors; and (2) Graduation Honors for Other Formal Awards (Certificates) to include Graduation with Distinction.

##### a. **Graduation Honors for Degrees**

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts and degrees.

Graduation with Highest Honors	3.90 to 4.00 GPA
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Graduation with High Honors	3.70 to 3.89 GPA
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Graduation with Honors	3.50 to 3.69 GPA
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##### b. **Graduation Honors for Certificates**

Graduation with Distinction	3.50 to 4.00 GPA
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**NOTE:** Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester hours at Southern Union State Community College.

## **LEARNING RESOURCE CENTERS**

Southern Union has a Learning Resource Center (LRC) located on each of the three college campuses; Wadley, Valley, and Opelika. The purpose of the Learning Resource Centers is to complement the academic, health and technical programs of the college as well as supporting the stated institutional goal to encourage life-long learning. Students have access to the collection through our on-line public access catalog (AG-Cat). This system allows student to search all LRC sites simultaneously. Through AG-Cat, students can locate materials by

author, title, subject, or keyword search. Researchers also have access to many licensed full-text, on-line databases through the Alabama Virtual Library (AVL). Students can access the AVL from any computer on campus (<http://www.avl.lib.al.us>) and by a remote access card obtainable from any of the three LRC's.

The collection of all three LRC sites includes over 80,000 physical volumes, as well as local, regional, state, and national newspapers; academic journals and magazines. A student or instructor may request any format of material from either library with a minimum of three working days notice. Photocopy machines are available to users in each library, as well as reference services, course reserves, and library instruction.

Students must obtain a Southern Union Student ID prior to borrowing (checkout) materials from the collection. These IDs are attainable from any of the three LRC's where the first card and rewable cards are provided at no cost to students. Lost or stolen cards carry a small replacement fee. Faculty and staff employees also have borrowing privileges at any of the three LRC's.

## ACADEMIC POLICIES

### A. CLASS SCHEDULING

#### 1. Class Schedules

Class schedules are distributed prior to registration dates. These schedules provide students with information they need in registering for the subsequent term. The College reserves the right to cancel any course listed in the schedule of classes or to change instructors as conditions necessitate.

#### 2. Registration Procedures

Students must follow the registration procedures established by the College to register initially for a course or to change their program after initial registration.

#### 3. Courses

Courses are offered at Southern Union to fulfill degree and certificate requirements. With exception for specialized training programs, course numbers and descriptions are chosen from the *Common Course Guide* which is required system wide by the Department of Postsecondary Education for all Alabama College System colleges.

#### 4. Course Load

Course work at Southern Union is measured in terms of "semester hours." The semester hour in the academic division represents one hour of lecture or other standard classroom instruction or two hours of experimental laboratory per week for one semester of approximately fifteen weeks. The semester hour in the technical and health sciences divisions represents one hour of theory, two hours of experimental laboratory, three hours of clinical practice/manipulative laboratory, eight hours of preceptorship, or ten hours of internship per week for one semester of approximately fifteen weeks.

With certain exceptions, a course meeting 150 minutes a week carries three semester hours credit. The recommended student load per semester is 15-19 semester hours. Permission of the appropriate instructional dean is required for hours over 19. A student is considered full time when registered for 12 or more semester hours. The maximum for which a student may register is 24 credit hours.

**5. Course Overload**

Special approval from the appropriate instructional dean is required for students who desire to register for more than 19 credit hours. Students may not register for more than 24 credit hours during any term. A cumulative 2.0 GPA or higher is required for consideration.

**6. Schedule Adjustments**

All changes in student schedules shall be made during the drop and add period (see College Calendar).

**7. Withdrawal From a Single Course**

A student who wishes to drop a single course may do so by obtaining a “Drop/Add Form” from the Records Office or Campus Administrative Office and by processing the form. Prior to the deadline date specified in the college calendar, the student will receive a grade of “W” for any course dropped. Withdrawal after the date specified in the calendar is permitted only under extenuating circumstances and requires the approval of the appropriate instructional dean. A grade of “W” is assigned if the student is doing satisfactory work and approval is given. Otherwise, a grade of “F” is assigned. Courses in which a final grade has been earned may not be dropped. A student may also drop a single course via the internet.

**8. Withdrawal From the College**

A student may withdraw from the College at any time during the term by obtaining a “Withdrawal Request Form” from the Admissions Office or Campus Administrative Office and having it processed. Any withdrawal before the deadline specified in the calendar will result in a grade of “W” in all courses. After the date specified in the calendar, a grade of “W” (withdrawn not failing) will be assigned only if the student is doing satisfactory work at the time of withdrawal and extenuating circumstances apply. A grade of “F” will be assigned if the student is not doing passing work at the time of withdrawal or if s/he fails to follow the above procedure. A student may not completely withdraw from college via the internet.

**9. Administrative Withdrawal or Drop from a Course or from College**

A student may be dropped administratively from any course for (1) failure to complete college registration properly; (2) failure to fulfill conditions of registration in those cases when a student may have been allowed to register on a conditional basis; (3) falsification of application and/or records (4) failure to fulfill other conditions of admissions and/or registration; (5) failure to comply with student conduct standards; (6) failure to attend class(es); and (7) failure to comply with “Standards of Practice” as established by the Alabama Board of Nursing, American



Registry of Radiologic Technologists, National Registry of Emergency Medical Technicians, or other regulatory or licensing agencies for programs of study in the Health Sciences Division.

## 10. Repetition of Courses

Any course for which a student has previously registered may be repeated. Each attempt that results in an official grade (A, B, C, D, F) will be recorded on the student's transcript, and each attempt resulting in an official grade will be used in computing the grade point average except in the case of implementation of the grade adjustment policy. No course in which the last grade received was an "F" may be counted toward graduation. Also, a course may be counted only once toward fulfillment of credit hours for graduation. The student should be aware that the last grade recorded may be regarded by a senior institution as the grade of record for transfer purposes. Institutional Scholarships will not pay for a repeat of successfully completed courses.

## 11. Course Forgiveness Policy

Any course for which the student has previously registered may be repeated. When a course is repeated one time, the last grade awarded (excluding grades of "W") replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted.

When a course is repeated more than once, all grades for the course - excluding the first grade - will be employed in computation of the cumulative grade point average. A course may be counted only once toward fulfillment of credit hours for graduation.

This policy applies to Southern Union State Community College courses only. Implementation of forgiveness does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

A student may request forgiveness by completing a "Request for Course Forgiveness" form in Student Records. Southern Union transcripts will include two GPAs: a semester GPA and a cumulative GPA may not include grades for all courses attempted. Course Forgiveness will not be granted for terms prior to the initiation of this policy (Fall Term, 1998).

## 12. Transient Form (SU Students)

Southern Union students wishing to take courses at another postsecondary institution and receive transfer credit must receive a Transient Form.

To apply for a transient form, a student must meet the following criteria:

- (a) In compliance with the Family Educational Rights and Privacy Act, transient forms are provided upon the student's written request. Requests must be done in person through an academic advisor.

- (b) Students must be currently enrolled at Southern Union with a minimum cumulative GPA of 2.0.
- (c) Students must be planning to return to Southern Union the next term after the transient status.
- (d) Requests should be made at least one week prior to need.
- (e) Requests may be denied for students who have a financial or other obligation to the college.

It is the student's responsibility to have an official transcript forwarded to the Admissions Office at Southern Union after completing courses at another institution.

## **B. CLASS ATTENDANCE POLICY**

Students are expected to attend each class session, to arrive on time, and to remain for the entire class session. Faculty will record attendance from the first day of the semester. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course. In such cases, the student should withdraw from the class before the last date to drop with a grade of "W". Withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information.

When a student is absent from class, the student is responsible for all material covered in class and for any assignments made in class. The instructor is not required to review with the student any material missed as a result of being absent, nor is the instructor required to notify a student if the student is in danger of a lowered grade due to any graded work missed. The instructor is not required to provide an opportunity for makeup. The instructor's policies regarding makeup work shall be clearly defined in the syllabus to be distributed on the first day of class.

### **Administrative Withdrawal for Failure to Attend Class**

Before the published drop date (last day to withdraw with a "W"), a student may be dropped (withdrawn) administratively from any course for failure to attend class when the student has missed more than 20% of the total number of hours that the class meets. However, no student may be administratively withdrawn after the last day to withdraw with a "W" as published in the college calendar. The number of absences resulting in administrative withdrawal may differ in programs that lead to board licensure or certification, but must be clearly stated in the course syllabus. Administrative withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information. Students that are administratively withdrawn from a class will also be withdrawn from all co-requisite classes, if any. Instructors using the Administrative Withdrawal Policy shall include and clearly define the policy in the course syllabus.

### **Administrative Withdrawal Appeal**

- Students that have been dropped for failure to attend may submit, in writing, an appeal to the course faculty member.
- Faculty member will evaluate the appeal for extenuating circumstances and will notify the student within five working days as to the outcome of the appeal.

- If a student is to be allowed to return to class, the faculty member must submit a request to the financial aid department for the student to be re-enrolled.
- If a student is not allowed to return to class, the student may file a written appeal to the appropriate department chair who will notify the student within five working days as to the outcome of the appeal.
- If the matter cannot be resolved at the department chair level, the student may make a final written appeal to the appropriate instructional dean. The decision of the instructional dean is final and will be communicated to the student within five working days from the date the written appeal is received.

**Attendance policies for Hybrid and Online courses are the same as other courses. Attendance requirements in programs that lead to board licensure or certification may differ from this policy.**

## C. EXAMINATIONS AND GRADING

### 1. Examinations

Students will be expected to take their final examinations at the regularly scheduled times. No exceptions will be made without the permission of the instructor of the course and the appropriate Dean. The request for an early exam must be made three weeks in advance of the final examination period. Makeup examinations or early examinations are not permitted unless the student satisfies the faculty member and the Dean that the absence involves an official college trip, a return or responsibility to another educational institution, or an emergency such as illness (doctor's statement), death in the family, or court appearance.

### 2. Grading System

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades in the Academic and Technical Divisions and in physical education, CPR, emergency services dispatcher, and fire science courses in the Health Science Division are assigned quality points as follows:

A - 90-100	4 quality points per credit
B - 80-89	3 quality points per credit
C - 70-79	2 quality points per credit
D - 60-69	1 quality point per credit
F - 59 and below	0 quality points per credit

Grades in the Health Sciences Division (excluding physical education, CPR, emergency services dispatcher, and fire science) are assigned quality points as follows:

A - 90-100	4 quality points per credit
B - 80-89	3 quality points per credit
C - 75-79	2 quality points per credit
D - 60-74	1 quality point per credit
F - below 60	0 quality points per credit

In all college divisions, the following grade options apply.

W - Withdrawal No credit; a grade of "W" is assigned to a student who officially withdraws from a class or from the College on or before the date specified in the college calendar. If the withdrawal

is requested after the date specified in the calendar, then the student must be passing at the time of withdrawal and receive permission of the appropriate dean of instruction in order to withdraw passing (W). Only under extenuating circumstances will a student be allowed to withdraw passing (W) after the published deadline. Students who withdraw from a course after the date specified in the college calendar and who are failing at the time of the withdrawal will receive the grade of “F.”

I - Incomplete	No credit; used for verifiable unavoidable reasons. Since the “incomplete” extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of “I” (incomplete) has been awarded must be completed by the end of the subsequent term. Unless the deficiency is made up within the following term, the mark “I” automatically becomes “F”.
AU - Audit	No credit; a grade of “AU” is assigned for the completion of college credit courses audited by students. A student may change from credit to audit at any time prior to the last day of registration, but must meet all class requirements except tests in order to receive a grade of “AU”.

The College may use grades of “S” and “U” for institutional credit courses, Training for Business/Industry courses, and internship experiences (cooperative education, practicums, sponsored work experiences, and other sponsored but not directly supervised instruction).

### 3. Grade Reports

At the close of each term, an individual report showing the scholastic record of each student is accessible on-line at [www.suscc.edu](http://www.suscc.edu). These grades are a part of the student’s permanent record and will be recorded on his/her official transcript. At the option of the instructor, midterm progress reports may be sent to students who are in danger of failing a course. Midterm alerts are posted on a student’s campus email account via BISONmail.

### 4. Grade Point Average (GPA)

The student’s academic standing or quality point average is obtained by dividing his/her total number of quality points by the total number of semester hours for which the grades of A, B, C, D, or F are assigned. A course repeated is counted as hours attempted each time a grade is awarded except in cases of bankruptcy and course forgiveness.

A student must earn a total grade point average of 2.0 in order to be eligible for graduation. Grades earned in courses carrying institutional credit are not computed for graduation GPA.

Any course for which the student has previously registered may be repeated.<sup>77</sup> However, a course may be counted only once toward fulfillment of credit hours required for graduation.

## D. TRANSCRIPTS

A transcript is an exact copy of a student's permanent academic record at the time it is issued. It can be either an official or an unofficial transcript, the latter usually issued directly to and only for the personal information of the student concerned. Partial transcripts are not issued. Southern Union State Community College transcripts include the student's complete record at Southern Union.

### Transcript Requests

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

- In compliance with the Family Educational Rights and Privacy Act, the College does not release transcripts of a student's work except upon the student's written request, except in a case where educational or governmental offices have a lawful need for the information.
- Students may obtain an unofficial copy of their Southern Union transcript through the website at [www.suscc.edu](http://www.suscc.edu) or in the Records Office.
- Requests for official transcripts to be sent can be done in person, mail, or obtained through the website at [www.suscc.edu](http://www.suscc.edu).
- Official transcript requests are processed as they are received.
- Written transcript requests should be sent to the following address:  
Southern Union State Community College  
Office of Admissions/ Registrar  
P.O. Box 1000  
Wadley, Alabama 36276
- Written requests forms can be located on Southern Union website.

The Records office does not issue official transcripts from other institutions. The student must request any required transcripts where the course work was taken.

## E. ACADEMIC HONORS

Southern Union State Community College provides selected academic honors to recognize and promote notable student achievements. These academic honors include the President's List and the Dean's List which are compiled at the end of each term. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the term GPA; however, developmental courses will not count toward the minimum course load requirement for eligibility for the President's or Dean's Lists.

### President's List:

Requirements for the President's List are (1) a term grade point of 4.0 and (2) completion of a minimum term course load of 12 semester hours of college-level work.

**Dean's List:**

Requirements for Dean's List are (1) a term grade point average of 3.5 or above but below 4.0 and (2) completion of a minimum term course load of 12 semester credit hours of college-level work.

**F. FINAL GRADE APPEAL POLICY**

A final grade appeal is defined as a student appeal regarding an academic action taken by instructional personnel in assigning a final grade for a course. Students may not file a grade appeal related to an individual test, paper, or other assignment within a course. This procedure also may not be used to complain about an instructor's grading policy, assignments, the difficulty of the course, or other comparable matters.

For an appeal about a final course grade to be considered, the appeal must be based on one or more of the following grounds and upon allegation that the ground(s) cited influenced the grade assignment to the student's detriment:

1. arithmetical or clerical error
2. substantial failure on the part of an instructor to follow his or her syllabus or the announced grading policies.

Judgments on academic matters are most appropriately made by individuals with expertise in the particular academic discipline involved. For this reason, appeals by students on academic matters are the responsibility of the department and the instructional division involved. Normally, such appeals can be resolved quickly through discussions with the faculty member involved. In some situations, the matter cannot be satisfactorily resolved at that level. On such cases a student may file a formal final grade appeal using the procedures specified below.

1. Final grade appeals must be initiated prior to the last day of classes of the following term.
2. If the matter cannot be satisfactorily resolved with the instructor, or s/he does not prefer to make initial contact with the instructor, s/he should contact the appropriate department chair/program director. The department chair/program director will confer with the student and the faculty member in an informal attempt to reach closure. If the problem is resolved at this point, a "memorandum of record" will be prepared by the department chair/program director and maintained on file.
3. If closure is not reached by using the above approach, the student may file a final grade appeal with the appropriate instructional dean. This must be done in writing. The appeal must state the problem, the name of the instructor who is involved, and previous attempts at resolving the situation.
4. The instructional dean will review the information, prepare a written recommendation, and notify the student, instructor, and department chair/program director of the decision within two weeks after the written appeal is received.
5. The decision of the instructional dean is final.

**G. ACADEMIC BANKRUPTCY**

1. A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:
  - a. If fewer than three (3) calendar years have elapsed since the term for which

- the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one term provided the student has taken a minimum of 18 semester credit hours of course work at the institution since the bankruptcy term occurred. All course work taken, even hours completed satisfactorily during the term for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.
- b. If three (3) or more calendar years have elapsed since the most recent term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during 1-3 terms provided the student has taken a minimum of 18 semester credit hours of course work at the institution since the bankruptcy term occurred. All course work taken, even hours completed satisfactorily, during term(s) for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.
2. When academic bankruptcy is declared, the transcript will reflect the term(s) of its implementation, and the transcript will be stamped “ACADEMIC BANKRUPTCY IMPLEMENTED.” If more than one term is affected, the term “ACADEMIC BANKRUPTCY” will be reflected on the transcript for the other terms affected by the bankruptcy.
  3. A student may declare academic bankruptcy only once and the process is not reversible in subsequent terms.

***Note: Implementation of academic bankruptcy at Southern Union State Community College does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.***

## H. STANDARDS OF ACADEMIC PROGRESS

These standards of progress shall apply to all students unless otherwise noted.

Exceptions:

- Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
- Selected transfer students will be placed on Academic Probation upon admission and must transition to these standards of academic progress.
- Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

### 1. Definition of Terms Related to Standards of Progress Policy Grade Point Average (GPA)

The grade point average based on all hours attempted during any one term at the institution based on a 4-point scale.

### Cumulative Grade Point Average (CGPA)

The grade point average based on all hours attempted at the institution based on a 4-point scale.

**Clear Academic Status**

The status of a student whose cumulative grade point average (CGPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

**Academic Probation**

- a. The status of a student whose academic status the previous term was Clear and whose cumulative grade point average falls below the level required by this policy for the total number of credit hours attempted at the institution; or
- b. The status of a student who was on Academic Probation the previous term and whose cumulative GPA remained below the level required by this policy for the total number of credit hours attempted at the institution but whose GPA for the term was 2.0 or above.
- c. The status of a student who has re-entered the institution after being suspended for one term or one year (or after being granted readmission upon appeal).

**One Term Academic Suspension**

The status of a student who was on Academic Probation the previous term but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose GPA for that term was below 2.0.

**One Calendar Year Academic Suspension**

The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose GPA for that term was below 2.0.

**Appeal of Academic Suspension**

The process by which a student suspended for one term or one year (whether a “native” student or a transfer student) may request readmission without having to serve the suspension.

**2. Standards of Progress Policy**

Required GPA levels for students according to number of hours attempted at the institution:

- a. Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 cumulative grade point average.
- b. Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 cumulative grade point average.
- c. Students who have attempted 33 semester or more credit hours at the institution must maintain a 2.0 cumulative grade point average.

**3. Intervention for Student Success**

When a student is placed on Academic Probation, One Term Academic Suspension, or One Calendar Year Academic Suspension, college officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.



#### 4. Application of Standards of Progress

- a. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is Clear.
- b. When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on Academic Probation.
- c. When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution but the term GPA is 2.0 or above, the student remains on Academic Probation.

When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the term GPA is below 2.0, the student is suspended for one term. The transcript will read **SUSPENDED—ONE SEMESTER**.

- d. The student who is suspended for one term may appeal. If, after appeal, the student is readmitted without serving the one term suspension, the transcript will read **SUSPENDED—ONE SEMESTER/READMITTED UPON APPEAL**.

The student who is readmitted upon appeal re-enters the institution on Academic Probation.

The student who serves one semester academic suspension re-enters the institution on Academic Probation.

- e. A student who is on Academic Probation after being suspended for one term (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose term GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.

A student who is on Academic Probation after being suspended for one term (whether the student served the suspension or was readmitted upon appeal) without having since achieved Clear academic status and whose cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose term GPA is below 2.0 will be suspended for one calendar year. The transcript will read **SUSPENDED—ONE YEAR**.

- f. The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read **SUSPENDED—ONE YEAR/READMITTED UPON APPEAL**.

The student who is readmitted upon appeal re-enters the institution on Academic Probation. The student who serves the calendar year suspension re-enters the institution on Academic Probation. All applicable academic designations except Clear will appear on the student's transcript.

#### 5. Transfer Students

- a. A transfer student who is admitted on Clear academic status is subject to the same standards of academic progress as a "native" student. Grades accrued

at other regionally accredited postsecondary institutions are not included in GPA calculation.

- b. A transfer student who is admitted on Academic Probation retains the status until the student has attempted at least 12 semester credit hours at the institution. If, at the conclusion of the term in which the student has attempted a total of 12 or more semester credit hours at the institution, the cumulative GPA at the institution is below 1.5, the student is suspended for one term. The transcript will read SUSPENDED—ONE SEMESTER.
- c. If, at the conclusion of the term in which the transfer student admitted on Academic Probation has attempted a total of 12 or more semester credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student's status is Clear.

## **6. Appeal Process for Readmission**

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an “appeal for readmission” to the Admissions Committee with supporting documentation within ten (10) days of receipt of the notice of suspension. During the meeting of the Admissions Committee, which shall not be considered a “due process” hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency will be the standards by which such decisions are measured.

## **I. NON-TRADITIONAL COLLEGE CREDIT**

### **1. College-Level Examination Program (CLEP)\***

Students who obtain the credit-granting score required on the College Level Examination Program (CLEP) exams may earn credits and course exemptions up to 25% of the total required for program completion. CLEP measures prior knowledge in a wide variety of disciplines that have been acquired through independent study, prior course work, on-the-job training, professional development, cultural pursuits, or internships. CLEP examinations are given at specific testing centers throughout the state. The College policy standards regarding CLEP may be obtained from an instructional dean or the Dean of Students.

### **2. Advanced Placement\***

Credit by Advanced Placement (AP credit) may be obtained by high school students who present acceptable scores on the College Entrance Examination Board test. A score of 3 or higher on any of the 20 Advanced Placement subject examinations is accepted by all Alabama public community colleges for credit for a minimum of one course in the subject area corresponding to the test. Additional Advanced Placement credit in a single subject area may be awarded by the individual institution at its discretion based on an evaluation of the student's high school record and career goals.

### 3. Tech Prep\*

The purpose of Tech Prep (articulated) credit is to provide high school students who have successfully completed approved technical courses at their high schools a continuing articulated program that builds on past learning experience and eliminates unnecessary duplication of instruction.

#### Articulation Criteria

- a. A current Statewide Career/Technical Education Course Articulation Agreement (the “articulation agreement”) is in effect for the postsecondary course for which articulation credit is sought.
- b. The secondary course(s) applicable to the articulation agreement are certified under the Alabama State Department of Education Business and Industry Certification (BIC) standards.
- c. Teachers of the secondary courses for which articulation credit is sought must have been certified by the Alabama State Department of Education to teach those courses at the time the student passed the course(s).
- d. At the time the student passed the secondary course(s) for which articulation credit is sought, teachers of those courses must have met the instructor qualifications established by the Alabama State Board of Education for postsecondary instructors of the collegiate course(s) in which articulation credit is requested.
- e. The student must have earned a letter grade of “B” (3.0 on a 4.0 scale) or higher in the secondary course(s) for which articulation is being sought.
- f. The student must be admitted to the college from which articulation credit is granted.
- g. A student may receive articulation credit only for courses creditable to his or her declared program of study.
- h. Articulation credit must be requested by the student no later than 16 months following high school graduation.
- i. Secondary coursework completed in grades 11 and 12 is eligible for articulation credit. Students may receive statewide articulation credit for coursework completed in the 10th grade where the student continues and completes coursework in the same program area through the 11th and 12th grades.
- j. Articulation credit is not available in postsecondary courses for which there is an age requirement that was not met by the student at the time the student passed the secondary course(s) for which articulation credit is sought.
- k. Articulation credit is not available in postsecondary courses if granting such credit violates policies or regulations of licensure agencies or regulatory boards.
- l. The secondary teacher or Career/Tech Administrator is authorized to provide certification signatures. This form is available in the offices of the Associate Dean of Technology and Workforce Development and the Dean of Instruction.

### 4. Credit for Military Training and Educational Experiences

Military credit may be awarded on the basis of recommendations in the Guide to the Evaluations of Educational Experiences in the Armed Services published by the American Council on Education (ACE.) Credit may be awarded if Southern

Union offers an equivalent course and the ACE credit hour recommendation is the same as the course offered by Southern Union. Students must submit one of the following official military records to the College Records Office for evaluation:

- Army - Army/American Council on Education Registry transcript Service (AARTS);
- Navy/Marines - Sailor/Marine American Council on Education Registry Transcript (SMART);
- Air Force - Community College of the Air Force (CCAF) transcript;
- Coast Guard - Coast Guard transcript.

## 5. **Servicemember's Opportunity College**

Southern Union has been designated as an institutional member of Servicemember's Opportunity College (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, Southern Union recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense, and a consortium of thirteen leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

## 6. **Distance Learning**

### a. Video Conference Courses

Southern Union offers a limited number of classes through Video-Conference. Interactive video capability allows an instructor to teach a course live on one campus while being broadcast to another classroom on a different campus. These classes provide the same academic quality and credit as traditional classes and students experience live interaction with the instructor during each class meeting. All testing for video-conferencing classes will be done on campus. Students may enroll in video-conferencing courses to remove barriers of distance and travel expense from the ability to learn and access information. For information or questions, see an academic advisor.

### b. Online Courses

Southern Union offers a variety of classes via the Internet using the Blackboard course management system. Blackboard is the industry leader and sets the standard for CMS platforms. Students need access to a reliable computer and Internet connection to take part in online classes. Online classes are designed to cover the same material in the same amount of time as the corresponding traditional course. Online students, however, have the added flexibility of being able to work from off-campus sites. Students will participate in online discussions, assignments and testing through Blackboard. Students enrolled in online classes will need to use email. The college assigns an email account

to every enrolled student. For more information visit [www.suscc.edu](http://www.suscc.edu) and click on the 'Online Course Information' and 'Student Email' links. All online courses include a mandatory on-campus final examination and many require an on-campus orientation at the beginning of the semester.

#### **7. Air Force Reserve Officer Training Corps (AFROTC) Course**

Air Force ROTC is an educational program designed to prepare young men and women for becoming Air Force officers while completing a four-year degree. Through an agreement with Auburn University, Southern Union students may take basic AFROTC classes for credit at the University. However, to earn a commission, the student must transfer to Auburn to complete a four-year degree and advanced AFROTC classes. A student must contact the AFROTC office at Auburn University prior to enrollment.

### **J. CONTINUING EDUCATION COURSES**

Southern Union awards CEU credit for appropriate continuing education courses. One CEU, as defined by the Southern Association of Colleges and Schools, is 10 hours of participation in an organized continuing education experience under capable and qualified instructors. The selection of continuing education courses is based on interests and needs of the area served by the College. Such courses will vary from term to term as demand dictates.

Records of all CEU's awarded to an individual are kept by the College. All records are considered confidential and are kept in a secure area. This information is readily available to an individual or to legally constituted authority. Acknowledgment of these records will be made upon written request by the individual seeking to have his/her records released. Upon the receipt of a written request the Student Records Office will issue an official statement providing the specifics of the CEU's that were awarded. Information released will include:

- Name and address of the college.
- Name and Social Security Number (or other numerical identification) of the individual participant.
- Title of all programs or activities completed.



# INSTRUCTIONAL DIVISIONS

## PROGRAMS OF STUDY

The College is authorized to award the Associate in Science, Associate in Occupational Technologies, and Associate in Applied Science degrees as well as certificates in occupationally specific areas. These degrees and certificates are obtained by students successfully completing a series of courses called a “program” of study.

### **Health Sciences, Technical, and Occupational Programs**

Programs leading to the Associate in Applied Science and the Associate in Occupational Technologies degrees are college-level programs of study designed to prepare students to enter occupational, semi-professional, or para-professional employment. Though many of the courses in these programs transfer to four-year colleges and universities, the primary intent is to prepare students for immediate employment after successful completion of a two-year program of courses. Certificates are awarded to students who successfully complete the requirements of specific technical or occupational programs. These programs vary in length from two to five semesters.

Every effort is made to ensure that courses and programs described in this catalog are offered to students in an appropriate and reasonable sequence. Students should be aware, however, that admission to the College or registration for a given semester does not guarantee the availability of a specific course or a program of courses that may be under review for continuance. Course and program availability is determined by student demand, instructor availability, and periodic program reviews. Whenever a program is determined to have insufficient numbers to continue institutional support, students currently enrolled will, whenever possible, be given notification of the decision and sufficient time to complete the program with continuous enrollment. If new students are enrolled after this decision, they will be advised of the tentative status of the program and their potential inability to complete the program.

Health Sciences, Technical, and Occupational programs with specific courses outlined appear in the section of this catalog devoted to that particular degree or certificate. Each degree or certificate has a brief introductory explanation of the award.

### **University Parallel Programs**

Programs leading to the Associate in Science degree are referred to as “university parallel programs” because they are designed to prepare the student to transfer to a four-year college or university to pursue a Bachelor of Arts or a Bachelor of Science degree.

## University Parallel Transfer Programs

The Alabama General Studies Committee has approved program templates and/or articulation guides for the following university transfer programs.

### **A**

- Advertising (UA only)
- Agribusiness Economics ( AA & MU only)
- Agricultural Economics (AU only)
- Agronomy & Soils (AU only)
- Animal / Dairy Sciences
- Anthropology
- Apparel and Textiles (UA only)
- Apparel Merchandising, Design, & Production Management (AU only)
- Applied Mathematics (AU only)
- Architecture (AU only)
- Art Education
- Art History B.A.
- Art Studio B.A.
- Art Studio B.F.A.
- Athletic Training

### **B**

- Behavioral Science (Athens only)
- Biology
- Biology Education: Middle/High School
- Biomedical Science (USA only)
- Building Science (AU only)
- Business (All Business Majors)
- Business Education: Middle/High School

### **C**

- Career Technical Education (Athens only)
- Chemistry
- Chemistry Education: Middle/High School
- Clinical Lab Sciences/Med Tech
- Communication Studies or Speech
- Computer Science
- Consumer Science (UA only)
- Criminal Justice
- Cytotechnology (UAB only)

### **D**

- Dance (UA only)

### **E**

- Economics (B.A.)
- Elementary/Early Childhood Education
- Emergency Management (JSU only)
- Engineering - Aerospace
- Engineering - Biomedical (UAB Only)
- Engineering - Biosystems (AU Only)
- Engineering - Chemical
- Engineering - Civil
- Engineering - Computer Engineering

- Engineering - Computer Science
- Engineering - Electrical
- Engineering - Industrial
- Engineering - Materials
- Engineering - Mechanical
- English B.A./B.S.
- English/Language Arts Education: Middle/High School
- Environmental Science (AU only)
- Environmental Science
- Exercise Science and Wellness (JSU only)

### **F**

- Family and Consumer Sciences (JSU only)
- Family and Consumer Sciences (UM only)
- Finance
- Fisheries Science (AU only)
- Food and Nutrition (UA only)
- Foreign Language
- Forest Management/Forest Science(AA&MU only)
- Forestry (AU only)
- French Education: Middle/High School

### **G**

- General Science Education: Middle/High School
- General Studies in Human Environmental Sciences (UA only)
- Geography
- Geography Education: Middle/High School
- Geology
- Geomatics (TSU only)
- German Education: Middle/High School
- Graphic Design (AU only)

### **H**

- Health Education Middle/High School
- Health Information Management (UAB only)
- Health Promotion (AU only)
- Health P.E. & Recreation (UNA only)
- Health Science (Athens only)
- Health Science (UAB only)
- Health Services Administration (AU only)
- History
- History Education: Middle/High School
- Horticulture (AU only)
- Hotel and Restaurant Management (AU only)
- Human Development and Family Studies (AU only)
- Human Development and



## Family Studies (UA only)

- Human Environmental Science (UNA only)
- Human Services (TSU only)

**I**

- Industrial Design (AU only)
- Industrial Hygiene (UNA only)
- Information Systems (USA only)
- Information Technology (USA only)
- Interior Architecture (AU only)
- Interior Design (AU only)
- Interior Design (UA only)
- International Studies (UAB only)
- Interpreter Training (Troy only)

**J**

- Journalism

**K** - no programs listed**L**

- Laboratory Technology (AU only)

**M**

- Math Education: Middle/High School
- Mathematics
- Meteorology (USA only)
- Music
- Music Education: Middle/High School

**N**

- Nuclear Medicine Technology (UAB only)
- Nursing
- Nutrition and Food Science (AU only)

**O** - no programs listed**P**

- Philosophy
- Physical Education
- Physics
- Physics Education: Middle/High School
- Political Science
- Polymer and Fiber Engineering (AU only)
- Poultry Science (AU only)
- Pre-Dentistry
- Pre-Law
- Pre-Medicine
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Osteopathic Medicine
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinary Medicine
- Psychology, B.A. or B.S.
- Public Administration (AU only)
- Public Relations

- Public Safety & Health Administration (Athens only)

**Q** - no programs listed**R**

- Radiologic Sciences
- Recreation Leadership (JSU only)
- Rehabilitation Services Education (AU only)
- Rehabilitation (non-certification program - TSU only)
- Religious Studies
- Respiratory Therapy/Cardiopulmonary Sciences
- Restaurant and Hospitality Management (UA only)

**S**

- Social Science
- Social Studies Education: Middle/High School
- Social Work
- Sociology
- Spanish Education: Middle/High School
- Special Education
- Speech Pathology
- Sports and Fitness Management (TSU only)

**T**

- Technology, Industrial Technology or Engineering Technology
- Telecommunication and Film or Broadcasting
- Textile Management and Technology (AU only)
- Theatre

**U & V** - no programs listed**W**

- Wildlife Science (AU only)

**X, Y, & Z** - no programs listed

## ACADEMIC DIVISION

Dr. Mary Jean White, Dean of Instruction

The Academic Division at Southern Union State Community College offers the Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees. Students may also earn Certificates in some curriculum areas. Academic Division departments include Business, Child Development, Fine Arts, Language Arts, Mathematics, and Social Science. The SUSCC Learning Resource Centers are also part of the Academic Division.

Since the College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, the College's academic courses, dependent upon an individual's program of study, are transferable to other colleges and universities. All academic courses are taught by fully qualified instructors with a low student to teacher ratio.

Through an articulation agreement between Alabama two- and four-year colleges and universities, two-year college students completing a planned university parallel program in Areas I - IV of the Associate in Science degree plus Area V courses that are appropriate to their major and/or degree program are guaranteed junior status upon transferring to the upper division college.

### ASSOCIATE IN SCIENCE

#### General Education Core

- Area I: Written Composition I and II** **6 Credit Hours**
- *ENG 101 and ENG 102* (A minimum grade of "C" is required.)
- Area II: Humanities and Fine Arts** **12 Credit Hours**
- \*Must complete a minimum of 3 semester hours in Literature.  
*ENG 271 and/or ENG 272*
  - Must complete 3 semester hours in the Fine Arts.  
*ART 100, MUS 101, THR 120 or THR 126*
  - Must complete 3 semester hours.  
*SPH 107 and/or IDS 102 (Dependent upon major)*  
Remaining semester hours to be selected from the following:  
*ART 100, ENG 271, ENG 272, HUM 101, MUS 101, REL 151, REL 152, SPA 101, SPA 102, SPH 107, THR 120, THR 126, REL 151, or REL 152.*
- Area III: Natural Science and Mathematics** **11-12 Credit Hours**
- Must complete a minimum of 3 semester hours in Mathematics at the Precalculus Algebra (MTH 112) or Finite Math (MTH 110) level or higher.
  - Must complete 8 semester hours in the Natural Sciences which must include laboratory experience. Choose from the following courses:  
*AST 220, BIO 101\*, 102, or BIO 103\*, 104, CHM 104, 111, 112, PHS 111, 112, PHY 201, 202, OR PHY 213, 214*  
**\*Note: BIO 101 and BIO 103 can not be taken together to fulfill the science requirements of Area III.**

**Area IV: History, Social, and Behavioral Sciences 12 Credit Hours**

- \*Must complete a minimum of 3 semester hours in History. *HIS 101 and/or HIS 102 OR HIS 201 and/or HIS 202*
- Must complete at least 9 semester hours from among other disciplines in the Social and Behavioral Sciences. Choose from the following courses: *ECO 231, 232, GEO 100, HIS 101, 102, 201,202, POL 211, PSY 200, 210, or SOC 200*

**Area I-IV: General Education Requirements 41-42 Credit Hours****Area V: Pre-Professional, Pre-Major, and Elective Courses \*\*19-23 Credit Hours**

- Courses appropriate to the degree requirements and major of the individual student and electives.

*Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities. (See an academic advisor or Internet <http://stars.troy.edu>)*

**Area I-V: General Studies Curricula \*\*60-64 Credit Hours****Maximum Program Semester Credit Hours 64 Credit Hours**

*\*Must complete a 6 semester hour sequence either in Literature or in History. The sequence in Area II and IV in Literature or History needs to follow the sequence requirements according to the students' major and transfer plans.*

*\*\*Respective programs of study for baccalaureate degrees at Alabama Public Universities range from 120-128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor's degrees, institutions in The Alabama College System are authorized to provide only 50 percent of that total (60-64).*

**NOTE:** *The courses that are approved as part of the Alabama General Studies Curriculum for Areas I - IV are denoted with an \* in the Course Descriptions section of this Catalog.*

**These requirements are now effective for all students entering Southern Union.**

## PRE-PROFESSIONAL/PRE-MAJOR CURRICULA

Students may earn an Associate Degree and then continue their education at a senior institution. Students planning to transfer to a senior institution should decide as early as possible to which college and in what program they wish to transfer. Transfer guides have been developed for surrounding colleges and universities. **Southern Union State Community College provides transfer guides and agreements for state colleges and universities through the STARS program. Alabama General Studies Committee (AGSC) ratified templates are available in Southern Union advisors' offices on each campus.**

Students must accept the final responsibility of becoming familiar with the requirements of the senior college to which they may transfer. The student is advised that in many cases changing from one major to another, at the same transfer school, may result in the student having to take additional courses. Because requirements frequently change between printings of catalogs, students should consult program advisors at their transfer schools. The Dean of Student Development will furnish students with names of contact persons at the various senior colleges.

## STATEWIDE TRANSFER AND ARTICULATION REPORTING SYSTEM (STARS)

STARS helps Southern Union students make the transition to any public four-year college or university in Alabama while retaining all course credits. This web-accessible data-base system provides guidance and direction to streamline the transfer process. A Transfer Guide/Agreement outlines the first two years of coursework relative to the major of choice.

If the guidelines are followed and the declared major does not change, students can transfer to any public four-year school in Alabama. For more information, consult your academic advisor or visit the STARS website at [www.stars.troy.edu](http://www.stars.troy.edu).

To ensure proper interpretation of the STARS guides/agreements, students who have completed postsecondary course work at other institutions should request an evaluation of their courses by their intended transfer college before registering for classes at Southern Union. While Southern Union makes every effort through advising and printed materials to provide accurate information to meet transfer and degree requirements, it is the student's responsibility to select and register for courses finally needed to meet those requirements. In addition to following the transfer guide, students are advised to personally contact their transfer school to verify specific admissions and course requirements for their major. Southern Union provides academic advisors on all campuses to assist students in planning transfer programs. *Students should consult with academic advisors before registering each term.*

## GENERAL EDUCATION CORE COMPETENCIES

The following competencies are the expected outcomes for graduates of Associate in Science Degree programs at Southern Union State Community College.

1. *READING COMPETENCY*: Graduates will demonstrate the ability to read, understand, and interpret materials at the college level. Graduates will demonstrate their reading competence by meeting the established minimum score on the reading section of the COMPASS, the ACT, or the SAT, or by successfully completing RDG 085 Developmental Reading.
2. *WRITING COMPETENCY*: Graduates will demonstrate the ability to organize and express their thoughts clearly and correctly in writing. Graduates will demonstrate their writing competence by successfully completing ENG 101 English Composition I, or ENG 131 Applied Writing (Associate in Occupational Technologies degree requirement).
3. *MATHEMATICS COMPETENCY*: Graduates will demonstrate the ability to perform basic mathematical calculations required to function in society. Dependent upon the chosen level of mathematics, graduates will be able to conceptualize the primary principles and apply these in the performance of appropriate computations. Graduates will demonstrate the mathematics competency by meeting the established score on the math section of the COMPASS, the ACT, or the SAT, or by successfully completing the appropriate math course required in the specific degree program.
4. *HUMANITIES/FINE ARTS COMPETENCY*: Graduates will demonstrate an understanding and appreciation of creative expression and the cultural pursuits of humanity. Graduates will demonstrate the humanities/fine arts competency by the successful completion of a course in humanities/fine arts.
5. *SOCIAL/BEHAVIORIAL SCIENCE COMPETENCY*: Dependent upon the specific social/behavioral science discipline, graduates will demonstrate the ability to understand and appreciate its unique perspective and utilize a process of social/scientific inquiry in studying its facts, concepts, and theories. Graduates will demonstrate the social/behavioral science competency by the successful completion of a course in social/behavioral sciences.
6. *NATURAL SCIENCE COMPETENCY*: Dependent upon the science discipline, graduates will demonstrate the ability to understand and utilize the process of scientific inquiry in studying the facts, concepts, and theories of the physical and biological worlds. Graduates will demonstrate the natural science competency by the successful completion of a course in natural sciences.

## PROGRAM ABBREVIATIONS AND AWARDS

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

The Associate in Applied Science (A.A.S.) degree is designed for students who wish to prepare for a career and at the same time enjoy the rewards of college general education. These programs may vary in length from 68 to 76 hours. Associate in Applied Science degrees are offered in the following programs:

MST	Business Management and Supervision
CHD	Child Development
CIS	Computer Science
OAD	Office Management
	With options in:   Accounting
	Medical Coding
	Medical Transcription

### II. Occupational Certificate

The Occupational Certificate prepares students for employment in specific occupational fields. A student who completes the requirements of a specific program of 45 to 60 semester hours as outlined in the Catalog is awarded an Occupational Certificate. Occupational Certificates are offered in the following programs:

MST	Business Management and Supervision
CHD	Child Development
CIS	Computer Science
OAD	Office Management
	With options in:   Accounting
	Medical Transcription

### III. Certificate

The (short) certificate requires 26-29 semester hours and may be completed in one year provided prerequisites are met. Depending on the program, general education courses may not be required. Certificates (short) are offered in the following programs:

MST	Business Management and Supervision
CHD	Child Development
CIS	Computer Science/ Applications
CIS	Computer Science/ Programming
OAD	Office Management
OAD	Office Management/ Medical Transcription

### IV. Award of Achievement

The Award of Achievement is an institutional award that denotes proficiency in selected courses of study. No general education courses are required for this award. Awards of Achievement may be earned in the following programs:

CHD	Child Development
OAD	Word Processing

## BUSINESS MANAGEMENT AND SUPERVISION

Business managers are employed in virtually every sector of the economy, working in positions as varied as customer service manager, chief telephone operator, operations manager, and shipping/receiving supervisor. They are responsible for supervising administrative tasks to ensure that their staff can work efficiently. Planning the work of their staff and supervising them is a key function of this job. After allocating work assignments and issuing deadlines, office and administrative support supervisors oversee the work to ensure that it is proceeding on schedule and meets established quality standards. Business managers maintain a departmental budget and operate within the budget parameters. When supervising long-term projects, the supervisor may meet regularly with staff members to discuss and assess their progress toward meeting their objectives.

The AAS program is designed for the professional development of individuals who desire to upgrade their knowledge and skills of business and prepare themselves for supervisory middle management positions. The certificate programs are designed for the professional development of individuals who desire to upgrade their knowledge and skills of management. Students should contact an academic advisor regarding the transferability of specific courses to a four-year institution.

## BUSINESS MANAGEMENT AND SUPERVISION

### Associate in Applied Science (AAS)

<b>First Term</b>	<b>CR</b>
BUS 100 Introduction to Business	3
CIS 130* Introduction to Information Systems	3
ECO 231 Principles of Macroeconomics	3
ENG 101 English Composition I	3
MTH 100 Intermediate College Algebra	3
 <b>Second Term</b>	
BUS 146 Personal Finance	3
CIS 146 Microcomputer Applications	3
ECO 232 Principles of Microeconomics	3
MTH 246 Mathematics of Finance	3
SPH 107 Fundamentals of Public Speaking	3
 <b>Third Term</b>	
BUS 215 Business Communication	3
BUS 241 Principles of Accounting I	3
BUS 275 Principles of Management	3
CIS 196C Commercial S/W Applications--Database	3
 <b>Fourth Term</b>	
BUS 242 Principles of Accounting II	3
BUS 271 Business Statistics I	3
BUS 276 Human Resource Management	3
BUS 285 Principles of Marketing	3
BUS/CIS/OAD Elective	3

<b>Fifth Term</b>		<b>CR</b>
BUS 248	Managerial Accounting	3
BUS 263	Legal & Social Environment of Business	3
BUS 279	Small Business Management	3
CIS 196B	Commercial S/W Applications--Spreadsheets	3
OAD 233	Trends in Office Technology	3

**CREDIT HOUR TOTAL** **75**

**\*Note**

- *Classes may be taken in any semester if prerequisites are met.*
- *CIS 130 may be challenged.*

**BUSINESS MANAGEMENT AND SUPERVISION**  
**Occupational Certificate**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
CIS 130*	Introduction to Information Systems	3
ECO 231	Principles of Macroeconomics	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3

**Second Term**

BUS 146	Personal Finance	3
BUS 241	Principles of Accounting I	3
BUS 275	Principles of Management	3
CIS 146	Microcomputer Applications	3
ECO 232	Principles of Microeconomics	3

**Third Term**

BUS 242	Principles of Accounting II	3
BUS 271	Business Statistics	3
BUS 276	Human Resource Management	3
BUS 285	Principles of Marketing	3
	BUS/CIS/OAD Elective	3

**Fourth Term**

BUS 215	Business Communication	3
BUS 248	Managerial Accounting	3
BUS 263	Legal & Social Environment of Business	3
BUS 279	Small Business Management	3
OAD 233	Trends in Office Technology	3

**CREDIT HOUR TOTAL** **60**

**\*Note**

- *Classes may be taken in any semester if prerequisites are met.*
- *CIS 130 may be challenged.*



## BUSINESS MANAGEMENT AND SUPERVISION Certificate

<b>First Term</b>	<b>CR</b>
BUS 100 Introduction to Business	3
BUS 146 Personal Finance	3
BUS 275 Principles of Management	3
CIS 130* Introduction to Information Systems	3
<b>Second Term</b>	
BUS 215 Business Communication	3
BUS 276 Human Resource Management	3
BUS 279 Small Business Management	3
BUS 285 Principles of Marketing	3
CIS 146 Microcomputer Applications	3
<b>CREDIT HOUR TOTAL</b>	<b>27</b>

***\*Note***

Classes may be taken in any semester if prerequisites are met.  
CIS 130 may be challenged.

## CHILD DEVELOPMENT

The child development program is designed to prepare students for employment in a variety of childcare facilities. It provides those already working with young children an opportunity to upgrade skills and competencies. It also provides professional education and practical experience for those who wish to gain entry into this field.

The AAS program satisfies the mandate of the Head Start Act. The 27-hour program meets the Alabama state minimum standard qualifications for director, program director, and teacher in a licensed childcare center while the occupational certificate exceeds the state minimum standard qualifications for director, program director, and teacher.

## CHILD DEVELOPMENT Associate in Applied Science (AAS)

<b>First Term</b>	<b>CR</b>
CHD 100 Introduction of Early Care and Education of Children	3
CHD 203 Children's Literature and Language Development	3
ENG 101 English Composition	3
PED 105 Personal Fitness	1
PSY 200 General Psychology	3

<b>Second Term</b>		<b>CR</b>
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
MTH 112	Precalculus Algebra <b>or</b>	
MTH 102	Mathematics Applications Lab <b>or</b> higher	3
OAD 101	Beginning Keyboarding	3
SPH 107	Fundamentals of Public Speaking	3
<b>Third Term</b>		
CHD 204	Methods and Materials for Teaching Children	3
CHD 206	Children's Health and Safety	3
CHD 231	Afterschool Programming	3
	Computer Science Elective	3
	P.E. Elective	1
<b>Fourth Term</b>		
CHD 205	Program Planning for Educating Young Children	3
CHD 208	Administration of Child Development Programs	3
CHD 209	Infant and Toddler Education Programs	3
CHD 214	Families & Communities in Early Care & Education Programs	3
	Humanities Elective	3
<b>Fifth Term</b>		
CHD 210	Educating Exceptional Children	3
CHD 215	Supervised Practical Experience in Child Development	3
OAD 217	Office Management	3
	Approved Elective	3
 <b>CREDIT HOUR TOTAL</b>		 <b>68</b>

**\*Note**

*Courses may be taken in any semester if prerequisites are met, with the exception of CHD 215. Advisor approval is required for CHD 215.*

### **CHILD DEVELOPMENT Occupational Certificate**

<b>First Term</b>		<b>CR</b>
CHD 100	Introduction of Early Care and Education of Children	3
CHD 203	Children's Literature and Language Development	3
ENG 101	English Composition	3
OAD 101	Beginning Keyboarding	3

<b>Second Term</b>		<b>CR</b>
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
MTH 112	Precalculus Algebra <b>or</b>	
MTH 102	Mathematics Applications Lab <b>or</b> higher	3
SPH 107	Fundamentals of Public Speaking	3
<b>Third Term</b>		
CHD 204	Methods and Materials for Teaching Children	3
CHD 206	Children's Health and Safety	3
CHD 231	Afterschool Programming	3
<b>Fourth Term</b>		
CHD 205	Program Planning for Educating Young Children	3
CHD 208	Administration of Child Development Programs	3
CHD 209	Infant and Toddler Education Programs	3
CHD 214	Families & Communities in Early Care & Education Programs	3
<b>CREDIT HOUR TOTAL</b>		<b>45</b>

**\*Note**

*Courses may be taken in any semester if prerequisites are met.*

### CHILD DEVELOPMENT Certificate

<b>First Term</b>		<b>CR</b>
CHD 100	Introduction of Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
<b>Second Term</b>		
CHD 204	Methods and Materials for Teaching Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 206	Children's Health and Safety	3
CHD 214	Families & Communities in Early Care & Ed. Programs	3
	Approved Elective	3
<b>CREDIT HOUR TOTAL</b>		<b>27</b>

**\*Note**

*Courses may be taken in any semester if prerequisites are met.*

**CHILD DEVELOPMENT**  
**Award of Achievement**

The following series of courses is required in the Child Development Associate (CDA) Certification for employees already employed within the field of Child Development.

<b>Course</b>		<b>CR</b>
CHD 100	Introduction of Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 204	Methods and Materials for Teaching Children	3
<b>CREDIT HOUR TOTAL</b>		<b>9</b>

**COMPUTER SCIENCE**

This program is designed for the professional development of individuals who desire to upgrade their knowledge and skills of computer science and prepare for employment in computer-related positions as programmers, computer support specialists, or web developers. Students should contact an academic advisor regarding the transferability of specific courses to a four-year institution.

**ASSOCIATE IN APPLIED SCIENCE (AAS)**

<b>First Term</b>		<b>CR</b>
CIS 130*	Introduction to Information Systems	3
CIS 146	Microcomputer Applications	3
CIS 150	Introduction to Computer Logic and programming	3
ENG 101	English Composition I	3
OAD 101*	Beginning Keyboarding	3
<b>Second Term</b>		
CIS 199	Network Communications	3
CIS 207	Introduction to Web Development	3
CIS 251	C Programming	3
MTH 100	Intermediate College Algebra	3
SPH 107	Fundamentals of Public Speaking	3
<b>Third Term</b>		
BUS 241	Principles of Accounting I	3
CIS 208	Intermediate Web Development	3
CIS 252	Advanced C Programming	3
CIS 268	Software Support	3
ECO 231	Principles of Macroeconomics	3

<b>Fourth Term</b>		<b>CR</b>
BUS 215	Business Communication	3
BUS 271	Business Statistics I	3
CIS 212	Visual Basic	3
CIS 255	Java Programming	3
CIS 269	Hardware Support	3

<b>Fifth Term</b>		
CIS 196C	Commercial Software Apps. (Database)	3
CIS 213	Advanced Visual Basic Programming	3
CIS 246	Ethical Hacking	3
CIS 256	Advanced Java Programming	3
CIS 293	Special Topics	1
	Humanities Elective	3

**CREDIT HOUR TOTAL** **76**

**\*Notes**

- Courses may be taken in any semester if prerequisites are met
- CIS 130 and OAD 101 may be challenged
- It is strongly recommended that students with little or no keyboarding or computer skills take OAD 100 before enrolling in OAD 101

**COMPUTER SCIENCE  
Occupational Certificate**

<b>First Term</b>		<b>CR</b>
CIS 130	Introduction to Information Systems	3
CIS 146	Microcomputer Applications	3
CIS 150	Intro to Computer Logic & Programming	3
ENG 101	English Composition	3
OAD 101	Beginning Keyboard	3

<b>Second Term</b>		
CIS 196C	Commercial Software Applications (Database)	3
CIS 199	Network Communications	3
CIS 207	Introduction to Web Development	3
CIS 251	C++ Programming	3
MTH 100	Intermediate College Algebra	3

<b>Third Term</b>		
CIS 208	Intermediate Web Development	3
CIS 212	Visual Basic Programming	3
CIS 252	Advanced C++ Programming	3
CIS 255	Java Programming	3
CIS 268	Software Support	3

<b>Fourth Term</b>		<b>CR</b>
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
CIS 213	Advanced Visual Basic Programming	3
CIS 256	Advanced Java Programming	3
CIS 269	Hardware Support	3
<b>CREDIT HOUR TOTAL</b>		<b>60</b>

**\*Notes**

- *Courses may be taken in any semester if prerequisites are met*
- *CIS 130 and OAD 101 may be challenged*
- *It is strongly recommended that students with little or no keyboarding or computer skills take OAD 100 before enrolling in OAD 101*

### COMPUTER SCIENCE Certificate

<b>First Term</b>		<b>CR</b>
CIS 146	Microcomputer Applications	3
CIS 150	Intro to Computer Logic & Programming	3
CIS 199	Network Communications	3
<b>Second Term</b>		
CIS 207	Introduction to Web Development	3
CIS 212	Visual Basic Programming	3
CIS 269	Hardware Support	3
<b>Third Term</b>		
CIS 251	C++ Programming	3
CIS 255	JAVA Programming	3
CIS 268	Software Support	3
CIS 293	Special Topics	1
<b>CREDIT HOUR TOTAL</b>		<b>28</b>

**\*Note**

- *Courses may be taken in any semester if prerequisites are met.*

### COMPUTER SCIENCE Computer Applications Certificate

This program is designed for students who are seeking employment or to upgrade skills in computer applications.

<b>First Term</b>		<b>CR</b>
CIS 130*	Introduction to Information Systems	3
CIS 146	Microcomputer Applications	3
OAD 101*	Beginning Keyboard	3
OAD 233	Trends in Office Technology	3

<b>Second Term</b>		<b>CR</b>
CIS 196B	Commercial Software Applications/Spreadsheets	3
CIS 196C	Commercial Software Applications/Database	3
CIS 293	Special Topics	1
OAD 103*	Intermediate Keyboarding	3
OAD 125*	Word Processing	3
<b>CREDIT HOUR TOTAL</b>		<b>28</b>

**\*Note**

- Courses may be taken in any semester if prerequisites are met
- CIS 130, OAD 101, and OAD 103 may be challenged
- OAD 125 prerequisites: OAD 101 and OAD 103
- It is strongly recommended that students with little or no keyboarding or computer skills take OAD 100 before enrolling in OAD 101

**COMPUTER SUPPORT SPECIALIST****Certificate**

<b>First Term</b>		<b>CR</b>
CIS 130*	Introduction to Information Systems	3
CIS 146	Microcomputer Applications	3
CIS 150	Intro to Computer Logic & Programming	3
CIS 199	Network Communications	3
<b>Second Term</b>		
CIS 269	Hardware Support	3
INT 101	DC Fundamentals	3
INT 103	AC Fundamentals	3
<b>Third Term</b>		
CIS 251 or	C++Programming	3
CIS 255	JAVA Programming	
CIS 268	Software Support	3
CIS 293	Special Topics	1
<b>CREDIT HOUR TOTAL</b>		<b>28</b>

**\*Note**

- Courses may be taken in any semester if prerequisites are met.
- CIS 130 may be challenged.

**WEB DEVELOPMENT****Certificate**

<b>First Term</b>		<b>CR</b>
CIS 146	Microcomputer Applications	3
CIS 150	Intro to Computer Logic & Programming	3
CIS 207	Introduction to Web Development	3

<b>Second Term</b>		<b>CR</b>
CIS 199	Network Communications	3
CIS 208	Intermediate Web Development	3
CIS 255	Java Programming	3
<b>Third Term</b>		
CIS 209	Advanced Web Development	3
CIS 256	Software Support	3
CIS 268	Advanced Java Programming	3
CIS 293	Special Topics	1
<b>CREDIT HOUR TOTAL</b>		<b>28</b>

**\*Note**

- Courses may be taken in any semester if prerequisites are met.

**OFFICE MANAGEMENT**

This program is designed for the professional development of individuals who desire to upgrade their knowledge and skills of business and prepare themselves for positions in office management. In addition to Office Management, options in accounting, medical coding, and medical transcription are also offered. The certificates are for students who are seeking employment or to upgrade skills in the fields of office management, accounting, or medical transcription. Although some of the courses transfer to four-year institutions, students should contact an academic advisor regarding the transferability of specific courses.

**OFFICE MANAGEMENT**  
**Associate in Applied Science (AAS)**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
CIS 130*	Introduction to Information Systems	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra <b>or</b>	3
MTH 246	Mathematics of Finance	
OAD 101*	Beginning Keyboarding	3
<b>Second Term</b>		
BUS 241	Principles of Accounting I	3
ECO 231	Principles of Macroeconomics	3
OAD 103*	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
SPH 107	Fundamentals of Public Speaking	3



<b>Third Term</b>		<b>CR</b>
BUS 215	Business Communication	3
CIS 196B	Commercial Software Appls. - Spreadsheets	3
OAD 125	Word Processing	3
OAD 201	Legal Terminology <b>or</b>	
OAD 211	Medical Terminology	3
	Humanities Elective	3
<b>Fourth Term</b>		
BUS 263	Legal & Social Environment of Business	3
BUS 275	Principles of Management	3
ECO 232	Principles of Microeconomics	3
OAD 200	Machine Transcription <b>or</b>	3
OAD 202	Legal Transcription <b>or</b>	
OAD 212	Medical Transcription	
	BUS/CIS/OAD Elective	3
<b>Fifth Term</b>		
BUS 276	Human Resource Management	3
CIS 196C	Commercial Software Appls. - Database Design	3
OAD 203	Legal Office Procedures <b>or</b>	3
OAD 214	Medical Office Procedures <b>or</b>	
OAD 218	Office Procedures	
OAD 230	Computerized Desktop Publishing	3
OAD 233	Trends in Office Technology	3
 <b>CREDIT HOUR TOTAL</b>		 <b>75</b>

**\*Notes**

- *CIS 130, OAD 101, and OAD 103 may be challenged.*
- *It is strongly recommended that OAD 203, OAD 214, or OAD 218 be taken during the fifth term.*
- *Classes may be taken in any semester if prerequisites are met.*
- *It is strongly recommended that students with little or no keyboarding or computer skills take OAD 100 before enrolling in OAD 101*

**OFFICE MANAGEMENT - ACCOUNTING OPTION**  
**Associate in Applied Science (AAS)**

<b>First Term</b>	<b>CR</b>
BUS 100 Introduction to Business	3
CIS 130* Introduction to Information Systems	3
ENG 101 English Composition I	3
MTH 100 Intermediate College Algebra <b>or</b>	3
MTH 246 Mathematics of Finance	
OAD 101* Beginning Keyboarding	3
 <b>Second Term</b>	
BUS 241 Principles of Accounting I	3
ECO 231 Principles of Macroeconomics	3
OAD 103* Intermediate Keyboarding	3
OAD 138 Records/Information Management	3
SPH 107 Fundamentals of Public Speaking	3
 <b>Third Term</b>	
BUS 215 Business Communication	3
BUS 242 Principles of Accounting II	3
CIS 196B Commercial Software Appls. - Spreadsheets	3
OAD 125 Word Processing	3
Humanities Elective	3
 <b>Fourth Term</b>	
BUS 248 Managerial Accounting	3
BUS 263 Legal & Social Environment of Business	3
BUS 275 Principles of Management	3
ECO 232 Principles of Microeconomics	3
BUS/CIS/OAD Elective	3
 <b>Fifth Term</b>	
BUS 276 Human Resource Management	3
CIS 196C Commercial Software Appls. - Database Design	3
OAD 203 Legal Office Procedures <b>or</b>	
OAD 214 Medical Office Procedures <b>or</b>	
OAD 218 Office Procedures	3
OAD 233 Trends in Office Technology	3
OAD 230 Computerized Desktop Publishing	3
<b>CREDIT HOUR TOTAL</b>	<b>76</b>

**\*Notes**

- CIS 130, OAD 101, and OAD 103 may be challenged.
- It is strongly recommended that OAD 203, OAD 214, or OAD 218 be taken during the fifth term.
- Classes may be taken in any semester if prerequisites are met.
- It is strongly recommended that students with little or no keyboarding or computer skills take OAD 100 before enrolling in OAD 101

**OFFICE MANAGEMENT - MEDICAL CODING OPTION****Associate in Applied Science (AAS)**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
CIS 130*	Introduction to Information Systems	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra <b>or</b>	3
MTH 246	Mathematics of Finance	
OAD 101*	Beginning Keyboarding	3
<b>Second Term</b>		
BUS 241	Principles of Accounting I	3
ECO 231	Principles of Macroeconomics	3
OAD 103*	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
SPH 107	Fundamentals of Public Speaking	3
<b>Third Term</b>		
BIO 103	Principles of Biology I	4
BUS 215	Business Communication	3
OAD 125*	Word Processing	3
OAD 211	Medical Terminology	3
HIT 130	HIT Classification & Reimbursement	3
<b>Fourth Term</b>		
BIO 201	Human Anatomy & Physiology I	4
HIT 117	Pathology & Pharmacology I for HIT	3
HIT 151	Health Data Content & Structure	3
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Skills Lab I	1
	Humanities Elective	1
<b>Fifth Term</b>		
BIO 202	Human Anatomy & Physiology II	4
HIT 221	HIT Computer Applications	2
HIT 232	Medical Coding Systems II	3
HIT 233	Medical Coding Skills Lab II	1
HIT 283	Medical Coding Preceptorship	2
OAD 217	Office Management	3
<b>CREDIT HOUR TOTAL</b>		<b>76</b>

**\*Notes**

- CIS 130, OAD 101, and OAD 103 may be challenged.
- Classes may be taken in any semester if prerequisites are met.
- It is strongly recommended that students with little or no keyboarding or computer skills take OAD 100 before enrolling in OAD 101

**OFFICE MANAGEMENT - MEDICAL TRANSCRIPTION OPTION**  
**Associate in Applied Science (AAS)**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
CIS 130*	Introduction to Information Systems	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra <b>or</b>	3
MTH 246	Mathematics of Finance	
OAD 101*	Beginning Keyboarding	3
<b>Second Term</b>		
BUS 241	Principles of Accounting I	3
ECO 231	Principles of Macroeconomics	3
OAD 103*	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
SPH 107	Fundamentals of Public Speaking	3
<b>Third Term</b>		
BIO 103	Principles of Biology I	4
CIS 196B	Commercial Software Appls. - Spreadsheets	3
OAD 125	Word Processing	3
OAD 211	Medical Terminology	3
<b>Fourth Term</b>		
BIO 201	Human Anatomy & Physiology I	4
BUS 215	Business Communication	3
HIT 130	HIT Classification and Reimbursement	3
OAD 212	Medical Transcription	3
OAD 217	Office Management	3
<b>Fifth Term</b>		
BIO 202	Human Anatomy & Physiology II	4
CIS 196C	Commercial Software Appls. - Database Design	3
OAD 213	Advanced Medical Transcription	3
OAD 214	Medical Office Procedures	3
OAD 247	Special Projects	3
	Humanities Elective	1
<b>CREDIT HOUR TOTAL</b>		<b>76</b>

**\*Notes**

- *CIS 130, OAD 101, and OAD 103 may be challenged*
- *It is strongly recommended that OAD 203, OAD 214, OAD 218, and OAD 240 be taken during the fifth term.*
- *Classes may be taken in any semester if prerequisites are met.*
- *It is strongly recommended that students with little or no keyboarding or computer skills take OAD 100 before enrolling in OAD 101*

**OFFICE MANAGEMENT  
Occupational Certificate**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
CIS 130*	Introduction to Information Systems	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra <b>or</b>	3
MTH 246	Mathematics of Finance	
OAD 101*	Beginning Keyboarding	3
<b>Second Term</b>		
BUS 241	Principles of Accounting I	3
BUS 275	Principles of Management	3
CIS 196B	Commercial Software Appls. - Spreadsheets	3
OAD 103*	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
<b>Third Term</b>		
BUS 215	Business Communication	3
CIS 196C	Commercial Software Appls. - Database Design	3
OAD 125	Word Processing	3
OAD 201	Legal Terminology <b>or</b>	<b>3</b>
OAD 211	Medical Terminology	
	BUS/CIS/OAD Elective	3
<b>Fourth Term</b>		
BUS 263	Legal & Social Environment of Business	3
OAD 202	Legal Transcription <b>or</b>	
OAD 212	Medical Transcription	3
OAD 203	Legal Office Procedures <b>or</b>	
OAD 214	Medical Office Procedures <b>or</b>	
OAD 218	Office Procedures	3
OAD 230	Computerized Desktop Publishing	3
OAD 233	Trends in Office Technology	3
 <b>CREDIT HOUR TOTAL</b>		 <b>60</b>

**\*Notes**

- CIS 130, OAD 101, and OAD 103 may be challenged
- It is strongly recommended that OAD 203, OAD 214, and OAD 218 be taken during the fourth term.
- Classes may be taken in any semester if prerequisites are met.
- It is strongly recommended that students with little or no keyboarding or computer skills take OAD 100 before enrolling in OAD 101

**OFFICE MANAGEMENT - ACCOUNTING OPTION**  
**Occupational Certificate**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
CIS 130*	Introduction to Information Systems	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra <b>or</b>	3
MTH 246	Mathematics of Finance	
OAD 101*	Beginning Keyboarding	3
<b>Second Term</b>		
BUS 241	Principles of Accounting I	3
BUS 275	Principles of Management	3
CIS 196B	Commercial Software Appls. - Spreadsheets	3
OAD 103*	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
<b>Third Term</b>		
BUS 215	Business Communication	3
BUS 242	Principles of Accounting II	3
CIS 196C	Commercial Software Appls. - Database Design	3
OAD 125	Word Processing	3
	BUS/CIS/OAD Elective	3
<b>Fourth Term</b>		
BUS 248	Managerial Accounting	3
BUS 263	Legal & Social Environment of Business	3
OAD 203	Legal Office Procedures <b>or</b>	
OAD 214	Medical Office Procedures <b>or</b>	
OAD 218	Office Procedures	3
OAD 230	Computerized Desktop Publishing	3
OAD 233	Trends in Office Technology	3
 <b>CREDIT HOUR TOTAL</b>		 <b>60</b>

**\*Notes**

- *CIS 130, OAD 101, and OAD 103 may be challenged*
- *It is strongly recommended that OAD 203, OAD 214, and OAD 218 be taken during the fifth term.*
- *Classes may be taken in any semester if prerequisites are met.*
- *It is strongly recommended that students with little or no keyboarding or computer skills take OAD 100 before enrolling in OAD 101*

**OFFICE MANAGEMENT - MEDICAL TRANSCRIPTION OPTION**  
**Occupational Certificate**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
CIS 130*	Introduction to Information Systems	3
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra <b>or</b>	3
MTH 246	Mathematics of Finance	
OAD 101*	Beginning Keyboarding	3
<b>Second Term</b>		
BIO 103	Principles of Biology I	4
BUS 241	Principles of Accounting I	3
OAD 103*	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
OAD 211	Medical Terminology	3
<b>Third Term</b>		
BIO 201	Human Anatomy & Physiology I	4
HIT 130	HIT Classification and Reimbursement	3
OAD 125	Word Processing	3
OAD 212	Medical Transcription	3
<b>Fourth Term</b>		
BIO 202	Human Anatomy & Physiology II	4
BUS 215	Business Communication	3
OAD 213	Advanced Medical Transcription	3
OAD 214	Medical Office Procedures	3
OAD 247	Special Projects	3
<b>CREDIT HOUR TOTAL</b>		<b>60</b>

**\*Notes**

- *CIS 130, OAD 101, and OAD 103 may be challenged*
- *It is strongly recommended that OAD 214 be taken during the fourth term.*
- *Classes may be taken in any semester if prerequisites are met.*
- *It is strongly recommended that students with little or no keyboarding or computer skills take OAD 100 before enrolling in OAD 101*

## OFFICE MANAGEMENT Certificate

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
BUS 263	Legal & Social Environment of Business	3
<b>Second Term</b>		
BUS 215	Business Communication	3
BUS 242	Principles of Accounting II <b>or</b>	
OAD 217	Office Management	3
CIS 196B	Commercial Software Applications – Spreadsheets	3
<b>Third Term</b>		
OAD 233	Trends in Office Technology <b>or</b>	
OAD 125*	Word Processing	3
BUS 248	Managerial Accounting <b>or</b>	
OAD 138	Records/Information Management	3
	BUS/CIS/OAD Elective	3
 <b>CREDIT HOUR TOTAL</b>		 <b>27</b>

**\*Notes**

- *OAD 125 prerequisites: OAD 101 and OAD 103 (both may be challenged)*
- *Classes may be taken in any semester if prerequisites are met.*





**OFFICE MANAGEMENT**  
**Medical Transcription Certificate**

<b>First Term</b>			<b>CR</b>
BIO	201*	Human Anatomy & Physiology I	4
HIT	117*	Pathology & Pharmacology	3
OAD	211	Medical Terminology	3
OAD	212*	Medical Transcription	3
<b>Second Term</b>			
BIO	202	Human Anatomy & Physiology II	4
HIT	151	Health data Content and Structure	3
OAD	213	Advanced Medical Transcription	3
OAD	214*	Medical Office Procedures	3
OAD	247	Special Projects	3
<b>CREDIT HOUR TOTAL</b>			<b>29</b>

**\*Notes**

- *BIO 201 prerequisite: BIO 103*
- *HIT 117 is an optional course in the OAD AAS and Occupational Certificate Medical Transcription option.*
- *OAD 212 prerequisites: OAD 101 and OAD 103 (OAD 103 may be challenged)*
- *OAD 214 prerequisite: OAD 101*
- *OAD 211, OAD 212, & HIT 117 may be taken concurrently in the Certificate program.*

**WORD PROCESSING**  
**Award of Achievement**

<b>Courses</b>			<b>CR</b>
OAD	101*	Beginning Keyboarding	3
OAD	103*	Intermediate Keyboarding	3
OAD	125*	Word Processing	3
<b>CREDIT HOUR TOTAL</b>			<b>9</b>

**\*Note**

- OAD 101 and 103 may be challenged.*  
*OAD 125 Prerequisites: OAD 101 and OAD 103 (both may be challenged)*

## HEALTH SCIENCES DIVISION

Dr. Linda North, Dean of Health Sciences

The Health Sciences Division offers programs within the departments of Emergency Medical Services, Nursing, Physical Education, Radiologic Technology, Therapeutic Massage and Surgical Technology. Physical Education courses, including health education, first aid, and activity courses, are taught on all three campuses of Southern Union during the mornings, afternoons, and evenings. Practical Nursing and Emergency Medical Technician are taught on the Wadley Campus, while Associate Degree Nursing, Emergency Medical Technology (EMT, AEMT, and Paramedic), Fire Science, Radiologic Technology, Therapeutic Massage and Surgical Technology are taught on the Opelika Campus. The Nursing Assisting program may be offered at Valley, Wadley, or Opelika. The Health Sciences Division offers programs leading to certificates, awards of achievement, occupational certificates, as well as Associate in Applied Science Degrees.

Associate in Applied Science Degree programs are career development programs especially designed for students to prepare for an occupation and at the same time enjoy the rewards of general college education. Certificate programs are also designed for students desiring to prepare themselves for immediate entry into the work force. Certificate programs are of shorter duration than degree programs and require fewer general education courses.

The College's general education courses are transferable to other colleges and universities. The discipline-specific or professional courses in programs of study also may be transferable to a four-year college or university, thus allowing the student to complete a four-year degree in the field with only an additional two years of study at the four-year institution.

The programs in the Health Sciences Division of the College are accredited/approved by:

**Associate Degree Nursing (ADN)** - accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York, NY 10006; telephone (212) 363-5555 extension 153; fax (212) 812-0390; website: [www.nlnac.org](http://www.nlnac.org)) Approved by Alabama State Board of Nursing.

**Emergency Medical Technology** - accredited by the Committee on Accreditation of Educational Programs for EMS Professionals (CoAEMSP) (1248 Harwood Road, Approved by the Alabama Department of Public Health Emergency Medical Services Division Bedford, TX 76021-4244; (817) 283-9403).

**Nursing Assistant** - approved by the Alabama Department of Public Health, Division of Healthcare Facilities.

**Practical Nursing (PN Program)** - approved by the Alabama State Board of Nursing.

**Radiologic Technology Program** - accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300).

**Surgical Technology Program** - accredited by the Commission on Accreditation of Allied Health Education Programs. [www.CAAHEP.org](http://www.CAAHEP.org)

**Therapeutic Massage** - approved by Alabama Board of Massage Therapy. Recognized by Georgia Board of Massage Therapy.

## PROGRAM ABBREVIATIONS AND AWARDS

### I. Associate in Applied Science (AAS)

The Associate in Applied Science Degree requires 72 to 76 credit hours and is designed to be completed in five to six semesters or two years. General education or academic courses comprise 25%-40% of the curriculum while the remaining courses are in the specialty field. The general education courses are delineated in the specific curricula, and they include the minimum hours required in communication; math; natural science; social or behavioral science; and humanities and fine arts. No remedial or developmental courses may be accepted as meeting any associate degree requirements. Associate in Applied Science Degrees include:

EMS	Emergency Medical Technology - Paramedic
NUR	Associate Degree Nursing
RAD	Radiologic Technology
SUR	Surgical Technology

### II. Occupational Certificate

The Occupational Certificate requires completion of a minimum of 30-59 credit hours. General education courses as well as a series of career courses are required to earn the Occupational Certificate. Occupational Certificate programs include:

EMS	Emergency Medical Technology - Paramedic
LPN	Practical Nursing
SUR	Surgical Technology

### III. Short Term Certificate

The general certificate programs are no more than 29 credit hours in length and may be completed in one to three semesters. General education courses may or may not be required depending on the program. Certificate programs include:

EMS	Emergency Medical Technician
EMS	Advanced Emergency Medical Technician
FSC	Fire Science
MRI	Magnetic Resonance Imaging
CT	Computed Tomography
MSG	Therapeutic Massage
NAS/HHA	Nursing Assisting/ Home Health Aide

### IV. Award of Achievement

The Award of Achievement is an institutional award that denotes proficiency in selected courses of study. This award requires the successful completion of a series of technical or career courses but requires no general education courses. Award of Achievement programs include:

EMS	Emergency Services Dispatcher
NAS	Nursing Assisting

### V. Courses only

PED	Physical Education
HED	Health Education

## POLICIES FOR THE HEALTH SCIENCES DIVISION

**In addition to complying with all College policies, students enrolled in programs of study in the Health Sciences Division must have knowledge of and adhere to the following policies.**

### HEALTH

#### Student Clinical Health Requirements

Students accepted into a health science program are required to provide proof of individual health care requirements. Clinical agencies mandate that students provide documentation that they have updated immunizations for communicable diseases such as measles and chicken pox. If the students do not have the current immunizations, they must have blood drawn for a titer to assess immunity. Clinical agencies also require that students complete an annual physical examination and document that they can meet essential functions of the program. Additionally, agencies require proof that criminal background checks and drug screens have been completed and cleared by the agency before a student may begin clinical rotations. Drug screens are completed during the first semester and randomly while the student is in the program. Additional requirements include an annual TB Skin Test and current CPR at the American Heart Association Health Care Provider level. These requirements fulfill contractual obligations for students to be eligible for clinical rotations. Student clinical requirements may change during their tenure in the program depending on the health care agency policies and contractual requirements. Documentation for all clinical requirements must be on file in the Health Sciences building before the student will be cleared to register for health science courses. No exceptions will be made. Students receive directions for completing the clinical documents with their acceptance letter to the individual program or can be found on the Health Sciences section of the website.

#### **Clinical Requirements must be kept current.**

Clinical requirement must be kept **current** throughout the student's tenure in the program. The documentation will be reviewed initially upon entrance to the program and prior to each semester until program completion. Students may not register for classes if the required clinical documents are not up to date. Clinical documents such as TB Skin Test must not expire during the semester.

**NOTE: Clinical requirements are subject to change during the year as required by contractual obligations with clinical agencies.**

#### **Immunizations**

Because of contractual agreements with clinical agencies, the Health Sciences Division must verify that all students have up to date immunizations. Students who do not have documentation of required immunizations must have blood drawn for a titer. The Health Sciences Student Clinical Requirements form provides details to meet requirements. The immunizations required include but are not limited to: chicken pox, MMR x2, Hepatitis B, tetanus with diphtheria, and flu.

## Health Insurance

Students in health sciences programs must demonstrate proof of health insurance. Students without proof of health insurance will not be allowed to register for health science courses or attend clinical.

Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week's absence may be required to provide a physician's statement which verifies:

1. that returning to routine class, lab, and clinical activities does not pose undue risk or harm to the student or others with whom the student will come in contact.
2. compliance with the *Essential Functions* established for the program of study.

## CONFIDENTIALITY/ HIPAA

All patient/client information is confidential. As stated in the ANA Code of Ethics, "The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient," which includes the duty of the nurse to maintain patient confidentiality. Protecting patient confidentiality is now the law. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 came into affect in April 2003. Noncompliance can result in monetary, civil and criminal penalties.

Southern Union State Community College Health Science division takes HIPAA violations very seriously. In order to help preserve patient confidentiality, levels of HIPAA violations have been developed and will be strictly enforced for every student that is enrolled in Health Science courses at Southern Union. This policy consists of 4 levels of violations with repercussions outlined in each level.

**Level 1:** Constitutes an act of negligence.

Examples of a level one violation include but are not limited to:

- leaving patient information unattended
- turning in assignments with a patient's name attached
- sharing passwords with other classmates
- not signing off a computer in the clinical setting
- not password protecting any personal device that is used to record patient information.

The Level 1 violation may result in a student being given a reprimand (STA, Clinical Unsatisfactory, etc.) and counseling by instructor. Level 1 violations carry over to the next semester.

**Level 2:** Repeat violation of a Level 1 incident within the same semester or subsequent semester in the program (does not have to be the same incident).

The Level 2 violation will result in the student receiving a reprimand (STA, Clinical Unsatisfactory, etc.) along with the incident being placed in the student's permanent file. This will result in the student being placed on probation during the rest of their enrollment of a health science program.

repeated HIPAA violation during the student's enrollment will automatically move the

student to a Level 3 violation.

**Level 3:** Intentional violation of HIPAA.

Examples of a Level 3 violation include but are not limited to:

- unauthorized access to patient records
- discussing a patient's information with others who are not involved in the patient's care.

Level 3 violations will result in the student being academically withdrawn from all health science courses that semester. The student will have to go through the application process for possible readmission to the program. This offense will stay in the student's permanent file. If readmitted to a health science program, a repeated violation will automatically move the student to a Level 4 violation. Reinstatement to the program is not guaranteed and will be considered on a space available basis.

**Level 4:** A malicious offense used to cause harm to a person, or used for personal gain.

The Level 4 violation will result in the student being academically withdrawn from all courses with the student having no option of returning to that program or any program of study in the Health Science division.

**\*Note: For more information regarding HIPAA, please visit <http://www.hhs.gov/ocr/privacy/>.**

## ESSENTIAL FUNCTIONS

The following essential functions are required for programs in the Health Sciences Division. Specific examples of the necessary criteria to meet the standards are available for **each program** in the Division. The student (or physician) will be asked to respond on a verification form if the student fully meets the criteria (100%) or is unable to fully meet the criteria (less than 100%). If the student or physician responds less than 100% to any criterion, an explanation and/or additional information will be required. The student may ask for reasonable accommodations; the ADA Coordinator will determine if the accommodations can be met for the particular program. No otherwise qualified individual with a handicap, as the term "handicap" is defined in 29 U.S.C. Section 706(8), shall, solely by reason of his or her handicap, be denied admission or continued progression in a program.

- a. Cognitive and critical thinking activities must be sufficient to make clinical judgments and meet laboratory objectives and requirements.
- b. Interpersonal abilities must be sufficient to interact purposefully and effectively with others.
- c. Communication abilities must be sufficient to convey thoughts in verbal and written form so that they are understood by others.
- d. Physical mobility must be sufficient to fulfill classroom, clinical, and program objectives safely and effectively. Physical disabilities must not pose a threat to the safety of the student, faculty, patients, or other health care workers.
- e. Strength (gross motor skills) and endurance are sufficient to safely fulfill clinical laboratory objectives and requirements.

- f. Fine motor skills and hand/eye coordination must be sufficient to safely fulfill laboratory objectives and requirements.
- g. Auditory ability must be sufficient to communicate effectively with others, to monitor and assess patient status, and to fulfill all laboratory objectives and requirements.
- h. Visual ability must be sufficient to monitor and assess patient status and to fulfill laboratory objectives and requirements. Instruments to enhance or correct vision must be portable, usable in small spaces and in varying levels of light, and must not disrupt care or cause discomfort to patients.
- i. Tactile ability and sense of smell must be sufficient to assess patients and the environment.
- j. Operate a computer for tests and assessments within the programs.

### **LEGAL LIMITATIONS: ELIGIBILITY FOR CLINICAL ROTATIONS, LICENSURE, & EMPLOYMENT**

#### **Criminal Background Checks: Eligibility for Clinical Rotations**

Southern Union is contractually obligated to comply with requirements set forth by agencies used for clinical rotations. Clinical agencies used by the college require that students subject to criminal background checks by an approved agency. “Consent for Release of Information” form must be submitted to authorize the criminal history record check and the release of information to the clinical agency.

Students may have to submit to more than one criminal background check during their educational experience. The cost of the background check is the responsibility of the student. Results are confidential and submitted directly to the clinical agency. Any student denied clinical access by a clinical affiliate will be withdrawn from the program.

#### **Drug Screening**

Students are required to abide by the policies, procedures and rules of behavior of the institutions from which the student obtains clinical laboratory experiences. Students will be required to undergo unannounced drug and alcohol testing prior to clinicals. Students will also be subject to random drug testing and drug or alcohol testing for “cause.” Students who test positive for drugs or alcohol will be withdrawn from the Health Science program.

#### **Legal Limitations for Licensure and Employment**

According to the Nurse Practice Act of Alabama, the Administrative Code of the Alabama Board of Nursing, the Alabama Department of Public Health, Emergency Medical Services Division, the National Registry of Emergency Medical Technicians, the American Registry of Radiologic Technologists, and the Commission on Accreditation of Allied Health Education Programs application for licensure in Alabama or national certification to practice as an Emergency Medical Technician or Paramedic, Licensed Practical Nurse, Registered Nurse, Surgical Technologist and/or Radiographer may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law. Additionally, many health care facilities will not employ a person, even if fully certified and/or licensed, who has been convicted of a felony or who has unfit personal habits including alcohol or drug abuse.

## REGISTRATION REQUIREMENTS

(After admission to a program and prior to registration each semester)

1. Current student malpractice insurance (paid each semester at time of registration).
2. Annual Health Questionnaire and Essential Functions form completed by a physician, physician's assistant or nurse practitioner verifying a state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk/harm to the student or other persons.
3. Ability to meet Essential Functions requirements as specified in the program of study.
4. Negative skin test for TB within the past year;
5. Current immunizations, including Hepatitis B vaccinations. (The first Hepatitis B vaccination is due prior to the first term of registration; the second Hepatitis B vaccination is due one month later; and the third Hepatitis B vaccination is due six months after the first vaccination.) See specific Program Handbook for health requirements guidelines.
6. Documentation of Tetanus immunization within last 10 years.
7. Verification of current CPR certification at the American Heart Association, Health Care Provider (BLS-C).
8. Clear criminal background check conducted by approved agency.
9. Drug screen. (Paid at time of registration. Screening will take place after classes begin.)
10. Verification of health insurance.
11. Seasonal flu vaccine.

**\*Health records must be current during the full term for which the student will be enrolled or the student will not be allowed to register.**

## ADDITIONAL EXPENSES

Students enrolled in health-related programs should anticipate additional expenses such as malpractice insurance, immunizations, uniforms, transportation to clinical sites, lab or clinical supplies, drug testings, course assessments, criminal background checks, and licensure examination fees. Students are required to have health insurance.

*\*Please Note: Clinical sites may be within a 70 mile radius of the Opelika campus.*

## GRADING SYSTEM/EVALUATION

(Excluding Health Education, Physical Education, and Fire Science)

1. **Clinical laboratory performance.** Refer to individual departmental/program requirements printed in the program's Student Handbook and each course syllabus. *Students will be dismissed from clinical and/or a program of study for unethical, immoral, illegal, or unsafe clinical practice.*



2. <b>Theory</b>	A - Excellent	(90 - 100)
	B - Good	(80 - 89)
	C - Average	(75 - 79)
	D - Poor	(60 - 74)
	F - Failure	(below 60)

### CLOCK-HOUR TO CREDIT-HOUR RATIO

**Theory.** One hour of theory instruction under the supervision of an instructor plus an average of two hours of out-of-class study per week. 1:1

**Laboratory.** Two hours of experimental laboratory under the supervision of an instructor plus an average of one hour of out-of-class study per week. 2:1

**PED Activity.** Two hours of physical education class activity/practice under the supervision of an instructor with out-of-class assignments per week. 2:1

**Skills Laboratory/Clinical Practice.** Three hours of skills laboratory or clinical practice under the supervision of an instructor. 3:1

**Preceptorship.** Three hours of clinical experience per week under the supervision of a health care professional who is currently licensed, has expertise in the selected clinical area, and serves as a facilitator of learning. 3:1

### TRANSFER REQUIREMENTS

1. Unconditional admission to the College with clear academic status.
2. Ability to meet and comply with standards and policies in the current *College Catalog* and *Student Handbook*.
3. Successful completion of prerequisite courses and program requirements.
4. Meet grade point average requirements of the particular program.
5. Official transcripts verifying a minimum grade of “C” earned in courses which represent collegiate coursework relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of “native” students.

Transcripts are evaluated on an individual basis for application of program specific credit. Acceptance of transfer students is based on space availability. Verification of knowledge and/or skills may be required. Individual programs may have additional requirements.

### GRADUATION REQUIREMENTS FOR TRANSFER STUDENTS

1. Earn a minimum of 25% of all credits applicable to the degree at Southern Union.
2. Successfully complete an exit examination, if required by the program.
3. Earn total credit hours (including transfer and native) equal to the minimum number of credit hours required in the program at the time the degree is granted.
4. Comply with all formal procedures for graduation in accordance with College policy.

**EMERGENCY MEDICAL TECHNOLOGY**  
**Certificate**  
**Occupational Certificate**  
**Associate in Applied Science Degree**

Students enrolled in the Emergency Medical Technology Program may choose to earn a certificate or to earn the Associate in Applied Science Degree in Emergency Medical Technology. The first semester, a certificate of completion is earned following completion of the EMT Program. Upon successful completion of the EMT Program, the student is eligible to apply to take the National Registry Examination. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as an EMT.

Upon completion of the second semester, a certificate in Advanced Emergency Medical Technology (AEMT) is awarded. Upon successful completion of the AEMT Program, the student is eligible to apply to take the National Registry Examination and apply for licensure to practice in the State of Alabama as an AEMT.

The Paramedic program is three semesters in length and leads to an Occupational Certificate or an Associate in Applied Science Degree. An Occupational Certificate requires the student to successfully complete all paramedic and general education courses in the curriculum, with the exception of PSY 200, SPH 107, and the Humanities elective. To earn an Associate in Applied Science Degree, all paramedic and general education courses in the curriculum must be completed.

Upon successful completion of the Paramedic program, the student is eligible to apply to take the National Registry examination for Paramedics. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as a Paramedic.

The Emergency Medical Services Programs are fully approved by the Alabama Department of Public Health, Emergency Medical Services Division and by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP).

**Admission Requirements**

***\*Note: The admission requirements for the EMT program are subject to change. Please contact Health Sciences Admissions for additional information or visit [www.suscc.edu](http://www.suscc.edu).***

**EMT Level** requires:

1. unconditional admission to the College.
2. admission to Southern Union on clear academic status **or**, 2.0 cumulative GPA at Southern Union with a minimum of 12 semester hours credit completed.
3. transcripts from all postsecondary institutions attended.
4. ASSET, COMPASS, or ACT/SAT scores **or** be eligible for college level English, math and meet the reading requirement of the College.
5. age of 18 years or older within one (1) year of course completion.
6. ability to meet and comply with standards and policies in the current *College Catalog* and *Student Handbook*.
7. application for the Emergency Medical Technology Program.

**AEMT Level** requires:

1. completion of 1-6 as listed for EMT level.
2. current Alabama license as an EMT or successful completion of an EMT course approved by the Alabama State Department of Public Health within the past twelve months. Alabama licensure as an EMT is mandatory prior to attending clinical.
3. application for the Advanced Emergency Medical Technician Program.

**Paramedic Level** requires:

1. completion of 1-4 listed above for Basic level admission requirements.
2. a current Alabama license as an AEMT or successful completion of an AEMT course approved by the Alabama State Department of Public Health within the past twelve months. Alabama licensure as an AEMT is mandatory prior to attending first semester clinical.
3. eligibility for ENG 101 and MTH 100 and satisfaction of college reading requirement.
4. completion of EMP 189, Applied Anatomy and Physiology for the Paramedic or BIO 201, Anatomy and Physiology I with a minimum grade of C. Students applying for admission after fall 2011 should refer to the **new** curriculum for paramedic.
5. ability to meet and comply with standards and policies in the current *College Catalog* and *Student Handbook*.

### **Registration and Clinical Requirements**

Prior to registering for EMS courses each semester, the following health requirements must be complete and on file in the Health Sciences Division.

1. Current student malpractice insurance (paid each semester at time of registration).
2. Annual Health Questionnaire form completed by a physician, physician's assistant or nurse practitioner verifying a state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk/harm to the student or other persons.
3. Ability to meet Essential Functions requirements as specified in the program of study.
4. Negative skin test for TB within the past year.
5. Current immunizations. See EMS Program Handbook for health requirements guidelines.
6. Documentation of Tetanus immunization within last 10 years.
7. Verification of current CPR certification at the American Heart Association, Health Care Provider (BLS-C).
8. Clear criminal background check conducted by approved agency.
9. Drug screen. (Paid at time of registration. Drug screens will be conducted after classes begin.)
10. Verification of health insurance.
11. Flu vaccine.

**\*Health records must be current during the full term for which the student will be enrolled or the student will not be allowed to register.**

### **Progression Requirements**

Progression through the EMS program requires:

1. a 2.0 cumulative GPA.
2. minimum grade of "C" in all required courses.
3. fulfillment of all course prerequisites.
4. completion of ENG 101, MTH 100 or higher math, and EMP 189 or Biology 201 and Biology 202 with a minimum grade of "C" prior to the final semester of the Paramedic level.
8. no more than a 12 month interruption in matriculation through the Paramedic level course sequence.

Students who do not meet progression requirements must withdraw from the program and apply for readmission.

**Students with the following are not eligible for readmission to the program:**

1. Two successful attempts in two difference semesters (a withdrawal is considered an unsuccessful attempt.)

**Students who are not eligible for readmission may apply for admission to the program as a new student and will be required to repeat all EMP courses.**

**Readmission Requirements**

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission requires:

1. a 2.0 cumulative grade point average at Southern Union.
2. no more than one grade of “D” or “F” is earned in a course which has a clinical component (whether the course is the same course or two different courses). If a student withdraws from an EMS course and is not passing the clinical component, the withdrawal will be treated, *for readmission purposes only*, as a course failure (even if the withdrawal is before the official College “last day to withdraw with a ‘W’ date”).
3. ability to meet and comply with standards and policies in the current *College Catalog* and *Student Handbook*.
4. completed readmission form.
5. no more than a 12 month interruption in matriculation through the Paramedic level course sequence.

**EMT CURRICULUM\***

**\*Students applying to program after Fall 2011 should refer to New Curriculum for EMT.**

**Paramedic Certificate General Education Prerequisites**

*The following courses must be completed prior to the final semester:*

			TH	LB	CL	CR
EMP 189*	Applied Anatomy and Physiology for the Paramedic		4	0	0	4
<b>OR</b>						
BIO 201	Human Anatomy and Physiology I		3	2	0	4
<b>AND</b>						
BIO 202	Human Anatomy and Physiology II		3	2	0	4

*The following courses must be completed prior to enrolling in EMP 202:*

ENG 101	English Composition I		3	0	0	3
MTH 100*	Intermediate College Algebra		3	0	0	3

**Paramedic Courses****1st Semester - Summer 2011**

	English/Math/Biology Option					
EMP 191	Paramedic Preparatory		2	0	0	2
EMP 192	Paramedic Operations		2	2	0	3
EMP 199	Cardiovascular Electrophysiology		2	2	0	3
			<b>6</b>	<b>4</b>	<b>0</b>	<b>8</b>

**2nd Semester - Fall 2011**

			<b>TB</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
		English/Math/Biology Option				
EMP	193	Patient Assessment and Management	2	2	0	3
EMP	194	Paramedic General Pharmacology	1	3	0	2
EMP	196	Advanced Trauma Management B	2	2	0	3
EMP	197	Paramedic Clinical Competencies I	0	0	9	3
			<b>5</b>	<b>7</b>	<b>9</b>	<b>11</b>

**3rd Semester - Spring 2012**

EMP	198	Medical Patient Management I	2	2	0	3
EMP	201	Medical Patient Management IIB	2	2	0	3
EMP	202	Paramedic Clinical Competencies II	0	0	9	3
EMP	203	Cardiovascular Patient Management	2	2	0	3
			<b>6</b>	<b>6</b>	<b>9</b>	<b>12</b>

**4th Semester - Summer 2012**

EMP	204	Transition to Paramedic Practice	2	2	0	3
EMP	205	Paramedic Terminal Competencies	1	2	0	2
EMP	206	Paramedic Field Preceptorship	1	0	15	6
EMP	207	Paramedic Team Leader Preceptorship	0	0	3	1
			<b>4</b>	<b>4</b>	<b>18</b>	<b>12</b>

**Additional Courses Required for A.A.S. Degree (From Paramedic Certificate)**

BIO	201	Human Anatomy and Physiology I	3	2		4
BIO	202	Human Anatomy and Physiology II	3	2		4
PSY	200	General Psychology	3	0	0	3
SPH	107	Fundamentals of Public Speaking	3	0	0	3
HUM		Humanities Elective	3	0	0	3
		<b>Additional Hours for A.A.S. Degree</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>17</b>

**Credit Hour Summary**

<b>Program</b>	<b>Certificate</b>	<b>Certificate+ EMT-Basic</b>	<b>A.A.S. Degree</b>
EMT-Basic	10	N/A	N/A
Paramedic	53	63	N/A
(with EMP 189)			
Paramedic	57	67	76
(with BIO 201/202)			

*EMP 189 does not meet the biology requirement for an Associate in Applied Science degree and does not meet requirements for transferability in the Alabama General Studies Education core.*

*MTH 100 does not meet the math requirements for transferability in the Alabama General Studies Education core.*

**EMT CURRICULUM (IMPLEMENTED FALL 2011)****Emergency Medical Technician (EMT)****Emergency Medical Technician (EMT)**

<b>Course Name</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
EMS 118 Emergency Medical Technician	6	3	0	9
EMS 119 Emergency Medical Technician Clinical	0	0	1	1
<b>TOTAL SEMESTER CREDITS</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>10</b>

**Total Clock Hours: 225****Advanced Emergency Medical Technician (AEMT)**

<b>Course Name</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
EMS 155 Advanced Emergency Medical Technician	6	3	0	9
EMS 156 Adv. Emer. Medical Technician Clinical	0	0	2	2
<b>TOTAL SEMESTER CREDITS</b>	<b>6</b>	<b>3</b>	<b>2</b>	<b>10</b>

**Total Clock Hours: 270****Paramedic Certificate General Education Prerequisites***The following course must be completed prior to admission to paramedic program:*

<b>Course Name</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
EMP 189** Applied Anatomy & Physiology for the Paramedic	4	0	0	4
OR				
BIO 201* Human Anatomy & Physiology	3	2	0	4

*The following courses must be completed prior to enrolling in the final semester of the paramedic program:*

BIO 202 Human Anatomy & Physiology II* *(BIO 202 if BIO 201 elected)	6	3	0	9
ENG 101 English Composition I	3	0	0	3
MTH 100* Intermediate College Algebra	3	0	0	3

**1st semester**

<b>Course Name</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
EMS 240 Paramedic Operations	1	1	0	2
EMS 241 Paramedic Cardiology	2	1	0	3
EMS 242 Paramedic Patient Assessment	2	1	0	3
EMS 243 Paramedic Pharmacology	0	1	0	1
EMS 244 Paramedic Clinical	0	0	1	1
<b>Total Credits/Semester</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>10</b>

**Total Clock Hours/Semester: 240**

**2nd semester**

			<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
EMS 245	Paramedic Medical Emergencies		2	1	0	3
EMS 246	Paramedic Trauma Management		2	1	0	3
EMS 247	Paramedic Special Populations		2	1	0	3
EMS 248	Paramedic Clinical II		0	0	3	3
<b>Total Credits/Semester</b>			<b>6</b>	<b>3</b>	<b>3</b>	<b>12</b>
<b>Total Clock Hours/Semester: 315</b>						

**3rd semester**

EMS 253	Paramedic Transition to the Workforce		2	1	0	3
EMS 254	Advanced Competencies for Paramedic		1	1	0	2
EMS 255	Paramedic Field Preceptorship		1	0	5	6
EMS 256	Paramedic Team Leadership		0	0	1	1
<b>Total Credits/Semester</b>			<b>4</b>	<b>2</b>	<b>6</b>	<b>12</b>
<b>Total Clock Hours/Semester: 390</b>						

**TOTAL PARAMEDIC COURSE CREDIT HOURS: 34****TOTAL PARAMEDIC PROGRAM CLOCK HOURS: 945****TOTAL PARAMEDIC CERTIFICATE HOURS (with EMP 189 option): 44**

Additional Courses Required for A.A.S. degree (in addition to Paramedic Certificate)

<b>Course Name</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
BIO 201* Human Anatomy & Physiology I	3	2	0	4
BIO 202 Human Anatomy & Physiology II (if BIO 201 elected)	3	2	0	4
PSY 200 General Psychology	3	0	0	3
SPH 107 Fundamentals of Public Speaking	3	0	0	3
HUM Humanities Elective	3	0	0	3
<b>Additional Hours for A.A.S. Degree</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>17</b>

**Credit Hour Summary**

<b>Program</b>	<b>Certificate</b>	<b>Certificate+EMT and AEMT</b>	<b>A.A.S.</b>
EMT	10	N/A	N/A
AEMT	11	22	N/A
Paramedic	48	69	78
(with BIO 201/202)			

\*BIO 103 Principles of Biology is a prerequisite to BIO 201.

\*\*EMP 189 does not meet the biology requirement for an Associate in Applied Science degree and does not meet requirements for transferability in the Alabama General Education core.



## NURSING PROGRAM POLICIES

*\*Note: Subject to change due to statewide standardization of nursing programs.*

### Admission Requirements

In addition to the general admission requirements for the College, admission to any nursing program requires:

1. unconditional admission to the College.
2. 2.5 cumulative grade point average (GPA) calculated on last 24 semester credit hours of coursework completed at a regionally accredited institution and be on clear academic status.
3. official transcripts from **all** postsecondary institutions attended.
4. eligibility for English 101 and Math 100 (or Math 116 for the practical nursing program) and satisfaction of the College reading requirement.
5. official score on the Test of Essential Academic Skills (TEAS) version V examination. The TEAS score is good for three (3) years. Students may take the test twice within a 3 year period. Students must wait at least 6 weeks between testing dates. See TEAS information at [www.suscc.edu](http://www.suscc.edu) for details.
6. complete application for the specific nursing program.
7. ability to meet and comply with standards and policies in the current *College Catalog* and *Student Handbook*.

Admission to any nursing program is **competitive**, and the number of students admitted is limited by the number of clinical facilities available. After meeting minimal requirements, applicants are rank-ordered for acceptance using a points system based on the ATI TEAS scores and quality points from selected college (or high school courses for students with no prior college coursework) Students who have completed 12 semester credit hours of required academics for nursing at SUSCC are awarded 10 points towards admission. ***Meeting minimal requirements does not guarantee acceptance.***

### Nursing Progression Policies

#### Progression Requirements

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

1. achieve a grade of C or better in all required general education and nursing courses.
2. be accepted by all clinical agencies for clinical experiences.
3. have immunizations/clinical requirements up to date as required by nursing school and clinical agencies.
4. maintain ability to meet essential functions for nursing with or without reasonable accommodations.
5. maintain current CPR at the American Heart Association Health Care Provider level and other required health documents for clinical rotations.

### Readmission/Reinstatement Policy

**Students with withdrawals in a single semester should use the following guidelines:**

1. Students who withdraw from one or more required courses in a single semester **must apply for readmission** to the program.

2. Readmission will depend on classroom and clinical space availability and **is not guaranteed**.
3. Applicants for readmission will be ranked by SUSCC cumulative GPA for available spaces.
4. Applicants who have one or more W's in a single semester will be considered first for available classroom spaces.
5. Students applying for readmission will be required to demonstrate competency in clinical skills.
6. Readmission must occur within one year from the last clinical course or the student must reapply to the program as a new student.
7. Students who have a W in a first semester clinical nursing course must reapply to the program as a new student.

**Students should use the following guidelines if they have:**

1. one or more withdrawals in two different semesters (withdrawals in two separate semesters count as one unsuccessful attempt).
2. been unsuccessful in one or more courses in a single semester.
3. one withdrawal and one unsuccessful attempt in a required course(s) in two different semesters.

*Guidelines:*

1. Students who withdraw from one or more nursing courses in two separate semesters **must apply for reinstatement** to the program.
2. Applicants for reinstatement must have a minimum 2.0 cumulative GPA at SUSCC.
3. Students who are unsuccessful in one or more required courses in one semester must apply for **reinstatement**.
4. **Students may be reinstated one time.**
5. Students applying for reinstatement with a withdrawal in two different semesters or who are unsuccessful in required courses in a single semester will be ranked above those with one withdrawal and one unsuccessful attempt. Ranking will take place using the SUSCC cumulative GPA.
6. Students applying for reinstatement will be required to demonstrate competency in clinical skills.
7. Students who are unsuccessful in NUR 102, NUR 200 or NUR 111 must reapply as a new student to the program. A score of the ATI TEAS (Test of Essential Academic Skills) required as part of the application.

***Note: Students must apply as a new student and repeat all nursing courses if they have:***

1. *withdrawals in two different semesters and an unsuccessful attempt OR*
2. *two unsuccessful attempts in two different semesters*
3. *been unsuccessful in a first semester clinical course.*

**Process for Readmission/Reinstatement**

1. Students should first schedule an appointment with the Health Sciences Advisor and/or Program Director to discuss eligibility for reinstatement.
2. Students must apply for readmission/reinstatement to the nursing program and submit the application by published deadlines. Students who submit reinstatement requests after

the deadline may be considered at next course availability. See program handbook for more detail.

3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Students who have been out of nursing classes for more than one semester must repeat their criminal background check and drug testing
5. Updated immunizations and other health records as required for clinical experiences. Updated immunizations and other health records as required for clinical experiences must be submitted after readmission but before registration.
6. Priority will be given to students who are applying for readmission over those applying for reinstatement.

### **Transfer Policy**

The transfer policy applies only to students admitted to a nursing program at other institutions. Students desiring to transfer must meet minimum admission/progression standards for Southern Union's nursing program.

1. Must possess a grade of C or better in all required general education taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
2. Previous Southern Union students must have a minimum 2.0 at SUSCC.
3. Must be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the Dean/Director of the previous program.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

### **Comprehensive Exams**

Students in the nursing program will be required to take comprehensive examinations at the end of nursing courses within the curriculum. The test results will be part of the course grade and may serve as the course final in selected courses. Students will be charged for these tests. To comply with graduation requirements, students in the nursing program will be required to take a comprehensive program exam in NUR 204 or NUR 109 Transition into Nursing Practice.

## **ASSOCIATE DEGREE NURSING** **Associate in Applied Science Degree**

Upon completion of the Associate Degree Nursing Program (ADN), the student is awarded the Associate in Applied Science Degree. Graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Following successful completion of the examination, the graduate is eligible to practice as a Registered Nurse. The Associate Degree Nursing Program is fully approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission. ADN courses are offered on the Opelika campus. Students are admitted two times per year, fall and spring semesters.

**ADN NURSING CURRICULUM**

<b>First Term</b>	<b>CR</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CT</b>
<i>MTH 100 Intermediate College Algebra or higher</i>	3	3	0	0	3
<i>BIO 201* Human Anatomy &amp; Physiology I</i>	4	3	1	0	5
NUR 102 Fundamentals of Nursing	6	3	2	1	12
NUR 103 Health Assessment	1	0	1	0	3
NUR 104 Introduction to Pharmacology	1	0	1	0	3
	15	9	5	1	26
<b>Second Term</b>					
<i>ENG 101 English Composition I</i>	3	3	0	0	3
<i>BIO 202* Human Anatomy &amp; Physiology II</i>	4	3	1	0	5
NUR 105 Adult Nursing	8	5	1	2	14
NUR 106 Maternal and Child Nursing	5	4	0	1	7
	20	15	2	3	29
<b>Third Term</b>					
<i>PSY 200 General Psychology</i>	3	3	0	0	3
<i>BIO 220 General Microbiology</i>	4	3	1	0	6
NUR 201 Nursing Through the Lifespan I	5	3	0	2	9
	12	9	1	2	18
<b>Fourth Term</b>					
<i>SPH 107 Fundamentals of Public Speaking</i>	3	3	0	0	3
<i>PSY 210 Human Growth and Development</i>	3	3	0	0	3
NUR 202 Nursing Through the Lifespan II	6	3	0	3	17
	12	9	0	3	23
<b>Fifth Term</b>					
<i>Humanities Elective</i>	3	3	0	0	3
NUR 203 Nursing Through the Lifespan III	6	4	0	2	10
NUR 204 Transition Into Nursing Practice (Preceptor 3:1)	4	2	0	2	8
	13	9	0	4	21

**Program Totals:**

<b>Total Credit Hours:</b>	<b>72 Hours</b>
<b>Total Contact Hours:</b>	<b>1740 (116 X 15)</b>
<b>General Education:</b>	<b>30 Hours</b>
<b>Nursing Hours:</b>	<b>42 Hours</b>

**\*Notes**

- *MTH 100 is not included in the Alabama General Studies Education core and does not meet the math requirement for transferability or the core curriculum requirement of public four-year baccalaureate nursing programs in Alabama.*
- *Classes in italics may be taken prior to entering nursing or taken in consecutive nursing semesters.*
- *BIO 103 is a prerequisite for BIO 201 and BIO 220. BIO 201 is a prerequisite for BIO 202.*
- *PSY 200 is a prerequisite for PSY 210.*
- *Students taking an online course for the first time must concurrently enroll in CIS 290C, Online Course Orientation.*

**MOBILITY OPTION for LICENSED PRACTICAL NURSES**  
**Associate in Applied Science Degree**

LPNs may earn the Associate in Applied Science Degree in Nursing in four semesters by successfully completing one term of transition\* courses and the final three semesters of the ADN program. Following graduation from the College, the graduate is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Nurse.

The Associate Degree Nursing Program is fully approved by the Alabama Board of Nursing and accredited by The National League for Nursing Accrediting Commission.

*\*Note: Subject to change due to statewide standardization of nursing programs.*

**Admission Requirements for LPN to ADN Mobility Program**

In addition to the general admission requirements for the College, admission to the LPN to ADN Mobility option requires:

1. applicant meets all nursing program admission requirements.
2. an unencumbered or nonrestricted license as a Practical Nurse in Alabama.
3. completion of prerequisite general education courses with minimum grade of "C."

Courses are:

BIO 201	Human Anatomy & Physiology I
BIO 202	Human Anatomy & Physiology II
ENG101	English Composition I
MTH100	Intermediate College Algebra (or higher)

4. documentation of 500 hours work experience as a LPN.
5. receipt of application for the Mobility Option.

**Track II Option**

\*Licensed Practical Nurses who have completed the standardized statewide practical nurse curriculum from a college inside the Alabama College System within 2 years may apply for the LPN to ADN Track II Option. Students admitted to this program will not be required to take NUR 200 and will enter Semester II of the mobility curriculum. Applicants for this option must meet admission requirements as required for the LPN to ADN mobility program listed above. Qualified applicants are admitted as clinical space permits.

**LPN to ADN MOBILITY CURRICULUM\*\***  
**(See prerequisite listing under Admission Requirements.)**

<b>First Term</b>	<b>CR</b>
NUR 200* Career Mobility*	<u>6</u>
	6
<b>Second Term</b>	
BIO 220* General Microbiology	4
NUR 201 Nursing Through the Lifespan I	5
PSY 200 General Psychology	<u>3</u>
	12

<b>Third Term</b>		<b>CR</b>
NUR 202	Nursing Through the Lifespan II	6
PSY 210	Growth and Development	3
SPH 107	Fundamentals of Public Speaking (or SPH 106)	<u>3</u>
		12
<b>Fourth Term</b>		
NUR 203	Nursing Through the Lifespan III	6
NUR 204	Transition into Nursing Practice	4
HUM	Humanities Elective	<u>3</u>
		13

**Program Totals:****Total Credit Hours: 72 Hours**

(Hours include prerequisite courses and additional credits awarded for completion of NUR 200.)

**\*Notes**

- Fifteen additional credit hours of nursing is awarded following successful completion of required first term courses and a passing score on the comprehensive standardized examination in NUR 200.
- MTH 100 is not included in the Alabama General Studies Education core and does not meet the math requirement for transferability or the core curriculum requirement of public four-year baccalaureate nursing programs in Alabama.

### **PARAMEDIC to ADN MOBILITY Associate in Applied Science Degree**

Paramedics may earn the Associate in Applied Science Degree in Nursing by successfully completing three (3) semesters of nursing courses. Following graduation from the College, the graduate is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Nurse.

The Associate Degree Nursing Program is fully approved by the Alabama Board of Nursing and accredited by The National League for Nursing Accrediting Commission.

**\*Note: Subject to change due to statewide standardization of nursing programs.**

**Admission Requirements for Paramedic to ADN Mobility Program**

In addition to the general admission requirements for the College and the nursing program, admission to the Associate Degree Nursing Mobility program for paramedics requires:

1. applicant meets all nursing program admission requirements.
2. Associate in Applied Science Degree in Paramedic or degree equivalency.
3. an unencumbered or nonrestricted license as a Paramedic in Alabama.
4. completion of prerequisite general education courses with a minimum grade of "C".

Courses are:

BIO 201	Anatomy & Physiology I
BIO 202	Anatomy & Physiology II
BIO 220	General Microbiology

ENG 101	English Composition I
PSY 200	General Psychology
SPH 107	Fundamentals of Public Speaking (or SPH 106)
MTH 100	Intermediate College Algebra or higher level Humanities Elective

- One (1) year work experience as licensed paramedic within the last twenty (20) months.
- Receipt of application for Paramedic to Associate Degree Nursing Program.

After meeting minimal requirement, applications are rank-ordered for acceptance using a points system based on ATI or TEAS scores and quality points from selected college courses. Students who have completed 12 semester credit hours of required academics for nursing at SUSCC are awarded 10 points towards admission.

## PARAMEDIC to ADN MOBILITY CURRICULUM

### Curriculum

(See prerequisite listing under Admission Requirements)

Course #	Course Name	CR.HOURS
<b>Semester I</b>		<b>CR</b>
NUR 111	Paramedic Mobility	12

*Fourteen (14) additional hours of nursing credit are awarded following successful completion of NUR 111 and a score of 75 or higher on the comprehensive standardized examination in NUR 111.*

### Semester II

NUR 202	Nursing Through the Lifespan II	6
<b>PSY 210</b>	<b>Growth and Development</b>	<b>3</b>

### Semester III

<b>HUM</b>	<b>Humanities Elective</b>	<b>3</b>
NUR 203	Nursing Through the Lifespan III	6
NUR 204	Transition Into Nursing Practice	4

*The comprehensive standardized examination is given in NUR 204. See course syllabus for detailed information.*

<b>Total Credit Hours</b>	<b>72</b>
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(Hours include prerequisite courses and additional credits awarded for completion of NUR 111)

### \*Notes

*MTH 100 is not included in the Alabama General Studies Education core and does not meet the math requirements for transferability or the core curriculum requirement of public four-year baccalaureate nursing programs in Alabama.*

## PRACTICAL NURSING Occupational Certificate

Upon completion of the Practical Nursing Program, an Occupational Certificate is awarded, and graduates are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Following successful completion of the examination, the graduate is eligible to practice as a Licensed Practical Nurse. The Practical Nursing Program is fully approved by the Alabama Board of Nursing. Students are admitted once each year, summer term only on the Wadley campus.

*Notes:*

*Students entering the PN program must complete the PN program. Students may not transfer into the ADN program; however, students may apply for admission to the ADN program as a new student.*

**Admission Requirements:**

Applicants must meet general nursing program admission requirements. (See Nursing Program Requirements.)

**Note:**

**Subject to change due to statewide standardization of nursing programs.**

### PRACTICAL NURSING CURRICULUM

<b>First Term</b>		<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
<b>MTH 116</b>	<b>Mathematical Applications</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
	<b>or</b>				
<b>MTH 100</b>	<b>Intermediate College Algebra (or higher)</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>NUR 101</b>	<b>Body Structure &amp; Function**</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>
	<b>or</b>				
<b>BIO 201*</b>	<b>Anatomy and Physiology I**</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
NUR 102	Fundamentals of Nursing	3	2	1	6
NUR 103	Health Assessment	0	1	0	1
NUR 104	Introduction to Pharmacology	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
		<b>10</b>	<b>5</b>	<b>1</b>	<b>15</b>
<b>Second Term</b>					
<b>BIO202*</b>	<b>Human Anatomy &amp; Physiology II (if elected to take BIO 201**)</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
ENG 101	English Composition I	3	0	0	3
NUR 105	Adult Nursing	5	1	2	8
NUR 106	Maternal and Child Nursing	<u>4</u>	<u>0</u>	<u>1</u>	<u>5</u>
		<b>12</b>	<b>1</b>	<b>3</b>	<b>20</b>



**Third Term**

NUR 107	Adult/ Child Nursing	5	0	3	8
NUR 108	Psychosocial Nursing	2	0	1	3
NUR 109	Role Transition	<u>2</u>	<u>1</u>	<u>0</u>	<u>3</u>
		9	1	4	14

**Program Totals:**

**Credit Hours: 45 Hours**  
**Contact Hours: 1095 Hours**

+ PN students must have 24 Contact hours to be considered full-time for financial aid purposes.

+Occupational Certificate Awarded: Eligible to apply to take NCLEX-PN

\* BIO 103 is a prerequisite for BIO 201. BIO 201 is a prerequisite for BIO 202.

\*\* Students who choose to take BIO 201 instead of NUR 101 must also complete BIO 202 before the final term of the program.



## **NURSING ASSISTING/ HOME HEALTH AIDE**

The Nursing Assisting program is designed to prepare men and women as nursing assistants who work under the supervision of physicians, registered nurses, and licensed practical nurses. Preparation to provide basic, personal care for patients/residents in long term care and acute health care settings and physicians' offices is included. Content necessary for a student to become eligible to write the Nursing Assistant Certificate Examination (NACEP) is included and complies with federally mandated OBRA87 guidelines.

Students may choose between two options for Nursing Assisting. The Award of Achievement is a non-collegiate credit training program designed to prepare students to become licensed as a Certified Nursing Assistant (C.N.A.) and enter the workforce within a short period of time. Non-college credit students are not required to meet College admission requirements. The Nursing Assisting/Home Health Aide option earns college credit and students must meet all admission requirements for this program. These programs are offered at various times during the year on the Valley, Opelika, or Wadley campus.

### **Award of Achievement**

The Nursing Assisting Program is fully approved by the Alabama Department of Public Health, Division of Healthcare Facilities.

### **Enrollment Requirements**

1. Application for the Nursing Assisting program.
2. Negative drug screen.
3. Negative T.B. skin test within 1 year.
4. Current immunizations, including but not limited to, Tetanus and Hepatitis B.
5. Ability to meet essential functions.
6. Clear criminal background check.
7. Current CPR certification at the American Heart Association Healthcare Provider level.
8. Flu shot.

Students currently enrolled in high school may enroll in Nursing Assisting courses for non-college credit, but the student must be aware that some employing agencies require employees to be age 18 years or older and have a high school diploma or GED prior to employment.

**COURSE**

NAS 100 Long Term Care Nursing Assistant

Non-Collegiate Credit

**NAS/HHA CERTIFICATION****Admission Requirements**

In addition to the general admission requirement of the College, admission to the Nurse Assistant/Home Health Aide (NAS/HHA) program requires:

1. unconditional admission to the College.
2. 2.0 cumulative grade point average (GPA) calculated on previous coursework and clear academic status at Southern Union.
3. official transcripts from all postsecondary institutions attended.
4. eligibility for English 101 and Math 100 and satisfaction of the College reading requirement.
5. application for the Nurse Assistant/Home Health Aide Program.
6. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
7. ability to meet all health/ clinical requirements as stated in current Nurse Assistant/Home Health Aide Student Handbook.

**NAS/HHA CURRICULUM**

(Courses in bold print may be completed prior to program admission.)

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
NAS/HHA 120	Fundamentals of Nursing Assistant/Home Health Aide	7
NAS/HHA 121	Fundamentals of Nursing Assistant/Home Health Aide (clinical)	3
<b>NAS 130</b>	<b>Basic Electrocardiogram Interpretation</b>	<b>2</b>
<b>HPS 105**</b>	<b>Medical Terminology</b>	<b>3</b>
<b>HPS 110</b>	<b>Introduction to Health Sciences</b>	<b>2</b>
<b>HPS 107</b>	<b>Student Survival Skills</b>	
<b>or</b>	<b>or</b>	
<b>ORI 101</b>	<b>Orientation to College</b>	<b>1</b>
<b>CIS 290C</b>	<b>Orientation to Online Courses</b>	<b>1</b>
<b>Total Credit Hours</b>		<b>19</b>
 <i>Note: The following course is optional:</i>		
<b>NAS/HHA 115</b>	<b>CPR &amp; Basic First Aid</b>	<b>2</b>

## **RADIOLOGIC TECHNOLOGY**

### **Associate in Applied Science Degree**

Upon successful completion of the Radiologic Technology Program, the student is awarded the Associate in Applied Science Degree. Following graduation from the College, the student is eligible to take the National Certification Examination in Radiologic Technology administered by The American Registry of Radiologic Technologists (ARRT). A candidate for certification by the ARRT must meet the ethics, education and examination requirements as described in The American Registry of Radiologic Technologists Rules and Regulations and ARRT Standards of Ethics.\* Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Technologist - Radiography, RT (R).

\* In order to take the ARRT Certification examination, individuals must be of good moral character. Generally, the conviction of a felony or any other offense or misdemeanor, or a felony involving moral depravity, indicates a lack of good moral character for ARRT purposes. For further information, interested applicants may contact the ARRT at (651) 687-0048 or online at [www.arrt.org](http://www.arrt.org).

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, [www.jrcert.org](http://www.jrcert.org).

### **Admission Requirements**

#### **Note:**

#### **Subject to change due to Statewide Standardization of Radiological Technology Programs.**

In addition to the general admission requirements for the College, admission to the Radiography program REQUIRES:

1. unconditional admission to the College.
2. applicants to be at least 18 years of age (Alabama Regulations for Control of Radiation Rule 420-3-03 (6), "Occupational Radiation Dose Limits: States that all occupational workers employing ionizing radiation must be at least 18 years of age.)
3. minimum of 2.5 cumulative GPA for students with previous college work; or minimum of 2.5 high school GPA for students without prior college work (GED acceptable in lieu of high school GPA). Additionally, minimum of 2.0 GPA at Southern Union.
4. official score on Admission Assessment Test (A<sup>2</sup>).
5. applicant to be eligible for placement into English 101, Math 100, and Biology 201.
6. applicant to be in good standing with the college.
7. applicant meets the Essential Functions required for Radiologic Technology Programs.
8. Submission of **application packet** for the Radiologic Technology Program.

Admission to the Radiologic Technology Program is competitive, and the number of students admitted is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**

Students are subject to criminal background checks and random drug testing by an approved agency of the college in order to be eligible for clinical rotations.

### **Progression Requirements**

To progress through and graduate from the Radiologic Technology Program, the student must:

1. progress through the required radiologic technology curriculum in the prescribed sequence.
2. attain a grade of 75% or higher in each required radiologic technology course, and a grade of 70% or higher in all general education courses.
3. maintain ability to meet the Essential Functions for a Radiologic Technology Program with or without reasonable accommodations.
4. students must successfully complete the Program within 33 months from the initial semester of RAD courses.
5. maintain current CPR at the health care provider level as outlined by the Program.
6. maintain current professional American Heart Association liability insurance as outlined by the College.
7. maintain a satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations (or signed waiver), and annual TB testing.
8. abide by the policies, procedures, and rules of behavior of the agencies from which clinical education experiences are obtained (to include drug screening and background checks at the student's expense) and by the prescribed dress code for clinical education.
9. abide by the policies, procedures, and rules of behavior of the Radiologic Technology Program as published in the Program and College Student Handbooks and as specified in other materials provided.
10. follow established guidelines required by the College for maintaining accidental and health insurance.
11. maintain a personal radiation monitoring device and radiographic identification markers as outlined by the Program.
12. read and sign the Student Clinical Rotation Contract as outlined by the College.
13. attain a grade of 75% or higher on each semester comprehensive examination.

*Students who do not meet progression requirements must withdraw from the Radiologic Technology program and apply for readmission.*

### **Readmission Requirements**

Students who interrupt the progression in the Radiologic Technology Program must apply for readmission to the Program. A student who fails to progress during the first semester of the Program must reapply for acceptance as a new student. Students must submit a readmission request no later than midterm of the term prior to a planned reentry. The Program may provide the student a plan for readmission based on clinical availability. The student may be considered for readmission only once. Readmission to the Program also depends upon the availability of clinical space.

Readmission requires:

1. a 2.5 cumulative GPA in all course work and minimum 2.0 grade point average at Southern Union State Community College.
2. that no longer than 33 months elapse from initial admission term to date of graduation.
3. students to prove competency in any previous coursework as prescribed by the Program and successfully complete all RAD course(s) in which a D, W or F were received.
4. ability to meet and comply with standards and policies in the current *College Catalog and Student Handbook*.
5. students who have been dismissed from two (2) clinical facilities are ineligible for readmission.
6. any student dismissed for academic or disciplinary reasons from the College will not be considered for readmission.
7. students meet all progression requirements.

*Readmission is contingent on space availability.*

### **Transfer Requirements**

Receiving advance placement in the Radiologic Technology program requires:

1. unconditional admission to the College with clear academic status.
2. ability to meet and comply with standards and policies in the current *College Catalog and Student Handbook*.
3. minimum cumulative grade point average of 2.5.
4. no longer than 33 months elapse from the initial admission term to date of graduation.
5. official transcripts verifying a minimum grade of “C” earned in courses which represent collegiate coursework relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent for those matriculating students. Alabama College System Standardized Radiologic Technology Curriculum courses will be transferred without review of the course syllabus. Verification of knowledge and/or skills may be required.
6. proof of eligibility to return to previous Radiologic Technology Program in good standing.
7. no more than one (1) semester in which a grade of D or F has been earned in a radiography course.
8. completion of 25% of total required hours for the A.A.S. Degree in Radiologic Technology at institution conferring degree.

### **Pregnancy Policy for the Radiologic Technology**

It is the policy of Southern Union State Community College (SUSCC) to keep individual exposure to ionizing radiation to the absolute minimum, especially during pregnancy. The following procedures are provided to protect both the female student radiographer and SUSCC. Questions or concerns about any policy or procedure regarding pregnancy should be addressed to the Radiation Safety Officer of the Radiologic Technology Program at Southern Union State Community College. Reference material about radiation safety and other related information is available in the Clinical Coordinator’s office.

## Procedure

1. A pregnant female radiologic technology student may voluntarily disclose her pregnancy to the Clinical Coordinator in writing if she so chooses.  
Female student radiographers who become pregnant at any time during their 2-year tenure in the Radiologic Technology Program will be counseled and advised of their rights if pregnancy has been declared.
2. A pregnant student radiographer reserves the right to remain in the program unless it can be determined that unsafe radiation levels are likely to be exceeded.
3. The choice to remain in the program or to be temporarily disenrolled is ultimately up to the student in question.
4. The pregnant student radiographer will be required to sign a statement of understanding regarding the risks involved should she choose to remain in the program. Student must provide a medical release in order to continue clinical education.
5. If the pregnant student radiographer chooses to remain in the program, she will be required to continue to practice all radiation safety and protection techniques. Additionally, she will be required to wear a second radiation detection monitor at the abdomen level beneath the lead apron. The exposure will be recorded as “abdomen dose” and will be monitored monthly for the entire gestation.

## RADIOLOGIC TECHNOLOGY CURRICULUM

*It is highly recommended that students take the classes appearing in italics in the radiologic technology curriculum prior to entering the radiography program.*

<b>First Term Courses</b>		<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
<i>MTH 100</i>	<i>Intermediate College Algebra or higher</i>	3	0	0	3
<i>BIO 201</i>	<i>Human Anatomy &amp; Physiology</i>	3	1	0	4
RAD 111	Introduction to Radiography	2	0	0	2
RAD 112	Radiographic Procedures I	3	1	0	4
RAD 113	Patient Care	1	1	0	2
RAD 114	Clinical Education I	0	0	2	2
		12	3	2	17
<b>Second Term Courses</b>					
<i>BIO 202</i>	<i>Human Anatomy &amp; Physiology II</i>	3	1	0	4
RAD 122	Radiographic Procedures II	3	1	0	4
RAD 125	Imaging Equipment	3	0	0	3
RAD 124	Clinical Education II	0	0	5	5
		9	2	5	16

**Third Term Courses**

ENG 101	<i>English Composition I</i>	3	0	0	3
RAD 135	Exposure Principles	2	1	0	3
RAD 136	Radiation Protection and Biology	2	0	0	2
RAD 134	Clinical Education III	0	0	5	5
		7	1	5	13

**Fourth Term Courses**

ENG 102	<i>English Composition II OR</i>				
SPH 107	<i>Fundamentals of Public Speaking</i>	3	0	0	3
PSY 200	<i>General Psychology</i>	3	0	0	3
RAD 212	Image Evaluation and Pathology	1	1	0	2
RAD 214	Clinical Education IV	0	0	8	8
		7	1	8	16

**Fifth Term Courses**

RAD 227	Review Seminar	2	0	0	2
RAD 224	Clinical Education V	0	0	8	8
	<i>Humanities Elective</i>	3	0	0	3
		5	0	8	13

**TOTAL CREDIT HOURS            75**

## POST-RADIOLOGIC TECHNOLOGY CERTIFICATE

Southern Union State Community College offers two 26 hour certificate programs in computed tomography (CT) and magnetic resonance imaging (MRI). These courses will be web based.

### MAGNETIC RESONANCE IMAGING Post-Primary Medical Imaging Certificate

This program prepares students in the use of strong magnetic fields and radiowaves to obtain cross-sectional anatomical images of the human body to assist in diagnosis or treatment.

Southern Union State Community College offers a two semester certificate program. This program is for credentialed Radiologic Technologists. Upon completion of the program an individual will be registry eligible in magnetic resonance imaging. The program sequence is two (2) semesters. Didactic courses will be online with various clinical sites being used. Students who wish to enroll in an online course for the first time at Southern Union State Community College must also concurrently enroll in CIS290C (online course orientation) unless acceptable documentation is provided to the registrar's office evidencing successful completion of an online course at another college. Acceptable documentation in addition to an official transcript may include an online syllabus, online course description, etc.



## Admission Requirements

Admission to program requires:

1. unconditional admission to Southern Union State Community College.
2. official college transcripts from all previous Postsecondary institutions.
3. application for Medical Imaging Program.
4. documentation of status as a Radiographer who is certified by the American Registry of Radiologic Technologists (ARRT) or who is ARRT registry eligible.

## Clinical Experience Requirements

The following information must be on file before registering for RAD 266, RAD 285, or RAD 265.

1. Obtain current student liability insurance. (\$10.00 a semester paid to the business office.)
2. Complete Health Questionnaire and Essential Functions Form evidencing a state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk/harm to the student or other persons.
3. Be acceptable by clinical agencies for clinical experiences. Students are subject to criminal background checks and random drug testing by an approved agency of the college in order to be eligible for clinical rotations.
4. Submit verification of current CPR certification at the American Heart Association BLS-C level.
5. Proof of the first of three vaccinations for Hepatitis B or sign a waiver. (The second vaccination must be taken one month after the first vaccination and the third is due six months after the first vaccination.)
6. Proof of annual TB skin testing and current immunizations.

According to most certifying organizations, application for certification may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law.

## Magnetic Resonance Imaging (MRI)

Course		Theory	Lab	Clinic	Credit
<b>First Semester</b>					
RAD 250	Advanced Patient Care	4	2	0	5
RAD 251	Cross Sectional Anatomy	3	0	0	3
RAD 284	Physical Principles	5	0	0	5
<b>Second Semester</b>					
RAD 283	MR Imaging Procedures	5	0	0	5
RAD 285	MR Clinical Education	0	0	12	4
RAD 266	Pathology Correlation in CT/MR	4	0	0	4
<b>TOTAL CREDIT HOURS</b>					<b>26</b>

## **COMPUTED TOMOGRAPHY**

### **Post-Primary Medical Imaging Certificate**

This program prepares students in the use of x-ray energy and computer processing techniques to demonstrate sectional anatomic images for interpretation for diagnosis and treatment.

Southern Union State Community College offers a two semester certificate program. This program is for credentialed Radiologic Technologists. Upon completion of the program an individual will be registry eligible in computed tomography. Didactic courses will be taught online with various clinical sites being used. Students who wish to enroll in an online course for the first time at Southern Union State Community College must also concurrently enroll in CIS290C (online course orientation) unless acceptable documentation is provided to the registrar's office evidencing successful completion of an online course at another college. Acceptable documentation in addition to an official transcript may include an online syllabus, online course description, etc.

#### **Admission Requirements**

Admission to program requires:

1. unconditional admission to Southern Union State Community College.
2. official college transcripts from all previous Postsecondary institutions.
3. application for Computed Tomography Program.
4. documentation of status as a Radiographer who is certified by the American Registry of Radiologic Technologists (ARRT) or who is ARRT registry eligible.

#### **Clinical Experience Requirements**

The following information must be on file before registering for RAD 266, RAD 285, or RAD 265.

1. Obtain current student liability insurance. (\$10.00 a semester paid to the business office.)
2. Complete Health Questionnaire and Essential Functions Form evidencing a state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk/harm to the student or other persons.
3. Be acceptable by clinical agencies for clinical experiences. Students are subject to criminal background checks and random drug testing by an approved agency of the college in order to be eligible for clinical rotations.
4. Submit verification of current CPR certification at the American Heart Association BLS-C level.
5. Proof of the first of three vaccinations for Hepatitis B or sign a waiver. (The second vaccination must be taken one month after the first vaccination and the third is due six months after the first vaccination.)
6. Proof of annual TB skin testing and current immunizations.

According to most certifying organizations, application for certification may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law.

### Computed Tomography (CT)

Course		Theory	Lab	Clinic	Credit
<b>First Semester</b>					
RAD 250	Advanced Patient Care	4	2	0	5
RAD 251	Cross Sectional Anatomy	3	0	0	3
RAD 263	CT Imaging Procedures	5	0	0	5
<b>Second Semester</b>					
RAD 264	Physics - Instrumentation & Imaging	5	0	0	5
RAD 265	CT Clinical Education	0	0	12	4
RAD 266	Pathology Correlation in CT/MR	4	0	0	4
<b>TOTAL CREDIT HOURS</b>					<b>26</b>

### SURGICAL TECHNOLOGY Certificate

The Surgical Technology program prepares graduates for entry-level employment in the operating room. The occupational certificate curriculum requires three semesters; an optional semester is offered summer semester for students to gain additional and/or specialty clinical experiences. The Associate Science Degree requires five semesters. Program graduates are required to take the National Certification Exam prior to completion of the program. The Surgical Technologist assists the physician during surgical procedures by ensuring that necessary equipment is properly maintained and immediately available, passing instruments to the surgeon, handling surgical specimens, and maintaining a sterile atmosphere in the operating room. The Surgical Technology program is fully approved by the Commission on Accreditation of Allied Health Education Programs.

The student considering Surgical Technology must be conscientious, orderly, and meticulous with details. In addition, Surgical Technologists must have the emotional stability to work in a fast-paced environment and the ability to handle the demands of surgeons.

#### Admission Requirements

In addition to the general admission requirements for the College, admission to the Surgical Technology program requires:

1. unconditional admission to the College.
2. 2.5 GPA calculated on last 24 semester credit hours of completed coursework *and* clear academic status.
3. official transcripts from all postsecondary institutions attended.
4. application for the Surgical Technologist Program by published deadline.
5. eligibility for English 101 and satisfaction of the College reading requirement.

6. ability to meet and comply with standards and policies in the current *College Catalog* and *Student Handbook*.
7. ability to meet all health/ clinical requirements as stated in current Surgical Technology Student Handbook.

Admission to the Surgical Technology Program is competitive, and the number of students admitted is limited by the number of faculty and clinical facilities available. Applicants are rank-ordered for acceptance using a points system based on grades earned in ENG 101, HPS 105, MTH 100 and SUR 107 (or BIO 201 and 202). Meeting minimal requirements does not guarantee acceptance. Students are admitted once each year, fall term only.

### **Progression Requirements**

Progression through the Surgical Technology program requires:

1. cumulative GPA of 2.0.
2. minimum grade of “C” in all required courses.
3. satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations (or signed waiver), annual TB testing, and ability to meet the *Essential Functions* and annual physical exam requirements.
4. current malpractice insurance.
5. current CPR certification at the American Heart Association, Health Care Provider level.
6. clear drug screen.
7. clear background check

*Students who do not meet progression requirements must withdraw from the Surgical Technology program and apply for readmission.*

### **Readmission Requirements**

Students who interrupt progression through the professional phase of the surgical technology program of study must apply for readmission to the program. Readmission is based on academic eligibility and space availability. Readmission requires:

1. successful completion of a surgical technology course with a lab or clinical component within the past 12 months.
2. proof of competency in any previous coursework as required by the program.
3. cumulative GPA of 2.0 at SUSCC.
4. application for readmission to program.
5. applicant meets all progression requirements.

*Note: Students who have previously completed the certification option are not required to request readmission in order to earn the Associate in Applied Science option.*

## SURGICAL TECHNOLOGY CURRICULUM

### Occupational Certificate (Implement Fall 2011)

<b>1st Semester</b>	<b>CR</b>
<i>BIO 103 General Biology*</i>	4
<i>MTH 100 Intermediate Algebra</i>	3
<i>HPS 105 Medical Terminology</i>	3
<i>SUR 108 Pharmacology for the Surgical Technologist</i>	2
<i>HPS 110 Intro to Health Care</i>	<u>2</u>
	14 hours
<b>2nd Semester</b>	
SUR 101 Introduction to Surgical Technology	3
SUR 102 Applied Surgical Techniques	3
<i>SUR 107 Surgical A&amp;P</i>	4
OR	
<i>BIO 201 Anatomy and Physiology**</i>	4
<i>ENG 101 English Composition I</i>	<u>4</u>
	13 hours
<b>3rd Semester</b>	
SUR 103 Surgical Procedures	5
SUR 105 Surgical Practicum	5
SUR 106 Special Topics in Surgical Technology	1
<i>BIO 202 A&amp;P (if BIO 201 elected)**</i>	<u>4</u>
	11-15 hours
<b>TOTAL PROGRAM</b>	<b>34 hours</b>
<b>Optional Courses</b>	
SUR 204 Surgical Practicum III	4
SUR 205 Surgical Practicum IV	<u>5</u>
	9
<b>TOTAL PROGRAM WITH OPTIONAL COURSES</b>	<b>51 hours</b>

\***BIO 103 is a Prerequisite to BIO 201 (if elected)**

\*\***Students who choose to take BIO 201 instead of SUR 107 must complete BIO 202 before the end of the program.**

\*\*\* *It is highly recommended that students complete courses in italics prior to program admission.*

**Associate in Applied Science Option  
(Implement Fall 2012)**

<b>1st Semester</b>		<b>CR</b>
<i>BIO 103</i>	<i>General Biology*</i>	4
<i>MTH 100</i>	<i>Intermediate Algebra</i>	3
<i>HPS 105</i>	<i>Medical Terminology</i>	3
<i>PSY 200</i>	<i>General Psychology</i>	<u>3</u>
		13
<b>2nd Semester</b>		
<i>BIO 201</i>	<i>Anatomy and Physiology*</i>	4
<i>ENG 101</i>	<i>English Composition I</i>	3
<i>SPH 107</i>	<i>Speech</i>	3
<i>CIS 130</i>	<i>Introduction to Computers</i>	3
	<i>Humanities Elective</i>	<u>3</u>
		16
<b>3rd Semester</b>		
<i>BIO 202</i>	<i>Anatomy &amp; Physiology II*</i>	4
<i>BIO 220</i>	<i>Microbiology*</i>	4
<i>HPS 110</i>	<i>Intro to Health Care</i>	2
<i>ENG 102</i>	<i>English Composition II</i>	
OR		
<i>CHM 104</i>	<i>Intro. to Inorganic Chemistry</i>	<u>3</u>
		13
<b>4th Semester</b>		
<i>SUR 101</i>	<i>Introduction to Surgical Technology</i>	3
<i>SUR 102</i>	<i>Applied Surgical Techniques</i>	3
<i>SUR 108</i>	<i>Pharmacology for the Surgical Technologist</i>	2
<i>PSY 210</i>	<i>Developmental Psychology</i>	<u>3</u>
		11
<b>5th Semester</b>		
<i>SUR 103</i>	<i>Surgical Procedures</i>	5
<i>SUR 105</i>	<i>Surgical Practicum (24 hrs. per week)</i>	5
<i>SUR 106</i>	<i>Special Topics in Surgical Technology</i>	<u>1</u>
		11
<b>TOTAL PROGRAM</b>		<b>64 hours</b>
<b>Optional Courses</b>		
<i>SUR 204</i>	<i>Surgical Practicum III</i>	4
<i>SUR 205</i>	<i>Surgical Practicum IV</i>	<u>5</u>
		9
<b>TOTAL PROGRAM WITH OPTIONAL COURSES</b>		<b>73 hours</b>

\***BIO 103** is a Prerequisite to **BIO 201** and **BIO 220**. **BIO 201** is a prerequisite to **BIO 202**.

\*\**Courses in italics may be taken prior to admission to Surgical Technology program.*

## **THERAPEUTIC MASSAGE Certificate Evening Program**

This program is designed to prepare individuals to work as massage therapists. Licensed massage therapists may be self-employed or employed at health clubs, medical clinics, chiropractor offices, athletic departments, spas, salons, and holistic health centers. Upon successful completion of the program, students may seek licensure to become a Licensed Massage Therapist (LMT).

After successful completion of the Therapeutic Massage Program, the student is eligible to sit for the National Certification Exam with the National Certification Board for Therapeutic Massage and Bodywork, [www.ncbtmb.com](http://www.ncbtmb.com).

Upon passage of the NCBTMB examination, the student is eligible to apply to the Alabama Board of Massage Therapy and/or Georgia Board of Massage Therapy for state licensure.

Alabama website: [www.almtbd.state.al.us](http://www.almtbd.state.al.us)

Georgia website: [www.sos.georgia.gov/plb/massage](http://www.sos.georgia.gov/plb/massage).

### **Admission Requirements**

In addition to the general admission requirements for the college, admission to the Therapeutic massage program requires:

1. unconditional admission to the college on clear academic status.
2. student be minimum of 17 years of age.
3. 2.0 cumulative grade point average (GPA) at Southern Union.
4. application for the Therapeutic Massage Program by published deadline.
5. score of 76 or higher on COMPASS reading examination or satisfaction of the college reading requirement.
6. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
7. ability to meet all health/lab requirements as stated in current Therapeutic Massage Student Handbook.
8. clear criminal background check.
9. current CPR certification at the American Heart Association Healthcare Provider level.

New students are admitted to the Therapeutic Massage Program once each year, fall semester. To apply for admission to the program, applicant must be accepted to Southern Union State Community College, meet the admission criteria and apply to the Therapeutic Massage Program by the published deadline for the semester of admission.

### **Progression Requirements**

Progression through the Therapeutic Massage Program requires:

1. a 2.0 cumulative grade point average (GPA)
2. minimum grade of C in all required courses. If a course consists of theory and lab, both parts must be passed with a minimum grade of C to receive credit for the course.

3. fulfillment of all course prerequisites.
4. satisfactory level of mental and physical health, including annual TB testing and ability to meet the Essential Functions for Therapeutic Massage.
5. current CPR certification at the American Heart Association Healthcare Provider level.
6. current malpractice insurance.
7. clear criminal background check and drug screen.

### **Readmission Requirements**

Students who interrupt progression due to withdrawal or grades of D or F, must apply for readmission to the program. Requests for readmission must be received by the Health Sciences Admission office not later than midterm of the semester before the student wishes to enroll. Readmission to the program is based on space availability and meeting all admission progression requirements. All courses in a term must be successfully completed with a grade of C or higher before progressing to the next semester.

### **Pregnancy Policy for Therapeutic Massage Program**

A female student has the option of whether or not to inform program officials of her pregnancy. If the female student chooses to voluntarily disclose this information, it must be done in writing and include the expected date of delivery. Following written disclosure, the student will be a Declared Pregnant Student. Without this documentation, a student will not be considered pregnant. If the student decides to disclose her pregnancy, she has the option of:

1. continuing the classes, labs, and clinical experiences, provided the student can meet the essential functions of the program, as well as give and receive neuromuscular deep tissue and sports massages and participate in all activities expected of other students in the classes, labs, and clinical experiences. Documentation from the student's physician will be required.
2. taking a leave of absence from the program and later applying for readmission.

## **THERAPEUTIC MASSAGE CURRICULUM**

<b>First Term</b>		<b>CR</b>
MSG 101	Introduction to Therapeutic Massage	2
MSG 102	Therapeutic Massage Lab I	3
MSG 103	Anatomy and Physiology	3
MSG 104	Musculo-Skeletal and Kinesiology	3
ORI 101	Orientation to College	<u>1</u>
		<b>12</b>
<b>Second Term</b>		
MSG 202	Therapeutic Massage Lab II	3
MSG 204	Musculo-Skeletal & Kinesiology II	3
MSG 105	Therapeutic Massage Supervised Clinical I	<u>2</u>
		<b>8</b>



**Third Term**

MSG 203	Pathology	3
MSG 205	Therapeutic Massage Supervised Clinical II	2
MSG 201	Therapeutic Massage for Special Populations	2
MSG 200	Business and Marketing Plans	1
MSG 206	National Certification Exam Review	<u>1</u>
		<b>10</b>
	<b>CREDIT HOUR TOTAL</b>	<b>29</b>



## TECHNICAL DIVISION

Dean of Technology and Workforce Development

The mission of the Technical Division of Southern Union State Community College is to prepare students to enter the workforce immediately upon completion of a program of study. Students may earn degrees and certificates in a wide variety of high-wage, high-skill, high-demand career and occupational programs. The general education courses required in the programs may transfer to other colleges and universities.

The Technical Division awards the Associate in Applied Science degree, the Associate in Occupational Technologies degree, the Occupational Certificate, the (short) Certificate, and the Award of Achievement.

### Associate in Applied Science Degree

The Associate in Applied Science (AAS) degree is designed for students who wish to prepare for a career and at the same time enjoy the rewards of college general education. These programs may vary in length from 68 to 76 semester hours. A minimum of 20 semester hours of general education courses is required for all AAS programs. AAS degrees are offered in the following programs:

DDT	Engineering Graphics and Design
ELT/ILT	Industrial Electricity/Electronics Technology
INT	Manufacturing Technology

### Associate in Occupational Technologies Degree

The Associate in Occupational Technologies degree (AOT) is designed for students whose goals are to gain, maintain, or retrain into high-wage, high-demand technical careers that require multifunctional primary and secondary occupational or technical specialty skills. These programs are 75 to 76 semester hours in length. A minimum of 19 semester hours of general education courses is required for all AOT programs, which are available in the following areas:

ABR	Automotive Collision Repair <i>with a minor in Automotive Mechanics Technology or Industrial Electricity/Electronics Technology, or Machine Shop Technology</i>
ASC	Air Conditioning and Refrigeration <i>with a minor in Business Management and Supervision or Industrial Electricity/Electronics Technology or Machine Shop Technology</i>
AUM	Automotive Mechanics Technology <i>with a minor in Automotive Collision Repair or Industrial Electricity/Electronics Technology or Machine Shop Technology</i>
COS	Cosmetology <i>with a minor in Business Management and Supervision</i>
MSP	Machine Shop Technology <i>with a minor in Engineering Graphics &amp; Design or Welding Technology</i>

WDT	Welding Technology <i>with a minor in Engineering Graphics &amp; Design or Machine Shop Technology</i>
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**NOTE: The above minors are suggested minors for each of the programs. Technically, any Technical program's specified courses can serve as a minor for any other Technical program.**

### Occupational Certificate

Occupational Certificates prepare students for employment in specific occupational fields. A student who completes the requirements of a specific technical or occupational program of 45 to 60 semester hours as outlined in the Catalog is awarded an occupational certificate. A minimum of six semester hours of general education courses is required for the occupational certificate which is available in the following programs:

ABR	Automotive Collision Repair
ASC	Air Conditioning and Refrigeration
AUM	Automotive Technology
COS	Cosmetology
INT	Manufacturing Technology
MSP	Machine Shop Technology
WDT	Welding Technology

### Certificate

The (short) certificate programs in the Technical Division require 26-29 semester hours and may be completed in one year provided prerequisites are met. Depending on the program, general education courses may not be required. Certificates are offered in the following programs:

ABR	Automotive Collision Repair
ASC	Air Conditioning and Refrigeration
AUM	Automotive Mechanics Technology
AUT	Automotive Manufacturing Technology
DDT	Engineering Graphics and Design
ELT/ILT	Industrial Electricity/Electronics Technology
INT	Manufacturing Technology
MSP	Machine Shop Technology
WDT	Welding Technology

In addition to complying with all College policies, students enrolled in programs of study in the Technical Division should have knowledge of and adhere to the following:

### Admissions

Applicants to Technical Division programs should follow the general requirements for admission as presented in the Admissions Information section of this catalog.

### Tech Prep

Tech Prep is a four year planned sequence of study for a technical field which a student may begin in the eleventh year of high school. The sequence extends through two years of

postsecondary occupational/technical education and culminates in a certificate or associate degree. Tech Prep students may articulate a maximum of fifteen credit hours of high school courses to selected technical programs upon specific conditions being met as outlined in the Academic Information section of this Catalog.

### **Dual Enrollment/Dual Credit for High School Students**

Dual Enrollment is designed for students who wish to receive both high school and college credit while still in high school and is available for all technical programs. Information is presented in the admission section of this catalog.

### **Orientation**

ORI 101, Orientation to College, is required for all students who have never attended college.

### **Workplace Skills**

WKO 107, Workplace Skills Preparation, is required for all students that enroll in Automotive Mechanics Technology, Automotive Collision Repair, Engineering Graphics and Design, Air Conditioning and Refrigeration, Industrial Electricity/Electronics, Manufacturing Technology, Machine Shop Technology, and Welding. Students in WKO107 will take the WorkKeys assessments for the Alabama Career Readiness Certificate.

### **Training for Existing Business and Industry**

The College is committed to providing customized training services to meet the needs of area employers. Training for business and industry is provided as requested in all technical division programs. Classes may be held on campus or on job sites. Training programs vary in length and are industry specific.

### **Live Work Policy**

Live work will be conducted when the training program requires such projects for the acquisition of occupational skills leading to employment. Such work may be done either in school or on a job location and includes service, repair, or production jobs. All live work performed must be approved by the Dean of Technology.

To qualify for work to be done at Southern Union State Community College, one must be categorized as a student or employee of the College, a charitable organization, a tax supported program or institution, or a public employee. Live work may occasionally be conducted for individuals or organizations other than those listed provided State Board of Education policy is followed. The total charge for live work will be cost plus 20 percent.

### **Program Costs**

The following programs require the purchase of supplies and/or tools in addition to the cost of tuition, fees, and textbooks.

- Air Conditioning and Refrigeration
- Automotive Collision Repair
- Automotive Mechanics Technology
- Automotive Manufacturing Technology
- Cosmetology

Engineering Graphics and Design  
 Industrial Electricity/Electronics  
 Machine Shop Technology  
 Manufacturing Technology  
 Welding

### Student Insurance

Students enrolled in the following Technical Division programs are required to purchase accident/liability insurance through the College.

Air Conditioning and Refrigeration  
 Automotive Collision Repair  
 Automotive Mechanics Technology  
 Automotive Manufacturing Technology  
 Industrial Electricity/Electronics  
 Machine Shop Technology  
 Manufacturing Technology  
 Welding

### AUTOMOTIVE COLLISION REPAIR

*with a Minor in Automotive Mechanics Technology, Industrial Electricity/Electronics Technology, Or Machine Shop Technology*

Collision Repair Technicians straighten bent and collision-damaged unibody and non-unibody structures, replace component parts, remove dents, replace damaged parts that are beyond repair, mix and match paints, refinish and restore vehicles' structural integrity.

The Associate in Occupational Technologies degree is designed for individuals seeking employment in the automotive collision repair field as technicians. This program also helps prepare students for ASE certification. The one-year certificate program is designed for students seeking early entry into the automotive collision repair field as technicians' assistants.

<b>First Term</b>		<b>Cert.</b>	<b>Occ. Cert.</b>	<b>AOT</b>
ABR 111	Non-Structural Repair	3	3	3
ABR 114	Non-Structural Panel Replacement	3	3	3
ABR 156	Automotive Cutting and Welding	3	3	3
ABR 255	Steering and Suspension	3	3	3
MTH 102	Mathematics Applications Lab <b>or</b> higher		3	3
<b>Second Term</b>				
ABR 154	Automotive Glass and Trim	3	3	3
ABR 157	Automotive Plastic Repair	3	3	3
ABR 213	Automotive Structural Analysis	3	3	3
ABR 214	Automotive Structural Repair	3	3	3
ENG 101	English Composition <b>or</b>			
ENG 131	Applied Writing		3	3
	Approved Elective	2		

<b>Third Term</b>		<b>Cert.</b>	<b>Occ. Cert.</b>	<b>AOT</b>
ABR 122	Surface Preparation		3	3
ABR 123	Paint Application and Equipment		3	3
ABR 151	Safety and Environmental Practices		3	3
ABR 265	Paint Defects and Final Repairs		3	3
	Computer Science Elective			3
<b>Fourth Term</b>				
ABR 223	Automotive Mechanical Components		3	3
ABR 224	Automotive Electrical Components		3	3
ABR 258*	Heating and A/C in Collision Repair		3	
ABR 266	Aluminum Welding in Collision Repair		3	3
OAD 101*	Beginning Keyboarding			3
SPH 107	Fundamentals of Public Speaking			3
<b>Fifth Term</b>				
	Humanities Elective			1
	Social/Behavioral Science Elective			3
<b>AND</b>				
AUM 101	Fundamentals of Automotive Technology			3
AUM 110	Electrical and Electronic Systems I			3
AUM 124	Engine Repair I			3
AUM 239	Engine Performance I			3
<b>OR</b>				
ELT 106	AC Principles of Electricity II			3
ELT 107	DC Principles of Electricity II			3
ILT 160	DC Fundamentals			3
ILT 161	AC Fundamentals			3
<b>CREDIT HOUR TOTAL</b>		<b>26</b>	<b>54</b>	<b>76</b>

**\*Notes**

- *ABR 258 is optional for AOT*
- *OAD 101 may be challenged*
- *Students must register for WKO107 during the last term in which they are enrolled in technical classes.*

**AUTOMOTIVE MECHANICS TECHNOLOGY**  
*with a Minor in Automotive Collision Repair, Industrial  
Electricity/Electronics Technology, or Machine Shop Technology*

Automotive mechanics repair and service automobiles and light duty trucks, such as vans and pickup trucks, with gasoline and diesel engines. They may use electronic diagnostic testing equipment (engine analyzers) to locate problems. When problems are found, they make adjustments or repairs and replace parts beyond repair.

The AOT degree is designed to prepare individuals for employment in the automotive service industry as automotive technicians, service advisors, parts salespersons, or automobile specialists. This program also helps prepare students for ASE certification.

The one-year certificate program is designed to prepare individuals to enter the automotive service industry as automobile technicians' assistants or parts assistants.

<b>First Term</b>	<b>Cert.</b>	<b>Occ. Cert.</b>	<b>AOT</b>
AUM 101    Fundamentals of Automotive Technology	3	3	3
AUM 110    Electrical and Electronic Systems I	3	3	3
AUM 124    Automotive Engines	3	3	3
AUM 239    Engine Performance I	3	3	3
MTH 102    Mathematics Applications Lab <b>or</b> higher		3	3
 <b>Second Term</b>			
AUM 121    Braking Systems	3	3	3
AUM 122    Steering and Suspension	3	3	3
AUM 181    Special Topics	1	1	1
AUM 220    Advanced Automotive Engines	3	3	3
ENG 101    English Composition I <b>or</b>			
ENG 131    Applied Writing		3	3
Approved Elective	2		
 <b>Third Term</b>			
AUM 130    Drive Train and Axles		3	3
AUM 224    Manual Transmissions and Transaxle		3	3
AUM 230    Automatic Transmission and Transaxle		3	3
AUM 281*    Special Topics		3	
OAD 101*    Beginning Keyboarding			3
SPH 107    Fundamentals of Public Speaking			3
 <b>Fourth Term</b>			
AUM 162    Electrical and Electronic Systems		3	3
AUM 133    Motor Vehicle Air Conditioning		3	3
AUM 244    Engine Performance and Diagnostics		3	3
AUM 246    Automotive Emissions		3	3
Computer Science Elective			3

<b>Fifth Term</b>		<b>Cert.</b>	<b>Occ. Cert.</b>	<b>AOT</b>
	Humanities Elective			1
	Social/Behavioral Science Elective			3
<b>AND</b>				
ABR 111	Non-Structural Repair			3
ABR 114	Non-Structural Panel Replacement			3
ABR 156	Automotive Cutting and Welding			3
ABR 255	Steering and Suspension			3
<b>OR</b>				
ELT 106	AC Principles of Electricity II			3
ELT 107	DC Principles of Electricity II			3
ILT 160	DC Fundamentals			3
ILT 161	AC Fundamentals			3
<b>CREDIT HOUR TOTAL</b>		<b>26</b>	<b>53</b>	<b>75</b>

**\*Notes**

- *AUM 281 is optional for AOT*
- *OAD 101 may be challenged*
- *Students must register for WKO107 during the last term in which they are enrolled in technical classes.*

**COSMETOLOGY***with Minor in Business Management and Supervision*

Cosmetologists are trained to perform special services for their customers to help them look as attractive as possible. They help select hairstyles to compliment the individual. They shampoo, cut, and style hair.; they straighten or permanent wave hair to keep the style in shape. They may also lighten or darken the color of the hair, clean and style wigs and hair pieces, provide facial and scalp treatment, and manicures.

This program is designed for the development of skills and related knowledge in hair styling, nail care, chemical services, and skin care.

<b>First Term</b>		<b>Occ. Cert.</b>	<b>AOT</b>
COS 111	Introduction to Cosmetology	3	3
COS 112	Introduction to Cosmetology Lab	3	3
COS 125	Career and personal Development	3	3
COS 143	Specialty Hair Preparation Techniques	3	3
MTH 102	Mathematics Applications Lab <b>or</b> higher	3	3

**Second Term**

COS 113	Theory of Chemical Services	3	3
COS 114	Chemical Services Lab	3	3
COS 115	Hair Coloring Theory	3	3
COS 116	Hair Coloring Lab	3	3
ENG 131	Applied Writing <b>or</b>		
ENG 101	English Composition	3	3



<b>Third Term</b>		<b>Occ. Cert.</b>	<b>AOT</b>
COS 117	Basic Spa Techniques	3	3
COS 118	Basic Spa Techniques Lab	3	3
COS 144	Hair Shaping and Design	3	3
COS 145	Hair Shaping Lab	3	3
OAD 101*	Beginning Keyboarding	3	3
<b>Fourth Term</b>			
COS 161*	Special Topics of Cosmetology	1	
COS 123	Cosmetology Salon Practices Lab	3	3
COS 167	State Board Review	3	3
COS 182	Special Topics	3	3
	Computer Science Elective		3
SPH 107	Fundamentals of Public Speaking		3
<b>Fifth Term</b>			
	Social/Behavioral Science Elective		3
	Humanities Elective		1
	<b>AND</b>		
BUS 100	Introduction to Business		3
BUS 215	Business Communication		3
BUS 263	Legal and Social Environment of Business <b>or</b>		
BUS 285	Principles of Marketing		3
BUS 279	Small Business Management		3
<b>CREDIT HOUR TOTAL</b>		<b>55</b>	<b>76</b>

**\*Notes: (applicable to both day and evening programs)**

- *COS 161 is optional in AOT*
- *OAD 101 may be challenged*
- *A minimum grade of "C" in the Cosmetology courses is required for a student to enroll in Cosmetology courses for the next term and for graduation.*
- *Students may not switch between day and evening programs except at the beginning of a term and on a space available basis.*
- *TB Skin Test required for participation in Cosmetology program.*
- *Students that withdraw from the Cosmetology program must re-enter within a period of 12 months or start over with first term Cosmetology courses.*

## ENGINEERING GRAPHICS AND DESIGN

Drafters prepare detailed drawings based on rough sketches, specifications, and calculations made by scientists, engineers, architects, and designers. Final drawings contain a detailed view of an object from all sides, specifications for materials, procedures to follow, and other information needed to carry out the job. Drafters might use a traditional method of drawing boards, compasses, protractors and other devices or they may use Computer-Aided Drafting (CAD) systems, which allow more variation and freedom from routine work.

This program is designed for the professional development of individuals who desire to upgrade their knowledge and skills in drafting and design and prepare themselves for employment in such fields as architecture and engineering.

<b>First Term</b>		<b>Cert.*</b>	<b>AAS</b>
DDT 104	Basic Computer Aided Drafting	3	3
DDT 111	Fundamentals of Drafting and Design Technology	3	3
DDT 124	Basic Technical Drawing	3	3
DDT 128	Intermediate Technical Drawing	3	3
MTH 100	Intermediate College Algebra <b>or</b> higher		3
<b>Second Term</b>			
DDT 122	Advanced Technical Drawing	3	3
DDT 125	Surface Development	3	3
DDT 131	Basic Machine Drafting	3	3
DDT 214	Pipe Drafting	4	4
MTH 112	Pre-Calculus Algebra <b>or</b> higher		3
	Approved Elective	1	
<b>Third Term</b>			
DDT 127	Intermediate Computer Aided Drafting and Design		3
DDT 132	Basic Architectural Drafting		3
DDT 150	Theory of Residential Drawing and Design		3
DDT 217	Building Codes, Ordinances, Zoning Restrictions and the ADA		3
DDT 231	Advanced CAD		3
<b>Fourth Term</b>			
DDT 212	Intermediate Architectural Drafting		3
DDT 213	Civil Drafting, Plat Maps <b>OR</b>		
DDT 271	CO-OP Elexctive		3
DDT 222	Advanced Architectural Drafting		3
DDT 225	Structural Steel Drafting		3
CIS 146	Microcomputer Applications		3

<b>Fifth Term</b>		<b>Cert.*</b>	<b>AAS</b>
ENG 101	English Composition		3
	Humanities Elective		3
	Social/Behavioral Science Elective		3
SPH 107	Fundamentals of Public Speaking		3
<b>CREDIT HOUR TOTAL</b>		<b>26</b>	<b>73</b>

**\*Note**

- *Courses may be taken in any semester if prerequisites are met.*
- *Students must register for WKO107 during the last term in which they are enrolled in technical classes.*

**AIR CONDITIONING AND REFRIGERATION**

*with a Minor in Business Management and Supervision,  
Industrial Electricity/Electronics Technology, or Machine Shop Technology*

Air-conditioning/refrigeration/heating technicians install, maintain, diagnose, and correct problems in air-conditioning/refrigeration/heating equipment. Heating equipment technicians install oil, gas, electric, and multi-fuel systems. They also install fuel and water supply lines, air ducts and vents, pumps and other parts. They are responsible for following blueprints and electrical wiring diagrams to install motors, compressors, condensers, evaporators, and other parts. They connect all of this to duct work, refrigerant lines, and a power source.

The AOT program prepares the student for employment in planning, installing, and servicing heating, air conditioning, and refrigeration equipment in residential and commercial establishments. The program content helps prepare students for certification by ACCA and/or RSES.

<b>First Term</b>		<b>Cert.</b>	<b>Occ.Cert.</b>	<b>AOT</b>
ASC 111	Refrigeration Principles	3	3	3
ASC 121	Principles of Electricity for HVAC	3	3	3
ASC 122	HVACR Electrical Circuits	3	3	3
ASC 123	HVACR Electrical Components	3	3	3
MTH 102	Mathematics Applications Lab <b>or</b> higher		3	3
<b>Second Term</b>				
ASC 112	HVACR Service Procedures	3	3	3
ASC 113	Refrigeration Piping Practices	3	3	3
ASC 132	Residential Air Conditioning	3	3	3
ASC 143	Refrigeration Transition & Recovery	3	3	3
CIS 130*	Introduction to Information Systems			3
	Approved Elective	2		

<b>Third Term</b>		<b>Cert.</b>	<b>Occ.Cert.</b>	<b>AOT</b>
ASC 133	Domestic Refrigeration		3	3
ASC 134	Ice Machines		3	3
ASC 181*	Special Topics		3	
ASC 210	Troubleshooting HVACR Systems		3	3
ENG 101	English Composition I <b>or</b>			
ENG 131	Applied Writing		3	3
	Computer Science Elective			3
<b>Fourth Term</b>				
ASC 119	Fundamentals of Gas Heating Systems <b>OR</b>			
ASC 192	HVAC Apprenticeship/ Internship		3	3
ASC 120	Fundamentals of Electric Heating Systems		3	3
ASC 148	Heat Pump Systems I		3	3
ASC 149	Heat Pump Systems II		3	3
SPH 107	Fundamentals of Public Speaking			3
<b>Fifth Term</b>				
	Humanities Elective			1
	Social/Behavioral Science Elective			3
<b>AND</b>				
BUS 100	Introduction to Business			3
BUS 215	Business Communication			3
BUS 263	Legal and Social Environment of Business <b>or</b>			
BUS 285	Principles of Marketing			3
BUS 279	Small Business Management			3
<b>OR</b>				
ILT 117	Principles of Construction Wiring			3
ILT 118	Construction Wiring NEC			3
ILT 166	Motors and Transformers I			3
ILT 167	AC/DC Machinery and Controls I			3
<b>OR</b>				
MSP 101	Basic Machining Technology			5
MSP 104	Basic Machining Calculations			2
MSP 121	Basic Blueprint Reading			2
MSP 181	Special Topics in Machine Shop Technology			3
<b>CREDIT HOUR TOTAL</b>		<b>26</b>	<b>54</b>	<b>76</b>

**\*Notes**

- *ASC 181 is optional for AOT*
- *CIS 130 may be challenged*
- *Students must register for WKO107 during the last term in which they are enrolled in technical classes.*

**INDUSTRIAL ELECTRICITY/ELECTRONICS TECHNOLOGY**

The AAS program is designed to prepare students for careers in Industrial Electricity or Industrial Electronics. The electrical component includes instruction in installation and maintenance of wiring, motors, transformers, and industrial controls. The electronics component includes instruction in testing, installing, repairing, and adjusting electronic devices as found in commercial and industrial establishments. The program content will help prepare students for Certified Electronics Technician (CET) certification and Alabama Electrical Contractors (AEC) licensing.

<b>First Term</b>		<b>Cert.</b>	<b>AAS</b>
ELT 106	AC Principles of Electricity II	3	3
ELT 107	DC Principles of Electricity II	3	3
ILT 160	DC Fundamentals	3	3
ILT 161	AC Fundamentals	3	3
MTH 100	Intermediate College Algebra <b>or</b> higher		3
<b>Second Term</b>			
ILT 117	Principles of Construction Wiring	3	3
ILT 118	Construction Wiring NEC	3	3
ILT 166	Motors and Transformers I	3	3
ILT 167	AC/DC Machinery and Controls I	3	3
CIS 146	Microcomputer Applications		3
	Approved Elective	2	
<b>Third Term</b>			
ILT 162	Solid State Fundamentals		3
ILT 163	Digital Fundamentals		3
ILT 165	Industrial Electronics Controls I		3
ILT 198	Electronic Circuits I		3
ENG 101	English Composition I		3
<b>Fourth Term</b>			
ILT 169	Hydraulics/Pneumatics		3
ILT 194	Introduction to Programmable Logic Controllers		3
ILT 209	Motor Controls I		3
ILT 211	Troubleshooting Techniques		3
PHS 112	Physical Science II		4
<b>Fifth Term</b>			
ILT 164	Circuit Fabrication I		1
ILT 251	R.F. Communications <b>OR</b>		
ILT 192	CO-OP in MSP		3
ILT 252	Digital Communications		3
SPH 107	Fundamentals of Public Speaking		3
	Social/Behavioral Science Elective		3
	Humanities Elective		1
<b>CREDIT HOUR TOTAL</b>		<b>26</b>	<b>75</b>

**Note:** Students must register for WKO107 during the last term in which they are enrolled in technical classes.

**Industrial Electricity/Electronics**  
**ROBOTICS AND AUTOMATED CONTROLS**  
**Short Certificate**

This certificate is designed to provide skills in robotics, PLC's, and automated assembly systems. Students that earn this Certificate will have in-depth knowledge of FANUC robotics, Alana Bradley PLC's, and the integration of both through an automated work cell. They will also gain the skills needed to repair computer hardware and set up computer networks. Students will have the knowledge required to work as technicians in manufacturing facilities that use robotics and extensive automation.

<b>First Term</b>			<b>CR</b>
INT	101	AC Fundamentals	3
INT	103	DC Fundamentals	3
CIS	269	Hardware Support	3
 <b>Second Term</b>			
ILT	194	Introduction to Programmable Logic Controllers	3
ILT	209	Motor Controls I	3
ILT	216	Industrial Robotics	3
ILT	217	Industrial Robotics Lab	2
 <b>Third Term</b>			
CIS	199	Network Communications	3
INT	288	Advanced Principles of Programmable Controllers	3
ILT	148	Automatic Controls System	3
<b>Total Credit Hours</b>			<b>29</b>

**Notes:**

*Students must register for WKO107 during the last term in which they are enrolled in technical courses.*

**MANUFACTURING TECHNOLOGY**  
**Associate in Applied Science**

The manufacturing technology specialist, also known as an industrial maintenance technician, is a multi-craft technician trained to diagnose and repair a variety of problems occurring with electric, hydraulic, pneumatic, mechanical power transmission, welding, pumps, and heating and cooling systems. Students will become competent in using hand and power tools; reading and interpreting blueprints and technical manuals; using precision instruments; and rigging and pipe fitting.

This program is designed to prepare individuals to perform diagnostic, repair, and maintenance functions on industrial production equipment.

<b>First Term</b>			<b>CR</b>
INT	101	DC Fundamentals	3
INT	103	AC Fundamentals	3
INT	158	Industrial Wiring I	3
MTH	100	Intermediate College Algebra or higher	3
<b>Second Term</b>			
INT	206	Industrial Motors I	3
INT	211	Industrial Motors II	3
ILT	118	Construction Wiring NEC	3
CIS	146	Microcomputer Applications	3
SPH	107	Fundamentals of Public Speaking	3
<b>Third Term</b>			
INT	117	Principles of Industrial Mechanics	3
INT	119	Principles of Mechanical Measurement and Technical Drawing	3
INT	126	Preventive Maintenance	3
INT	129	Industrial Safety and Maintenance Techniques	3
ENG	101	English Composition	3
<b>Fourth Term</b>			
INT	113	Industrial Motor Controls I	3
INT	215	Troubleshooting Techniques	3
INT	118	Fundamentals of Industrial Hydraulics and Pneumatics	3
INT	194	Introduction to Programmable Logic Control	3
PHS	112	Physical Science II	4
<b>Fifth Term</b>			
INT	128	Principles Industrial Environmental Controls	3
INT	153	Precision Machining Fundamentals I	3
INT	134	Principles of Industrial Maintenance Metal Welding and Cutting Techniques	3
MSP	105	Lathes	3
		Social/Behavioral Science Elective	3
		Humanities Elective	1

**TOTAL CREDIT HOURS            74**

**Notes:**

*Students must register for WKO 107 during the last term in which they are enrolled in technical classes.*

## MANUFACTURING TECHNOLOGY Occupational Certificate

This program is designated to prepare individuals to perform diagnostic, repair, and maintenance functions on industrial equipment.

<b>First Term</b>			<b>CR</b>
INT	101	DC Fundamentals	3
INT	103	AC Fundamentals	3
INT	158	Industrial Wiring I	3
MTH	100	Intermediate College Algebra or higher	3
<b>Second Term</b>			
INT	206	Industrial Motors I	3
INT	113	Industrial Motor Controls I	3
INT	184	Introduction to Programmable Logic Controller	3
CIS	146	Microcomputer Applications	3
<b>Third Term</b>			
INT	117	Principles Industrial Mechanics	3
INT	118	Fundamentals of Industrial Hydraulics and Pneumatics	3
INT	153	Precision Machining Fundamentals I	3
ENG	101	English Composition I	3
<b>Fourth Term</b>			
INT	126	Preventive Maintenance	3
INT	134	Principles of Industrial Maintenance Welding and Cutting Techniques	3
MSP	105	Lathes	3
SPH	107	Fundamentals of Public Speaking	3
		Humanities Elective	1
<b>CREDIT HOUR TOTAL</b>			<b>49</b>

**Notes:**

*Students must register for WKO107 during the last term in which they are enrolled in technical courses.*

## MANUFACTURING TECHNOLOGY Certificate

This program is designed to prepare students for employment as maintenance technicians.

<b>First Term</b>			<b>CR</b>
INT	101	DC Fundamentals	3
INT	103	AC Fundamentals	3
INT	158	Industrial Wiring I	3



<b>Second Term</b>			<b>CR</b>
INT	206	Industrial Motors I	3
INT	211	Industrial Motors II	3
ILT	118	Construction Wiring NEC	3
<b>Third Term</b>			
INT	117	Principles of Industrial Mechanics	3
INT	119	Principles of Mechanical Measurement and Technical Drawing	3
INT	126	Preventive Maintenance	3
<b>CREDIT HOUR TOTAL</b>			<b>27</b>

**Notes:**

*Students must register for WKO107 during the last term in which they are enrolled in technical classes.*

### AUTOMOTIVE MANUFACTURING TECHNOLOGY Certificate

Alabama has become one of the top Automotive Manufacturers in the nation. This certificate is designed to prepare individuals to repair, maintain, and trouble shoot industrial equipment found in Automotive Manufacturing.

<b>First Term</b>			<b>CR</b>
AUT	110	DC Fundamentals	3
AUT	111	AC Fundamentals	3
AUT	142	Industrial Wiring	3
<b>Second Term</b>			
AUT	134	Industrial Motors	3
AUT	234	Industrial Motor Controls I	3
AUT	114	Introduction to Programmable Controllers	3
<b>Third Term</b>			
AUT	131	Fluid Power	3
AUT	210	Industrial Robotics	3
AUT	211	Industrial Robotics Lab	2
<b>CREDIT HOUR TOTAL</b>			<b>26</b>

Note: Student must register for WKO107 during the last term in which they are enrolled in technical courses.

## MACHINE SHOP TECHNOLOGY

*with a Minor in Engineering Graphics and Design or Welding*

Machinists/Tool Programmers produce precision metal parts, using machine tools such as lathes, drill presses, and milling machines. Increasingly, the machine tools used to produce metal parts are numerically controlled (NC) and most of these are computer numerically controlled (CNC). Machinists/tool programmers set up and operate a wide variety of machine tools, using their knowledge of the working properties of metals. They plan and carry out the operations needed to make machined products that meet precise specifications.

The AOT program is designed to prepare individuals for employment as machinists. In this program, students manufacture, assemble, and repair metal parts, subassemblies, and complete machines. Most industries require multi-skilled personnel, therefore the AOT program includes a semester of Industrial Mechanical training to meet that need. The certificate program is designed to prepare individuals for early entry into the machine shop field as assistants for machinists and maintenance technicians.

<b>First Term</b>		<b>Cert.</b>	<b>Occ. Cert</b>	<b>AOT</b>
MSP 101	Basic Machining Technology	5	5	5
MSP 104	Basic Machining Calculations	2	2	2
MSP 105	Lathes	3	3	3
MSP 121	Basic Blueprint Reading	2	2	2
MTH 102	Mathematics Applications Lab <b>or</b> higher		3	3
 <b>Second Term</b>				
MSP 102	Intermediate Machining Technology	5	5	5
MSP 107	Milling Machines	3	3	3
MSP 171	Intermediate Blueprint Reading	2	2	2
MSP 181*	Special Topics	2	2	
OAD 101*	Beginning Keyboarding			3
ENG 101	English Composition I <b>or</b>			
ENG 131	Applied Writing		3	3
	Approved Elective	2		
 <b>Third Term</b>				
MSP 221	Advance Blueprinting		2	2
MSP 135	Millwright Work		4	4
MSP 136	Machine Repair		3	3
MSP 157	Toolmakers Technology		3	3
	Computer Science Elective			3
 <b>Fourth Term</b>				
MSP 111	Intro. to Computer Numerical Control		2	2
MSP 112	Computer Numerical Control Turning <b>OR</b>			
MSP 293	OP-OP for MSP		3	3
MSP 113	Computer Numerical Control Milling		3	3
MSP 212	Computer Numerical Control Lab		3	3

<b>Fourth Term (cont.'d)</b>		<b>Cert.</b>	<b>Occ.Cert</b>	<b>AOT</b>
MSP 182*	Special Topics in MSP		3	
	Humanities Elective			1
SPH 107	Fundamentals of Public Speaking			3
<b>Fifth Term</b>				
	Social/Behavioral Science Elective			3
<b>AND</b>				
DDT 104	Basic Computer Aided Drafting			3
DDT 111	Fundamentals of Drafting and Design Technology			3
DDT 124	Basic Technical Drawing			3
DDT 128	Intermediate Technical Drawing			3
<b>OR</b>				
WDT 119	Gas Metal Arc/Flux Cored Arc Welding Theory			3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab			3
WDT 110	Industrial Blueprint Reading			3
WDT 182	Special Topics			3
<b>CREDIT HOUR TOTAL</b>		<b>26</b>	<b>56</b>	<b>76</b>

**\*Notes**

- *MSP 181 and MSP 182 are optional for AOT*
- *OAD 101 may be challenged*
- *Students must register for WKO107 during the last term in which they are enrolled in technical classes.*

**WELDING**

*with a Minor in Engineering Graphics and Design  
or Machine Shop Technology*

Welders permanently join metal parts. They apply heat to the pieces to be joined, melting and fusing them to form a permanent bond. They construct and repair parts of ships, automobiles, spacecraft, and thousands of other manufactured products. Welders join beams when constructing buildings, bridges, and other structures, and pipes in nuclear power plants and refineries. Welders usually plan their work from drawings or specifications. The most common types of welding are electric, gas or resistance. Technological advances have resulted in faster and more efficient methods of welding, such as laser beam, electron beam, and inertia welding.

<b>First Term</b>		<b>Cert.</b>	<b>Occ. Cert</b>	<b>AOT</b>
WDT 108	SMAW Fillet/OFC	3	3	3
WDT 122	SMAW Fillet/OFC Lab	3	3	3
WDT 109	SMAW Fillet/PAC/CAC	3	3	3
WDT 123	SMAW Fillet/PAC/CAC Lab	3	3	3
MTH 102	Mathematics Applications Lab <b>or</b> higher		3	3
OAD 101*	Beginning Keyboarding			3

<b>Second Term</b>		<b>Cert.</b>	<b>Occ. Cert</b>	<b>AOT</b>
WDT 110	Industrial Blueprint Reading	3	3	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3	3	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3	3	3
WDT 182*	Special Topics	3	3	3
ENG 101	English Composition <b>or</b>			
ENG 131	Applied Writing		3	3
	Approved Elective	2		
<b>Third Term</b>				
WDT 120	Shielded Metal ARC Welding Groove		3	3
WDT 125	Shielded Metal ARC Welding Groove Lab		3	3
WDT 228	GTAW Fillet		3	3
WDT 268	GTAW Fillet Lab		3	3
	Computer Science Elective			3
<b>Fourth Term</b>				
WDT 115	GTAW Carbon Pipe		3	3
WDT 155	GTAW Carbon Pipe Lab		3	3
WDT 217	SMAW Carbon Pipe		3	3
WDT 257	SMAW Carbon Pipe Lab <b>OR</b>			
WDT 291	CO-OP for WDT		3	3
SPH 107	Fundamentals of Public Speaking			3
<b>Fifth Term</b>				
	Humanities Elective			1
	Social/Behavioral Science Elective			3
<b>AND</b>				
DDT 104	Basic Computer Aided Drafting			3
DDT 111	Fundamentals of Drafting & Design Technology			3
DDT 124	Basic Technical Drawing			3
DDT 128	Intermediate Technical Drawing			3
<b>OR</b>				
MSP 101	Basic Machining Technology			5
MSP 104	Basic Machining Calculations			2
MSP 121	Basic Blueprint Reading			2
MSP 105	Special Topics in Machine Shop Technology			3
<b>CREDIT HOUR TOTAL</b>		<b>26</b>	<b>54</b>	<b>76</b>

**\*Notes**

- *WDT 182 is optional for AOT*
- *OAD 101 may be challenged*
- *Students must register for WKO 107 during the last term in which they are enrolled in technical classes.*

## WELDING Certificates

### Manufacturing and Fabrication Emphasis

<b>First Term</b>		<b>CR</b>
WDT 110	Industrial Blueprint Reading	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 182	Special Topics	3
<b>Second Term</b>		
WDT 108	SMAW Fillet/OFC	3
WDT 109	SMAW Fillet/PAC/CAC	3
WDT 122	SMAW Fillet/OFC Lab	3
WDT 123	SMAW Fillet/PAC/CAC Lab	3
	Approved Elective	2
	 <b>CREDIT HOUR TOTAL</b>	 <b>26</b>

### Pipe Welding Emphasis

<b>First Term</b>		
WDT 115	GTAW Carbon Pipe	3
WDT 155	GTAW Carbon Pipe Lab	3
WDT 217	SMAW Carbon Pipe	3
WDT 257	SMAW Carbon Pipe Lab	3
<b>Second Term</b>		
WDT 156	GTAW Stainless Pipe Lab	3
WDT 221	Pipefitting & Fabrication	3
WDT 229	Boiler Tube	3
WDT 269	Boiler Tube Lab	3
	Approved Elective	2
	 <b>CREDIT HOUR TOTAL</b>	 <b>26</b>

*Notes:*

- *Students should choose either the Manufacturing and Fabrication emphasis or the Pipe Welding emphasis.*
- *Students must register for WKO 107 during the last term.*

## **TRAINING FOR EXISTING BUSINESS AND INDUSTRY AND WORKFORCE DEVELOPMENT DEPARTMENTS**

The Training for Business and Industry (TEBI) and Workforce Development Department has a three-fold mission. First, it is set up to use the resources of the college whenever possible or to bring in resources as needed to assist in the training of local business and industry personnel. This “customized” training is set up specifically to meet the needs of an individual industry or to meet the needs of a similar industrial unit within a group of industries. Whatever it takes to enhance the knowledge and workability for the local industry, SUSCC’s TEBI department is a dedicated partner in conjunction with all the instructional units of the school to enhance the workforce development process of the community and to continue the economic growth of our community.

The second part of the Department’s mission is the Skills Training Division (STD). One portion of the mission is to assist non-traditional college students in obtaining basic and/or occupational skills training necessary to obtain an entry level job in the shortest period possible. The STD’s goal is to work with individual students to meet their specific occupational needs while maintaining the College’s educational standards.

The Department is set up to assist any student who may not be able to enroll in technical/occupational programs through normal registration and enrollment procedures. These programs are non-credit, non-degree awarding programs. Students who complete one of the Department’s short-term, non-credit occupational training courses may later be allowed to enroll for credit programs once they meet normal enrollment standards. In addition, a student may take a challenge exam or have their non-credit work professionally evaluated in order to obtain credit for course work already taken. The WDD works in conjunction with existing Technical Division programs to assist students in receiving occupational training. Classes may be offered on campus or off-site depending upon curricula content and occupational demand.

The third part of the WDD’s mission is Adult Education which is explained below.

### **PROGRAMS**

#### **A. Adult Education** **Derika Griffin, Director**

##### **1. Adult Basic Education**

Southern Union State Community College (SUSCC) administers the East Central Alabama Adult Education (AE) Program in cooperation with the Chambers County, Clay County, Lee County, Randolph County, Auburn City, Opelika City, and Roanoke City school systems, and the Achievement Center/Easter Seal programs. For the convenience of the program’s customers, classes are offered both during the day and evening hours and are provided free of charge within the service area. Adult Education classes are twelve (12) weeks in length and begin as published in the AE section of the semester

schedule. Customers are encouraged to contact AE staff prior to the beginning of a term for registration and pre-test instructions.

A comprehensive assessment is provided to assist customers in determining their educational needs/goals with programs individualized to meet those stated needs/goals. The components of the AE program include:

*Academic Enhancement*

*Adult Secondary Education*

*GED Preparation*

*Adult Basic Education*

*English as a Second Language*

*Literacy and Family Literacy*

SUSCC operates an Adult Education/GED Center on the Opelika Campus. The AE facility is open Monday through Friday from 8:00 AM until 12:00 PM and from 5:00 PM until 8:00 PM Monday through Thursday for the convenience of customers.

## 2. Ready to Work

Chris Lazzari, Instructor

Ready-To-Work (RTW) is an introduction to industry and manufacturing program of up to 200 contact hours designed to assist students obtain the necessary skills that will prepare them for the manufacturing industry. Classes are held Monday through Thursday from 8:00 AM until 4:30 PM and every other Friday from 8:00 AM until 12:00 PM. Ready-To-Work classes are located within the Adult Education building on the Opelika campus and are scheduled on an open entry-open exit basis. There is no charge for these classes. If students meet the standards established for this class, they are awarded the Alabama Certified Worker Certificate at the end of the program. In order to obtain the Alabama Certified Worker Certificate, each student must have a 95% attendance and punctuality rating for the class, pass all in class tests, obtain at least a 70% on the Alabama Certified Worker Examination, attain a minimum WorkKeys Assessment Level 3, and perform academically at the 10th grade or above as determined by the Test for Adult Basic Education (TABE).

The program design includes the development of work ethics; organizational skills; workplace attitude; workplace motivation; problem solving skills; workplace behaviors; manufacturing knowledge and skills; computer skills; job acquisition skills; and academic enhancement. As part of the class, placement assistance will be offered through the Opelika Career Center with job search activities offered in their Resource Room and assistance from their staff. As much as possible, employers will be invited to talk with the class about their businesses and job opportunities.

## B. Occupational Skills Training

Occupational skills training programs offered by this Department or in conjunction with the Technical Division consists of non-credit short-term (six to twenty-six weeks) occupational programs designed to meet a very specific need of students or to more in-depth training programs (up to fifty-two weeks) to give students a broader knowledge

of the occupational field. The following training programs are offered:

<i>Automotive Collision Repair:</i>	<i>Automotive Service Technician:</i>
<i>Structural Repair Asst.</i>	<i>Brake/Steering &amp; Suspension Tech.</i>
<i>Paint Prep Asst.</i>	<i>Drive Train Technician</i>
<i>Engineering Graphics &amp; Design:</i>	<i>Heating &amp; Air Conditioning:</i>
<i>Basic Machine Drafter</i>	<i>Air Conditioning Technician Asst.</i>
	<i>Refrigeration Technician Asst.</i>
<i>Industrial Electricity/Electronics:</i>	<i>Machinist Technology:</i>
<i>Electrician's Helper</i>	<i>Machinist's Apprentice</i>
<i>Industrial Maintenance</i>	<i>Machinist's Asst.</i>
<i>Office Careers Technology</i>	<i>Tractor-Trailer Truck Driver</i>
<i>Welding Technology:</i>	
<i>Welder Combination</i>	
<i>Welder I and II</i>	

For those students who qualify for the Workforce Investment Act (WIA) assistance program, eligibility determination, assessment, determination of occupational training needs, determination of financial assistance needs, supportive services needs and referrals, program enrollment, case management, job placement assistance, and follow-up assistance will be handled by the Opelika CareerLink located in the Lee County Career Center on Frederick Road. For WIA and private pay students, initial registration and program explanation are accomplished at the CareerLink. Both types of students complete enrollment and payment of tuition and fees on the College campus beginning at the WDD Office. Private-pay students must pay their tuition and fees up front to hold a slot in a particular program. Tuition and fees for these programs depend upon the program developed for the student, but in most cases, the tuition is comparable to that charged to full-time students within the same technical/occupational program. Employment placement services for all students are provided at no cost through partnerships with the Lee County Career Center.

Although students are encouraged to complete high school or get a GED, it is not a requirement for entrance into the WDD programs. Nor is the "Ability-to-Benefit" assessment required for enrollment. However, it is important to remember that more and more companies are requiring a high school diploma or GED as a minimum standard for employment or continued employment.



## 1. Tractor-Trailer Truck Driver Training 2010-2011 Schedule (Offered on the Opelika Campus)

<i>August 5, 2011</i>	-	<i>September 23, 2011</i>
<i>September 26, 2011</i>	-	<i>November 4, 2011</i>
<i>November 7, 2011</i>	-	<i>December 16, 2011</i>
<i>January 9, 2012</i>	-	<i>February 17, 2012</i>
<i>February 20, 2012</i>	-	<i>April 6, 2012</i>
<i>April 6, 2012</i>	-	<i>May 18, 2012</i>
<i>May 21, 2012</i>	-	<i>June 28, 2012</i>
<i>July 2, 2012</i>	-	<i>August 9, 2012</i>

Individuals interested in the Truck Driving Program must be at least 21 years of age and complete the following prior to enrollment: Obtain and pass a class “A” CDL physical and drug screen; Obtain from the Department of Public Safety a current motor vehicle report (MVR); and Obtain a class “A” CDL learner’s permit. The individual will be required to provide the Truck Driving Training Policy with copies of the long and short form of the CDL physical, proof of drug screen passage, as well as the original MVR and learner’s permit prior to enrollment. All physicals, drug screens, and MVR’s must be dated within 30 days of class enrollment.

## 2. Other Occupational Training Program Schedules

Depending upon the program and program circumstances, classes begin on the first and third Monday of each month. The Associate Dean of Technology and Instructor coordinate the start date, the Dean or his/her representative notifies the CareerLink, and the CareerLink notifies the student.

## C. Occupational Enhancement Activities

The Department also offers Employer Services and Career Development Services through specific occupational enhancement activities offered through the Adult Education’s RTW program to better enhance employees’ employability and job retention. For the most part, these short term service activities are offered as a free service to the employment community. Interested employers, their employees, and other citizens should contact the RTW Instructor for more information. Registration and enrollment for these programs will be through Adult Education registration process. These activities may include, but are not limited to:

<i>WorkKeys Assessment</i>	<i>Communication Skills</i>
<i>Conflict Resolution</i>	<i>Leadership Development Skills</i>
<i>Resume Development Skills</i>	<i>Application Completion Skills</i>
<i>Job Seeking Skills</i>	<i>Job Interviewing Skills</i>
<i>Job Keeping Skills</i>	<i>Occupational Behavior Techniques</i>
<i>Budget Development and Management Techniques</i>	



# COURSE DESCRIPTIONS

**COURSE ABBREVIATIONS**

The following are the official approved course designations used by the Alabama College System.

Academic Courses

ART	Art
AST	Astronomy
BIO	Biology
BSS	Study Skills
BUS	Business
CHM	Chemistry
CHD	Child Development
CIS	Computer Science
CRJ	Criminal Justice
DNC	Dance
ECO	Economics
ENG	English
GEO	Geography
HIS	History
HUM	Humanities
IDS	Interdisciplinary Studies
MST	Management and Supervision Technology
MCM	Mass Communication
MTH	Mathematics
MUL, MUP, MUS	Music
OAD	Office Management
ORI	Orientation
PHS	Physical Science
PHY	Physics
POL	Political Science
PSY	Psychology
RDG	Reading
SOC	Sociology
SPA	Spanish
SPH	Speech
THR	Theatre Arts

Health Science Courses

EMP	Emergency Medical Paramedics
EMS	Emergency Medical Services
FSC	Fire Science
HED	Health Education
LPN	Practical Nursing
NAS	Nursing Assistant
NUR	Associate Degree Nursing
PED	Physical Education
RAD	Radiologic Technology
SUR	Surgical Technology
TCT	Telecommunication Technology

Technical Courses

ABR	Automotive Collision Repair
ASC	Air Conditioning and Refrigeration
AUM	Automotive Mechanics Technology
AUT	Automotive Manufacturing Technology
COS	Cosmetology
DDT	Engineering Graphics and Design
ELT	Electrical Technology
ETC	Electronics Core
ILT	Industrial Electronics Technology
INT	Manufacturing Technology
ITS	Interdisciplinary Technical Studies
MSP	Machine Shop Technology
WDT	Welding

**COURSE DESCRIPTIONS**

Course numbers ending with the number one (as ENG 101) indicate the course is ordinarily to be considered as the first part of a continuation course consisting of two semesters' worth of work; the catalog number of the second part of the course ends with the number two (as ENG 102). Granting credit in these courses is not necessarily dependent upon completing the sequence. However, to satisfy requirements in such subjects, it is generally necessary to take the continuation course.

Courses numbered 080 through 098 are institutional credit courses (developmental courses). These courses are not designed to transfer and do not count toward graduation. Courses numbered 100 through 199 are primarily for freshmen; courses numbered 200 through 299 are primarily for sophomores. Courses requiring no prerequisite are open to all students regardless of the catalog number.

Prerequisite and/or co-requisite requirements of courses are listed with the course description in this section of the catalog. It is the responsibility of the student to know these requirements and follow them when registering. A student who pre-registers for a course for which they have not completed the prerequisite must successfully complete the prerequisite before s/he is allowed to enter the next course. At the end of the term, students who have pre-registered for a course but did not pass the prerequisite will be removed from the class roll of the pre-registered course. The appropriate dean must approve any waiver of these requirements.

A complete list of the courses being offered is published each term in the class schedule. Course offerings are subject to change.

## COURSES

*Courses with an \* indicate courses that are part of the Alabama General Studies Curricula for Areas I-IV.*

### ART (ART)

*Studio courses must be taken in sequence except with the permission of the instructor*

**\*ART 100. ART APPRECIATION. 3 hrs.**

**PREREQUISITE:** *Regular admission status.*

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

**ART 101. ART WORKSHOP I. 3 hrs.**

This course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, students should be able to present visual evidence of the activities involved and explain how the experience advanced their artistic skills.

**ART 102. ART WORKSHOP II. 3 hrs.**

**PREREQUISITE:** *Art Workshop I and/or as required by program.*

This course is a continuation of ART 101.

### ASTRONOMY (AST)

**\*AST 220. INTRODUCTION TO ASTRONOMY. 4 hrs.**

**PREREQUISITE:** *It is recommended that students complete all required remedial classes (English, reading and/or math) before taking this course.*

This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. Laboratory is required.

### AIR CONDITIONING AND REFRIGERATION (ASC)

**ASC 111. REFRIGERATION PRINCIPLES. 3 hrs. (1-5-3)**

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration, heat transfer, refrigeration system components, the mechanical cycle of operation, and refrigeration characteristics. Upon completion, students should understand the functions of major systems components, terminology, heat transfer, safety, and the use and care of tools and equipment.

**ASC 112. HVACR SERVICE PROCEDURES. 3 hrs. (1-5-3)**

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

**ASC 113. REFRIGERATION PIPING PRACTICES. 3 hrs. (1-5-3)**

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

**ASC 119. FUNDAMENTALS OF GAS HEATING SYSTEMS. 3 hrs. (1-5-3)**

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

**ASC 120. FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS. 3 hrs. (1-5-3)**

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

**ASC 121. PRINCIPLES OF ELECTRICITY FOR HVAC. 3 hrs. (1-5-3)**

This course focuses on AC and DC fundamentals applied to HVAC. Emphasis is placed on safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion, students should be able to apply basic service and repair procedures.

**ASC 122. HVACR ELECTRICAL CIRCUITS. 3 hrs. (1-5-3)**

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, students should understand standard wiring diagrams and symbols.

**ASC 123. HVACR ELECTRICAL COMPONENTS. 3 hrs. (1-5-3)**

This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contactors, starters, and other HVAC controls. Upon completion, students should be able to understand motor theory and control functions in HVACR equipment.

**ASC 132. RESIDENTIAL AIR CONDITIONING. 3 hrs. (1-5-3)**

This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students should be able to service and repair residential air conditioning systems.

**ASC 133. DOMESTIC REFRIGERATION. 3 hrs. (1-5-3)**

This course covers domestic refrigerators and freezers. Emphasis is placed on operation, maintenance, and repair of domestic refrigerators. Upon completion, students should be able to service and repair home refrigerators and freezers.

**ASC 134. ICE MACHINES. 3 hrs. (1-5-3)**

This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustments procedures, preventive maintenance, repairs, and installation procedures. Upon completion, students should be able to install, service and repair commercial ice machines.

**ASC 143. REFRIGERATION TRANSITION AND RECOVERY. 1-3 hrs. (3-0-3)**

*PREREQUISITE: Permission of instructor.*

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, III and universal certification. The EPA certification test is administered at the end of the course. Upon completion, students should be able to pass the EPA refrigerant certification exam.

**ASC 148. HEAT PUMP SYSTEMS I. 3 hrs. (1-5-3)**

Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications.

**ASC 149. HEAT PUMP SYSTEMS II. 3 hrs. (1-5-3)***PREREQUISITE: ASC 148*

This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion students should be able to install and service heat pumps.

**ASC 181. SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION I.****3 hrs. (3-0-3)***PREREQUISITE: Permission of instructor.*

These courses provides specialized instruction in various areas related to the air conditioning and refrigeration industry.

**ASC 182. SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION II.****3 hrs. (0-3-3).***PREREQUISITE: Permission of instructor.*

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

**ASC 183. SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION. 1 hr. (1-0-1).***PREREQUISITE: Permission of instructor.*

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

**ASC 184. SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION. 1 hr. (0-1-1).***PREREQUISITE: Permission of instructor.*

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

**ASC 185. SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION. 2 hrs. (2-0-2).***PREREQUISITE: Permission of instructor.*

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

**ASC 186. SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION. 2 hrs. (0-2-2).***PREREQUISITE: Permission of instructor.*

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

**ASC 192. HVACR APPRENTICESHIP/INTERNSHIP. 1-3 hrs.***PREREQUISITE: Permission of instructor.*

This course is designed to provide basic hands-on experiences in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon course completion, students should be able to work independently and apply related skills and knowledge. This course involves a minimum of 15 work hours per week.

**ASC 210. TROUBLESHOOTING HVAC/R SYSTEMS. 3 hrs. (1-5-3)**

This course provides instruction in the use of various meters and gauges used in the HVAC/R industry. Emphasis is placed on general service procedures, system diagnosis, and corrective measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion, students should be able to perform basic troubleshooting of HVAC/R.

**AUTOMOTIVE COLLISION REPAIR (ABR)****ABR 111. NON-STRUCTURAL REPAIR. 3 hrs. (1-5-3)**

Students are introduced to basic principles of non-structural panel repairs. Topics include shop safety, identification and use of hand/power tools, sheet metal repairs, and materials.

**ABR 114. NON-STRUCTURAL PANEL REPLACEMENT. 3 hrs. (1-5-3)**

Students are introduced to basic principles of non-structural panel replacement. Topics include replacement and alignment of bolt-on panels, full and partial panel replacement procedures, and attachment methods.

**ABR 122. SURFACE PREPARATION. 3 hrs. (1-5-3)**

This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatment, selection of undercoats, and proper masking procedures.

**ABR 123. PAINT APPLICATION AND EQUIPMENT. 3 hrs. (1-5-3)**

This course introduces students to methods of paint application and equipment used for vehicular refinishing. Topics include spray gun and related equipment use, paint mixing, matching, and applying the final topcoat.

**ABR 151. SAFETY & ENVIRONMENTAL PRACTICES. 3 hrs. (3-0-3)**

This course is designed to instruct the students in safe work practices. Topics include OSHA requirements, the right to know laws, EPA regulations as well as state and local laws.

**ABR 154. AUTOMOTIVE GLASS AND TRIM. 3 hrs. (1-5-3)**

This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural glass, nonstructural glass and automotive trim. Upon completion, students should be able to remove and replace automotive trim and glass.

**ABR 156. AUTOMOTIVE CUTTING & WELDING. 3 hrs. (1-5-3)**

Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc and oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures.

**ABR 157. AUTOMOTIVE PLASTIC REPAIRS. 3 hrs. (1-5-3)**

This course provides instruction in automotive plastic repairs. Topics include plastic welding (airless, hot and chemical), use of flexible repair fillers, identification of types of plastics, and determining the correct repair procedures for each. Upon completion, students should be able to correctly identify and repair the different types of automotive plastics.

**ABR 213. AUTOMOTIVE STRUCTURAL ANALYSIS. 3 hrs. (1-5-3)**

Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage.

**ABR 214. AUTOMOTIVE STRUCTURAL REPAIR. 3 hrs. (1-5-3)**

This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components.

**ABR 223. AUTOMOTIVE MECHANICAL COMPONENTS. 3 hrs. (1-5-3)**

This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive-train, steering/suspension components and various other mechanical repairs.

**ABR 224. AUTOMOTIVE ELECTRICAL COMPONENTS. 3 hrs. (1-5-3)**

This course provides instruction in collision related electrical repairs and various restraints systems, including seat belts, seat belt tensioners, and airbags. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors.

**ABR 255. STEERING AND SUSPENSION. 3 hrs. (1-5-3)**

This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angles.

**ABR 258. HEATING AND A/C IN COLLISION REPAIR. 3 hrs. (1-5-3)**

This course is a study of automotive air conditioning, heating, and cooling systems. Topics include



automotive air conditioning, heating, and cooling systems theory, component replacement and system service.

**ABR 265. PAINT DEFECTS AND FINAL REPAIR. 3 hrs. (1-5-3)**

This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to troubleshoot and correct paint imperfections.

**ABR 266. ALUMINUM WELDING IN COLLISION REPAIR. 3 hrs. (1-5-3)**

This course covers the principles and techniques of aluminum GMA (MIG) welding. Students learn to set up and tune a welding machine, address safety issues, perform proper welding techniques, prepare metal surfaces, and identify and correct weld defects.

**ABR 181, 182, 281, 282, 283. SPECIAL TOPICS IN AUTO BODY. 1-3 hrs.**

*PREREQUISITE: Permission of instructor.*

These courses are guided independent studies in special projects designed to give the student additional training in a specific area selected by the instructor. Emphasis is placed on individual student needs to improve or expand skills. Upon completion, students should be able to demonstrate skills to meet specific needs.

**ABR 291, 292, 293. AUTO BODY REPAIR CO-OP. 1-3 hrs.**

*PREREQUISITE: Permission of instructor.*

This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Emphasis is placed on techniques used in collision repair facilities. Upon completion, students should have gained skills necessary for entry level employment.

## **AUTOMOTIVE MECHANICS TECHNOLOGY (AUM)**

**AUM 101. FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY. 3 hrs. (1-5-3)**

This course provides basic instruction in Fundamentals of Automotive Technology.

**AUM 112. ELECTRICAL FUNDAMENTALS 3 hrs. (1-2-3)**

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion students should be able to calculate, build, and measure circuits.

**AUM 121. BRAKING SYSTEMS. 3 hrs. (1-5-3)**

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes.

**AUM 122. STEERING & SUSPENSION. 3 hrs. (1-5-3)**

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension.

**AUM 124. AUTOMOTIVE ENGINES. 3 hrs. (1-5-3)**

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation.

**AUM 130. DRIVE TRAIN AND AXELS. 3 hrs. (1-5-3)**

This course provides basic instruction in automotive drive trains and axels. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.

**AUM 133. MOTOR VEHICLE AIR CONDITIONING. 3 hrs. (1-5-3)**

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.

**AUM 162. ELECTRICAL AND ELECTRONIC SYSTEMS. 3 hrs. (1-2-3)**

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on trouble-shooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. This is a CORE course.

**AUM 181. SPECIAL TOPICS. 1 hr. (0-3-1)**

*PREREQUISITE: Permission of instructor.*

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

**AUM 182. SPECIAL TOPICS. 2 hrs. (0-2-2)**

*PREREQUISITE: Permission of instructor.*

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

**AUM 183. SPECIAL TOPICS. 2 hrs. (2-0-2)**

*PREREQUISITE: Permission of instructor.*

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

**AUM 191. AUTOMOTIVE CO-OP. 1-3 hrs. (0-2-2)**

*PREREQUISITE: Permission of instructor.*

These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**AUM 220. ADVANCED AUTOMOTIVE ENGINES. 3 hrs. (1-5-3)**

*PREREQUISITE: AUM 124 or permission of instructor.*

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seats.

**AUM 224. MANUAL TRANSMISSION AND TRANSAXLE. 3 hrs. (1-5-3)**

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.

**AUM 230. AUTOMATIC TRANSMISSION AND TRANSAXLE. 3 hrs. (1-5-3)**

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power flow of automatic transmissions and repairing or replacing internal and external components.

**AUM 239. ENGINE PERFORMANCE. 3 hrs. (1-5-3)**

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.

**AUM 244. ENGINE PERFORMANCE AND DIAGNOSIS. 3 hrs. (1-2-3)**

*PREREQUISITE: AUM 239 or permission of instructor.*

This course provides advanced instruction in engine performance. Emphasis is placed on engine

management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability.

**AUM 246. AUTOMOTIVE EMISSIONS. 3 hrs. (1-5-3)**

*PREREQUISITE: AUM 239 or permission of instructor.*

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.

**AUM 250. DEALERSHIP WORK EXPERIENCE. 2 hrs. (0-2-2)**

At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact hours, students generally work on a full-time basis (40 hours per week) at the dealership. An evaluation of the student's dealership work performance is completed by the dealership supervisor.

**AUM 281. SPECIAL TOPICS. 3 hrs. (1-5-3)**

*PREREQUISITE: Permission of instructor.*

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive or related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

**AUM 291. AUTOMOTIVE CO-OP. 3 hrs. (0-3-3)**

*PREREQUISITE: Permission of instructor.*

These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses, the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

## **AUTOMOTIVE MANUFACTURING TECHNOLOGY (AUT)**

**AUT 110. DC FUNDAMENTALS. 3 hrs. (1-6-3)**

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

**AUT 111. AC FUNDAMENTALS. 3 HRS. (1-6-3)**

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configuration with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of the A.C. such as the RLC, impedance, phase relationships and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught.

**AUT 114. INTRODUCTION TO PROGRAMMABLE CONTROLLERS. 3 HRS. (2-3-3)**

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**AUT 131. FLUID POWER. 3 hrs. (1-2-3)**

This course offers an introduction into fluid power systems. Topics include hydraulic and pneumatic power, pressure, flow, speed and pressure control, relief valves, and directional control valve (DCV) applications. Upon completion of this course the student will have demonstrated the ability to read gauges, design draw, parameters, connect and operate DCV's and relief valves.

**AUT 134. INDUSTRIAL MOTORS. 3 hrs. (1-4-3)**

This course focuses on basic information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform routine maintenance on various types of motors.

**AUT 142. INDUSTRIAL WIRING. 3 hrs. (1-4-3)**

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

**AUT 210. INDUSTRIAL ROBOTICS. 3 hrs. (3-0-3)**

*PREREQUISITE: Instructor approval.*

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

**AUT 211. INDUSTRIAL ROBOTICS LAB. 2 hrs. (0-4-2)**

*PREREQUISITE: Instructor approved.*

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

**AUT 234. INTRODUCTION TO MOTOR CONTROLS I. 3 hrs. (1-4-3)**

This course focuses on information regarding industrial motor controls and basic information regarding process logic controllers. Upon completion students will be able to remove, replace, and wire different types of control devices for operating industrial motors.

## **BIOLOGY (BIO)**

**\*BIO 101. INTRODUCTION TO BIOLOGY I. 4 hrs.**

*PREREQUISITE: It is required that students complete all required remedial classes (English, reading and/or math) before taking this course.*

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

**\*BIO 102. INTRODUCTION TO BIOLOGY II. 4 hrs.**

*PREREQUISITE: BIO 101*

Introduction to Biology II is the second of a two-course sequence designed for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. Laboratory is required.

**\*BIO 103. PRINCIPLES OF BIOLOGY I. 4 hrs.**

*PREREQUISITE: It is required that students complete all required remedial classes (English, reading or math) before taking this course.*

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

**\*BIO 104. PRINCIPLES OF BIOLOGY II. 4 hrs.***PREREQUISITE: BIO 103.*

This is an introduction to basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. Laboratory is required.

**BIO 201. HUMAN ANATOMY AND PHYSIOLOGY I. 4 hrs.***PREREQUISITE: BIO 103 with a minimum grade of "C".*

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

**BIO 202. HUMAN ANATOMY AND PHYSIOLOGY II. 4 hrs.***PREREQUISITE: BIO 201 with a minimum grade of "C".*

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. Laboratory is required.

**BIO 220. GENERAL MICROBIOLOGY. 4 hrs.***PREREQUISITE: BIO 103 with a minimum grade of "C".*

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes microtechniques distribution, culture, identification, and control. Laboratory is required.

## BUSINESS (BUS)

**BUS 100. INTRODUCTION TO BUSINESS. 3 hrs.**

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

**BUS 146. PERSONAL FINANCE. 3 hrs.**

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

**BUS 210. INTRODUCTION TO ACCOUNTING . 3 hrs.**

This course is an introduction to accounting and financial reporting concepts and the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user approach.

**BUS 215. BUSINESS COMMUNICATION. 3 hrs.**

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

**BUS 241. PRINCIPLES OF ACCOUNTING I. 3 hrs.**

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

**BUS. 242 PRINCIPLES OF ACCOUNTING II. 3 hrs.***PREREQUISITE: BUS 241.*

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

**BUS 248. MANAGERIAL ACCOUNTING. 3 hrs.**

*PREREQUISITE: BUS 210 or BUS 242.*

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting system.

**BUS 263. LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS. 3 hrs.**

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

**BUS 271. BUSINESS STATISTICS I. 3 hrs.**

*PREREQUISITE: Two years of high school Algebra, Intermediate Algebra, or appropriate score on Math Placement Test.*

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing.

**BUS 272. BUSINESS STATISTICS II. 3 hrs.**

*PREREQUISITE: BUS 271.*

This course is a continuation of BUS 271. Topics include sampling theory, statistical interference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

**BUS 275. PRINCIPLES OF MANAGEMENT. 3 hrs.**

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

**BUS 276. HUMAN RESOURCE MANAGEMENT. 3 hrs.**

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

**BUS 279. SMALL BUSINESS MANAGEMENT. 3 hrs.**

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

**BUS 285. PRINCIPLES OF MARKETING. 3 hrs.**

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

## CHEMISTRY (CHM)

**\*CHM 104. INTRODUCTION TO INORGANIC CHEMISTRY. 4 hrs.**

*PREREQUISITE: MTH 100 It is required that students complete all required English and reading remedial classes before taking this course.*

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

**\*CHM 105. INTRODUCTION TO ORGANIC CHEMISTRY. 4 hrs.**

*PREREQUISITE: CHM 104 (Introduction to Inorganic Chemistry) or CHM 111 (College Chemistry I)*

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required.

**\*CHM 111. COLLEGE CHEMISTRY I. 4 hrs.**

*PREREQUISITE: MTH 112. It is required that students complete all required English and reading remedial classes before taking this course.*

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

**\*CHM 112. COLLEGE CHEMISTRY II. 4 hrs.**

*PREREQUISITE: CHM 111 (College Chemistry I).*

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

**\*CHM 221. ORGANIC CHEMISTRY I. 4 hrs.**

*PREREQUISITE: CHM 112 (College Chemistry II).*

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

**\*CHM 222. ORGANIC CHEMISTRY II. 4 hrs.**

*PREREQUISITE: CHM 221 (Organic Chemistry I).*

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

## CHILD DEVELOPMENT (CHD)

**CHD 100. INTRODUCTION OF EARLY CARE & EDUCATION OF CHILDREN. 3 hrs.**

This course introduces the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observation of the young child in early childhood settings.

**CHD 201. CHILD GROWTH AND DEVELOPMENT PRINCIPLES. 3 hrs.**

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional and social

development, and on methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that support physical, social, emotional, language, cognitive, and aesthetic development.

**CHD 202. CHILDREN'S CREATIVE EXPERIENCES. 3 hrs.**

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences, in language arts, music, art, science, math and movement with observation and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children.

**CHD 203. CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT. 3 hrs.**

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on development appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children.

**CHD 204. METHODS AND MATERIALS FOR TEACHING CHILDREN. 3 hrs.**

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science and social studies concepts. Upon completion, student should be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations. Course includes observations of young children in a variety of childcare environments.

**CHD 205. PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN. 3 hrs.**

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.

**CHD 206. CHILDREN'S HEALTH AND SAFETY. 3 hrs.**

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.

**CHD 208. ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS. 3 hrs.**

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record keeping techniques, and identify elements of a developmentally appropriate program.

**CHD 209. INFANT AND TODDLER EDUCATION PROGRAMS. 3 hrs.**

This course focuses on child development from infancy to thirty-five months of age with emphasis on planning programs using developmentally appropriate materials. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

**CHD 210. EDUCATING EXCEPTIONAL CHILDREN. 3 hrs.**

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children.

**CHD 212. SPECIAL TOPICS IN CHILD DEVELOPMENT. 2 hrs.**

*PREREQUISITE: Permission of instructor.*

This course provides students with knowledge of a variety of issues and trends related to the childcare



profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development.

### **CHD 214. FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION**

#### **PROGRAMS. 3 hrs.**

This course provides students information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study practice techniques for developing these important relationships and effective communication skills.

### **CHD 215. SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT. 3 hrs.**

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course.

### **CHD 231. AFTER SCHOOL PROGRAMMING. 3 hrs.**

This course focuses on the specialized variety of needs for a quality afterschool program. Topics will include program planning, and material considerations for a variety of quiet/active indoor/outdoor activities, health/safety/nutrition needs, parent and community information and involvement. Upon completion, the student should be able to select a variety of age-appropriate activities, implement a safe, healthy, quality program, and effectively communicate with parents and the community.

## **COMPUTER SCIENCE (CIS)**

### **CIS 096. INTRODUCTION TO COMPUTERS. 3 hrs.**

This course is designed to introduce students to basic computer terminology, hardware, input/output devices, memory, and processing. Students will learn basic keyboarding skills in addition to learning how to manage files. Windows as a graphical user interface and operations and applications that use the windows environment are emphasized. *This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees or certificates.*

### **CIS 130. INTRODUCTION TO INFORMATION SYSTEMS. 3 hrs.**

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.

### **CIS 146. MICROCOMPUTER APPLICATIONS. 3 hrs.**

This course is an introduction to the most common software applications of microcomputers and includes "hands-on" use of microcomputers and some of the major commercial software. These software packages should include typical features of office suites, such as word processing, spreadsheets, database systems and other features found in current software packages. Upon completion, students will understand common applications and be able to utilize selected features of these packages.

### **CIS 150. INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING . 3 hrs.**

This course includes logic, design, and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems.

### **CIS 196. COMMERCIAL SOFTWARE APPLICATIONS. 3 hrs.**

This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to be repeated for credit for each different topic being covered. Emphasis is placed on the purpose, capabilities and utilization of each package, language of program. Upon completion, students will be able to use the features selected for the application covered.

**CIS 199. NETWORK COMMUNICATIONS. 3 hrs.**

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs and WANs, Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. The class will help prepare students for the CCNA and Network+ certifications sponsored by CompTIA.

**CIS 207. INTRODUCTION TO WEB DEVELOPMENT. 3 hrs.**

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

**CIS 208. INTERMEDIATE WEB DEVELOPMENT. 3 hrs.**

*PREREQUISITE: CIS 207 with a minimum grade of "C".*

This course builds upon basic skills in Web authoring. Various Web authoring tools are introduced. Upon completion students will be able to use these tools to enhance web sites.

**CIS 209. ADVANCED WEB DEVELOPMENT. 3 hrs.**

*PREREQUISITE: CIS 208 with a minimum grade of "C".*

This is an advanced web design course emphasizing the use of scripting languages to develop interactive web sites. Upon completion students will be able to create data driven Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification.

**CIS 212. VISUAL BASIC PROGRAMMING. 3 hrs.**

*PREREQUISITE: CIS 251 or equivalent with minimum grade of "C".*

This course is a continuation of CIS 211, with emphasis being on BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS 213. ADVANCED VISUAL BASIC PROGRAMMING. 3 hrs.**

*PREREQUISITE: CIS 212 with minimum grade of "C".*

This course is a continuation of CIS 212, Visual Basic Programming.

**CIS 246. ETHICAL HACKING. 3 hrs.**

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.

**CIS 251. C ++ PROGRAMMING. 3 hrs.**

*PREREQUISITE: CIS 150 or equivalent with minimum grade of "C".*

This course is an introduction to the C programming language. Included in this course are topics in an algorithmic approach to problem solving, structured programming techniques and constructs, using functions and macro, simple data structures, and using files for input and output. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS 252. ADVANCED C PROGRAMMING. 3 hrs.**

*PREREQUISITE: CIS 251 or equivalent with minimum grade of "C".*

This course is a continuation of the CIS 251 course in C programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS 255. JAVA PROGRAMMING. 3 hrs.**

*PREREQUISITE: CIS 150 or equivalent with minimum grade of "C".*

This course is an introduction to the Java programming language. Topics in this course include object-

oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

**CIS 256. ADVANCED JAVA. 3 hrs.**

*PREREQUISITE: CIS 255 with a minimum grade of "C".*

This course is a second course of a sequence using the Java programming language. Topics include: Sun's Swing GUI components, JDBC, JavaBeans, RMI, servlets, and Java media framework. Upon completion, the student will be able to demonstrate knowledge of the topics through programming projects and appropriate exams.

**CIS 268. SOFTWARE SUPPORT. 3 hrs. (2-1-3)**

*PREREQUISITE: CIS 130 with a minimum grade of "C".*

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

**CIS 269. HARDWARE SUPPORT. 3 hrs. (2-1-3)**

*PREREQUISITE: CIS 150 or ELT 106 and ELT 107 with a minimum grade of "C".*

This course provides students with hands-on practical experience in installing and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

**CIS 290. SPECIAL TOPICS (Online Course Orientation). 1 hr. (1-0-1)**

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate comprehension of the specified topics. Students that complete **CIS 290C** will have the knowledge and skills to be successful in online classes. *This course is a co-requisite to a student's first online class or classes.*

**CIS 293. SPECIAL TOPICS. 1 hr. (0-1-1)**

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate specified skills.

## COSMETOLOGY (COS)

**COS 111. INTRODUCTION TO COSMETOLOGY. 3 hrs. (3-0-3)**

*COREQUISITE: COS 112, 125, 143.*

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course.

**COS 112. INTRODUCTION TO COSMETOLOGY LAB. 3 hrs. (0-9-3)**

*COREQUISITE: COS 111, 125, 143.*

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on sterilization, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111.

**COS 113. THEORY OF CHEMICAL SERVICES. 3 hrs. (3-0-3)**

*PREREQUISITE: COS 111, 112, 125, 143 with minimum grade of "C" or permission of instructor.*

*COREQUISITE: COS 114, 115, 116.*

During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp,

and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics.

**COS 114. CHEMICAL SERVICES LAB. 3 hrs. (0-6-3)**

*PREREQUISITE: COS 111, 112, 125, 143 with minimum grade of "C" or permission of instructor.*  
*COREQUISITE: COS 113, 115, 116.*

During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting.

**COS 115. HAIR COLORING THEORY. 3 hrs. (3-0-3)**

*PREREQUISITE: COS 111, 112, 125, 143 with minimum grade of "C" of instructor.*  
*COREQUISITE: COS 113, 114, 116.*

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair.

**COS 116. HAIR COLORING LAB. 3 hrs. (0-6-3)**

*PREREQUISITE: COS 111, 112, 125, 143 with minimum grade of "C" or permission of instructor.*  
*COREQUISITE: COS 113, 114, 115.*

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

**COS 117. BASIC SPA TECHNIQUES. 3 hrs. (3-0-3)**

*PREREQUISITE: COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.*  
*COREQUISITE: COS 118, 144, 145.*

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care.

**COS 118. BASIC SPA TECHNIQUES LAB. 3 hrs. (0-6-3)**

*PREREQUISITES: COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.*  
*COREQUISITES: COS 117, 144, 145.*

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care.

**COS 123. COSMETOLOGY SALON PRACTICES. 3 hrs. (0-9-3)**

*PREREQUISITE: COS 117, 118, 144, 145 with minimum grade of "C" or permission of instructor.*  
*COREQUISITE: COS 161, 167, 182.*

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

**COS 125. CAREER AND PERSONAL DEVELOPMENT. 3 hrs. (3-0-3)**

*COREQUISITE: COS 111, 112, 143.*

This course provides the study and practice of personal development and career building. Emphasis is placed on building and retaining clientele, communication skills, customer service, continuing education, and goal setting. Upon completion, the student should be able to communicate effectively and practice methods for building and retaining clientele.

**COS 143. SPECIALTY HAIR PREPARATION TECHNIQUES. 3 hrs. (1-6-3)**

*COREQUISITE: COS 111, 112, 125.*

This course focuses on the theory and practice of hair designing. Topics include creating styles using

basic and advanced techniques of back combing, up sweeps and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing.

**COS 144. HAIR SHAPING AND DESIGN. 3 hrs. (1-4-3)**

*PREREQUISITE: COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.*

*COREQUISITE: COS 117, 118, 145.*

In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.

**COS 145. HAIR SHAPING LAB. 3 hrs. (0-6-3)**

*PREREQUISITE: COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.*

*COREQUISITE: COS 117, 118, 144.*

This course covers the study of the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions.

**COS 161. SPECIAL TOPICS IN COSMETOLOGY. 1 hr. (1-0-1).**

*PREREQUISITE: Permission of instructor.*

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

**COS 162. SPECIAL TOPICS IN COSMETOLOGY. 3 hrs. (0-6-3).**

*PREREQUISITE: Permission of instructor.*

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

**COS 167. STATE BOARD REVIEW. 3 hrs. (1-4-3)**

*PREREQUISITE: COS 117, 118, 144, 145 with minimum grade of "C: or permission of instructor.*

*COREQUISITE: COS 123, 161, 182.*

Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.

**COS 181. SPECIAL TOPICS. 3 hrs. (3-0-3).**

*PREREQUISITE: Permission of instructor.*

This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

**COS 182. SPECIAL TOPICS. 3 hrs. (0-6 -3)**

*PREREQUISITE: COS 117, 118, 144, 145 with minimum grade of "C" or permission of instructor.*

*COREQUISITE: COS 123, 161, 167.* This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

## CRIMINAL JUSTICE (CRJ)

**CRJ 100. INTRODUCTION TO CRIMINAL JUSTICE. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

**CRJ 110. INTRODUCTION TO LAW ENFORCEMENT. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

**CRJ 117. COMMUNITY RELATIONS. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service, and mobilizing community involvement and cooperation.

**CRJ 140. CRIMINAL LAW AND PROCEDURE. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered.

**CRJ 146. CRIMINAL EVIDENCE. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course considers the origins of the law and evidence and current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the court regarding evidence.

**CRJ 147. CONSTITUTIONAL LAW. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as right to counsel, search and seizure, due process and civil rights.

**CRJ 150. INTRODUCTION TO CORRECTIONS. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

**CRJ 160. INTRODUCTION TO SECURITY. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered.

**CRJ 177. CRIMINAL AND DEVIANT BEHAVIOR. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime and causation.

**CRJ 208. INTRODUCTION TO CRIMINOLOGY. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment.

**CRJ 209. JUVENILE DELINQUENCY. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts.

**CRJ 216. POLICE ORGANIZATION & ADMINISTRATION. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

**CRJ 217. POLICE ORGANIZATION AND ADMINISTRATION 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course exam the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

**CRJ 220. CRIMINAL INVESTIGATION. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized.

**CRJ 227. HOMICIDE INVESTIGATION. 3 hrs.**

*PREREQUISITE: Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course covers the principles, techniques and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry.

**CRJ 237. FORENSIC PHOTOGRAPHY. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course analyzes the principles, techniques, and uses of forensic photography in criminal investigation. Emphasis is placed on basic camera operation and mechanics, crime scene photography, and rules of photographic evidence.

**CRJ 290. SELECTED TOPICS - SEMINAR IN CRIMINAL JUSTICE. 3 hrs.**

*Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution.*

This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head.

## DANCE (DNC)

**DNC 110. INTRODUCTION TO DANCE STYLES. 2 hrs.**

Introduction to dance styles.

**DNC 111. ELEMENTARY MODERN DANCE I. 2 hrs.**

A studio course in modern dance technique at the elementary level.

**DNC 112. ELEMENTARY MODERN DANCE II. 2 hrs.**

*PREREQUISITE: DNC 111 or permission of instructor.*

This course is a continuation of DNC 111.

**DNC 121. ELEMENTARY BALLET I. 2 hrs.**

A studio course in classical ballet at the elementary level.

**DNC 122. ELEMENTARY BALLET II. 2 hrs.**

*PREREQUISITE: DNC 121 or permission of instructor.*

The development of classical theory and practical ballet, at the elementary level.

**DNC 140. FITNESS DANCE I. 1-2 hrs.**

This course uses dance activity to increase a student's level of physical fitness. Flexibility exercises

and body toning/sculpting exercises, which have been specifically designed to develop the dancer's body, will be used in class.

**DNC 141. FITNESS DANCE II. 1-2 hrs.**

*PREREQUISITE: DNC 140 or permission of the instructor.*

This course is a continuation of DNC 140.

**DNC 142. FITNESS DANCE III. 1-2 hrs.**

*PREREQUISITE: DNC 141 or permission of the instructor.*

This course is a continuation of DNC 141.

**DNC 143. BALLET TECHNIQUE I. 3 hrs.**

Intensive training in classical ballet for students intending to major or minor in dance. Intermediate level technique is studied, emphasizing posture and placement. Students are evaluated on their ability to perform the work to the required standard.

**DNC 144. BALLET TECHNIQUE II. 3 hrs.**

*PREREQUISITE: DNC 143 or permission of instructor.*

This course is a continuation of DNC 143.

**DNC 151. ELEMENTARY JAZZ I. 2 hrs.**

A studio course that introduces the varied movement styles and rhythm of the jazz idiom.

**DNC 152. ELEMENTARY JAZZ II. 2 hrs.**

*PREREQUISITE: DNC 151 or permission of the instructor.*

This class is a blend of modern jazz and ballet technique focusing on breath, alignment and stylized freedom of movement.

**DNC 160. DANCE WORKSHOP I. 1-2 hrs.**

*PREREQUISITE: Determined by instructor.*

This course provides practical experience in the production and performance of a dance presentation, including sound, lighting, choreography, rehearsal, costuming, make-up and other aspects of dance presentation.

**DNC 161. DANCE WORKSHOP II. 1-2 hrs.**

*PREREQUISITE: DNC 160 or permission of the instructor.*

This course is a continuation of DNC 160.

**DNC 162. DANCE WORKSHOP III. 1-2 hrs.**

*PREREQUISITE: DNC 161 or permission of the instructor.*

This course is a continuation of DNC 161.

**DNC 231. THEATER DANCE I. 3 hrs.**

*PREREQUISITE: Determined by instructor.*

This is the first in a three-course series that introduces the student to a variety of dance styles used in musical theater.

**DNC 232. THEATER DANCE II. 3 hrs.**

*PREREQUISITE: DNC 231 or permission or the instructor.*

This course is a continuation of DNC 231.

**DNC 233. THEATER DANCE III. 3 hrs.**

*PREREQUISITE: DNC 232 or permission of the instructor.*

This course is a continuation of DNC 232.

**DNC 234. CHOREOGRAPHY I. 1-2 hrs.**

Students are involved in individual and group choreographic projects in which musical and spatial elements are explored.

**DNC 235. CHOREOGRAPHY II. 1-2 hrs.**

*PREREQUISITE: DNC 234 or permission of instructor.*

This course is a continuation of DNC 234.

**DNC 243. BALLET TECHNIQUE III. 3 hrs.**

*PREREQUISITE: DNC 144 or permission of instructor.*

Ballet technique at advanced level emphasizing performance quality, musicality, and classical style.



**DNC 244. BALLET TECHNIQUE IV. 3 hrs.**

*PREREQUISITE: DNC 243 or permission of instructor.*

A continuation of DNC 243.

**DNC 260. DANCE WORKSHOP IV. 1-2 hrs.**

*PREREQUISITE: DNC 162 or permission of the instructor.*

**DNC 261. DANCE WORKSHOP V. 1-2 hrs.**

*PREREQUISITE: DNC 260 or permission of the instructor.*

**DNC 262. DANCE WORKSHOP VI. 1-2 hrs.**

*PREREQUISITE: DNC 261 or permission of the instructor.*

**DNC 267. JAZZ DANCE I. 3 hrs**

*PREREQUISITE: Determined by instructor.*

This is the first of a six-course sequence which provides the student a study of basic principles and techniques of jazz dance, including an introduction to the varied movement styles and rhythms of this dance form.

**DNC 268. JAZZ DANCE II. 3 hrs.**

*PREREQUISITE: DNC 267 or permission of the instructor.*

This course is a continuation of DNC 267.

**DNC 269. JAZZ DANCE III. 3 hrs.**

*PREREQUISITE: DNC 268 or permission of the instructor.*

This course is a continuation of DNC 268.

**DNC 270. JAZZ DANCE IV. 3 hrs.**

*PREREQUISITE: DNC 269 or permission of the instructor.*

This course is a continuation of DNC 269.

**DNC 271. JAZZ DANCE V. 3 hrs.**

*PREREQUISITE: DNC 270 or permission of the instructor.*

This course is a continuation of DNC 270.

**DNC 272. JAZZ DANCE VI. 3 hrs.**

*PREREQUISITE: DNC 271 or permission of the instructor.*

This course is a continuation of DNC 271.

## ECONOMICS (ECO)

**\*ECO 231. PRINCIPLES OF MACROECONOMICS. 3 hrs.**

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**\*ECO 232. PRINCIPLES OF MICROECONOMICS. 3 hrs.**

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity; the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

## EMERGENCY MEDICAL PARAMEDIC (EMP)

**EMP 189. APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC. 4 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body.

**EMP 191. PARAMEDIC PREPARATORY. 2 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

*COREQUISITE: Approved anatomy and physiology course(s)*

(NOTE: HPS 100, Introduction to Health Care, may be substituted for this course.) This course introduces issues related to the practice of prehospital advanced life support as a career, with a focus on issues common to all health care professions. Content areas include; paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, and medical terminology. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. CORE

**EMP 192. PARAMEDIC OPERATIONS. 3 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: pathophysiology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 193. PATIENT ASSESSMENT AND MANAGEMENT. 3 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision-making, communication, documentation, and assessment based management. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 194. PARAMEDIC GENERAL PHARMACOLOGY. 2 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

*COREQUISITE: Approved anatomy and physiology course(s)*

(NOTE: HPS 104, General Pharmacology for the Health Sciences, may be substituted for this course.) This course introduces basic pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; and nasogastric tube placement. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. CORE

**EMP 195. ADVANCED TRAUMA MANAGEMENT-A. 6 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment, trauma management, advanced airway management, I.V./I.O. initiation and medication administration. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 196. ADVANCED TRAUMA MANAGEMENT B. 3 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

*COREQUISITE: Approved anatomy and physiology course(s)*

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. CORE

**EMP 197. PARAMEDIC CLINICAL COMPETENCIES I. 3 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

*COREQUISITE: Approved anatomy and physiology course(s), approved for clinical studies*

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment, trauma management, advanced airway management, I.V./I.O. initiation and medication administration. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. Conditheory and skills are applied to a variety of medical situations across the

**EMP 198. MEDICAL PATIENT MANAGEMENT I. 3 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 199. CARDIOVASCULAR ELECTRO-PHYSIOLOGY. 3 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 200. MEDICAL PATIENT MANAGEMENT IIA. 6 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 201. MEDICAL PATIENT MANAGEMENT IIB. 3 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

*COREQUISITE: Approved anatomy and physiology course(s)*

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. Students integrate and reinforce the didactic and skills laboratory components of their education by performing basic and advanced life support assessments and skills on a variety of patient presentations and complaints in the clinical setting. Upon course completion, students will have demonstrated competency in those respective components of the national Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. CORE

**EMP 202. PARAMEDIC CLINICAL COMPETENCIES II. 3 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

*COREQUISITE: Approved anatomy and physiology course(s), approved for clinical studies*

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health. CORE

**EMP 203. CARDIOVASCULAR PATIENT MANAGEMENT. 3 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program, EMP-199*

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 204. TRANSITION TO PARAMEDIC PRACTICE. 3 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program*

This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement. Upon course completion, students should have met all ancillary educational requirements set forth by the Alabama Department of Public Health and local employers.

**EMP 205. PARAMEDIC TERMINAL COMPETENCIES. 2 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s)*

This course is designed to review the National Standard Curriculum for the EMT-Paramedic and to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

**EMP 206. PARAMEDIC FIELD PRECEPTORSHIP. 6 hrs.**

*PREREQUISITE: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s), approved for clinical studies*

This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and

skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

**EMP 207. PARAMEDIC TEAM LEADER PRECEPTORSHIP. 1 hr.**

*PREREQUISITE: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s), approved for clinical studies*

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

## EMERGENCY MEDICAL TECHNOLOGY (EMS)

**EMS 105. FIRST RESPONDER. 3 hrs.**

*PREREQUISITE: Determined by instructor.*

This course provides theory in emergency procedures as contained in the current National Standard Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, are required for successful course completion.

**EMS 107. EMERGENCY VEHICLE OPERATOR AMBULANCE. 1 hr.**

*PREREQUISITE: Must present a valid driver's license and program approval.*

The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspections, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

**EMS 121. VEHICLE RESCUE. 3 hrs.**

*PREREQUISITE: Program approval*

This course is a continuation of EMS 120 and provides students with concepts and skills related to patient management and hazards encountered during vehicle rescue operations. Topics include mechanisms of trauma, patient injuries, assessment, management, extrication tools; and potential hazards to include faulty air bags, loaded hydraulic bumper systems, and patient restraints. Upon course completion, students should be able to identify different areas of vehicle damage and associate this damage with specific patient injuries; and keep the scene safe by recognizing potential hazards encountered during the rescue of patients from vehicles.

**EMS 116. EMT BASIC THEORY AND LAB. 9 hrs.**

*PREREQUISITE: Admission to the EMT-Basic Program.*

This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway mainte-

nance, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the Emergency Medical Technician-Basic national Standard Curriculum.

**EMS 117. EMT BASIC CLINICAL COMPETENCIES. 1 hr.**

*PREREQUISITE: Admission to the EMT-Basic Program.*

This course is required to apply for certification as an EMT basic. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 116, EMS Basic Theory and Lab. This course helps student prepare for the National Registry Exam.

**EMS 150. EMT-BASIC REFRESHER. 2 hrs.**

*PREREQUISITE: Completion of a NSTC course for EMT-Basic or program approval.*

This course provides students with theory in review of the current National Standard Training Curriculum (NSTC) for the EMT-Basic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies, as outlined by the NSTC, for successful course completion.

**EMS 153. EMS DISPATCHER. 3 hrs.**

*PREREQUISITE: Program approval.*

This course provides students with theory as contained in the National Training Curriculum (NSTC) for EMS Dispatcher. This course is designed to prepare EMS dispatcher personnel to operate a telecommunication base station for the purpose of receiving requests for emergency medical services and allocating community resources in response to such requests. Upon course completion, students should have an understanding of emergency medical services dispatch procedures and be able to effectively receive a call and dispatch appropriate personnel, utilizing a scenario in a simulated situation.

**EMS 265. PARAMEDIC REFRESHER. 3 hrs.**

*PREREQUISITE: Completion of a NSTC course for the Paramedic or program approval.*

This course provides students with a review of material contained in the current National Standard Training Curriculum (NSTC) for the Paramedic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies for successful course completion.

**EMS 266. ADVANCED LIFE SUPPORT PROVIDER. 1 hr.**

*PREREQUISITE: Program approval.*

The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 267. BASIC TRAUMA LIFE SUPPORT PROVIDER. 1 hr.**

*PREREQUISITE: LPN, RN, Paramedic, or program approval.*

This course provides students with theory and demonstration in advanced trauma care and management. Content areas include mechanism of trauma, trauma assessment, airway-breathing-circulation management, trauma to various portions of the body, multiple system trauma, and load-and-go situations. The course is taught in accordance with national standards and required specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 269. PEDIATRIC MEDICAL LIFE SUPPORT PROVIDER. 1 hr.**

*PREREQUISITE: LPN, RN, Paramedic, or program approval.*

This course provides students with theory and simulated case studies in pediatric care. Content areas include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition

and management; vascular access; and use of medications. This course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 275. PRE-HOSPITAL ALS PROTOCOLS. 2 hrs.**

*PREREQUISITE: Program approval.*

Pre-hospital Advanced Life Support Protocols is designed for EMT-Intermediates and Paramedics to familiarize them with the current Advanced Life Support (ALS) protocols as approved by the Alabama Department of Public Health. This course includes review of ALS protocols as well as utilization of simulated case studies and situations to assist students in their performance in patient assessment and adherence to the protocols. Completion of student competencies are required for successful course completion.

**EMS 280. BASIC LIFE SUPPORT INSTRUCTOR. 1 hr.**

*PREREQUISITE: Successful completion, with the past 12 months, of all areas of basic life support training (CPR).*

This course provides students with concepts related to areas of basic life support instruction. Topics include history, concepts, and systems of emergency cardiac care; cardiopulmonary physiology, dysfunction, and actions for survival; introduction to the performance of CPR; foreign body airway obstruction management; pediatric basic life support; special techniques/resuscitation situations, pitfalls, and complications; teaching and learning in basic life support; teaching strategies; and basic provider course organizations. Student will also successfully participate in practice teaching of a cardiopulmonary resuscitation (CPR) class prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 281. ADVANCED CV LIFE SUPPORT INSTRUCTOR. 1 hr.**

*PREREQUISITE: EMS 266 and program approval.*

This course provides the student with theory and practice in the techniques of teaching advanced cardiovascular life support (ACLS). The course is taught in accordance with national standards. Students will also successfully participate in practice teaching of an ACLS provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 282. BASIC TRAUMA LIFE SUPPORT INSTRUCTOR. 1 hr.**

*PREREQUISITE: EMS 267 and program approval.*

This course provides students with theory and practice in the techniques of teaching Basic Trauma Life Support (BTLS). The course is taught to provide instructor training in trauma care and management in accordance with national standards. Students will also successfully participate in practice teaching of a BTLS provider course prior to course completion. Students successfully completing this course will receive documentation of course completion.

**EMS 284. PEDIATRIC MEDICAL LIFE SUPPORT INSTRUCTOR. 1 hr.**

*PREREQUISITE: EMS 269 and program approval.*

This course provides students theory and practice in teaching pediatric medical life support. Topics include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; pediatric trauma; and use of medications. This course is taught in accordance with national standards. Students will also successfully participate in practice teaching of a pediatric medical life support provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 287. EMS INSTRUCTOR/COORDINATOR TRAINING - I. 2 hrs.**

*PREREQUISITE: Program approval.*

The Emergency Medical Services Instructor/Coordinator Training - I provides students with theory, demonstration, and practical application to the beginning EMS instructor. Topics include basic principles and practices of training and education, learning theory, adult learning styles, knowledge and skill objectives, and lesson plans. The course also provides the experienced EMS instructor with an opportunity for review of basic instructional techniques and exposure to new concepts. This course is part one of a three part series and is taught in accordance with materials contained in the National

Standard Training Curriculum (NSTC) for the EMS Instructor/Coordinator. Upon course completion, students should have an understanding of the basic concepts of teaching emergency medical technicians.

**EMS 288. EMS INSTRUCTOR/COORDINATOR TRAINING - II. 2 hrs.**

*PREREQUISITE: EMS 287 or program approval.*

The Emergency Medical Services Instructor/Coordinator Training - II provides students theory, demonstration, and practical application on instructional techniques and is a continuation of materials in EMS 286 as contained in the National Standard Training Curriculum (NSTC) for the EMS Instructor/Coordinator. This course expands principles and practices of EMS training and education to include writing instructional objectives, lesson plans, and evaluation tools; testing psychomotor skills, and setting up practical skills stations. Upon course completion, students should be able to write effective lesson plans and evaluation tools.

**EMS 289. EMS INSTRUCTOR/COORDINATOR TRAINING - III. 2 hrs.**

*PREREQUISITE: EMS 288 or program approval.*

This course is a conclusion of materials in EMS 287 and EMS 288 as contained in the National Standard Training Curriculum (NSTC) for the EMS Instructor/Coordinator. This course allows students to accomplish practice teaching in a controlled environment. Students also have the opportunity to utilize and be evaluated on the materials developed in the previous courses. Specific student competencies must be met for successful course completion. Upon completion of the course, students should be able to provide effective communication techniques in teaching emergency medical technicians and satisfactorily evaluate student progress.

## **ENGINEERING GRAPHICS AND DESIGN (DDT)**

**DDT 104. BASIC COMPUTER AIDED DRAFTING. 3 hrs (1-4-3)**

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using “hands-on” applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

**DDT 111. FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY. 3 hrs. (1-5-3)**

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching.

**DDT 122. ADVANCED TECHNICAL DRAWING. 3 hrs. (1-5-3)**

*PREREQUISITE: DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.*

This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawing to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods.

**DDT 124. BASIC TECHNICAL DRAWING. 3 hrs. (1-5-3)**

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.

**DDT 125. SURFACE DEVELOPMENT. 3 hrs. (1-5-3)**

*PREREQUISITE: DDT 111, DDT 124, DDT 128 or permission of instructor*

This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersections and handle them simply as applications of the concepts learned in this class.



**DDT 127. INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN. 3 hrs. (1-6-3)**

*PREREQUISITE: DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.*

This course covers intermediate-level concepts and application of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.

**DDT 128. INTERMEDIATE TECHNICAL DRAWING. 3 hrs. (1-5-3)**

*PREREQUISITE: DDT 104, DDT 111, DDT 124 or permission of instructor.*

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings.

**DDT 131. BASIC MACHINE DRAFTING. 3 hrs. (1-5-3)**

*PREREQUISITE: DDT 111, DDT 124 or permission of instructor.*

This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

**DDT 132. BASIC ARCHITECTURAL DRAFTING. 3 hrs. (1-5-3)**

*PREREQUISITE: DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.*

This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology; site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.

**DDT 150. THEORY OF RESIDENTIAL DRAWING AND DESIGN. 3 hrs. (3-0-3)**

*PREREQUISITE: Permission of instructor.*

This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, climate, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory, intermediate, and advanced topics are covered. Emphasis is placed on an understanding of the various issues and requirements essential to the field of residential drawing and design.

**DDT 181,182. SPECIAL TOPICS IN DRAFTING AND DESIGN TECHNOLOGY. 3 hrs.**

*PREREQUISITE: Permission of instructor.*

These courses provide specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs.

**DDT 212. INTERMEDIATE ARCHITECTURAL DRAFTING. 3 hrs. (1-5-3)**

*PREREQUISITE: DDT 132 or permission of instructor.*

This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor construction and detailing, foundation, wall, and roof construction and detailing; use of standards manuals; perspective drawings; electrical plans; plumbing plans; and building materials with emphasis on residential and some light commercial applications. Upon completion, students should be able to draw and specify advanced-level plans including various architectural details.

**DDT 213. CIVIL DRAFTING, PLAT MAPS. 3 hrs. (1-5-3)**

*PREREQUISITE: DDT 104, DDT 111, DDT 124, DDT 127, DDT 128, DDT 231 or permission of instructor.*

This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.

**DDT 214. PIPE DRAFTING. 4 hrs. (1-7-4)**

*PREREQUISITE: DDT 104, DDT 124, DDT 128 or permission of instructor.*

This course covers the theory and practical application needed to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, students should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical industrial environment.

**DDT 217. BUILDING CODES, ORDINANCES, ZONING RESTRICTIONS AND THE ADA. 3 hrs. (3-0-3)**

This course provides an in-depth study of building codes, municipal ordinances, zoning restrictions, and compliance with the Americans With Disability Act as related to commercial drafting and design. Emphasis is placed upon a working understanding of these topics.

**DDT 222. ADVANCED ARCHITECTURAL DRAFTING. 3 hrs. (1-5-3)**

*PREREQUISITE: DDT 212 or permission of instructor.*

This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial application.

**DDT 225. STRUCTURAL STEEL DRAFTING. 3 hrs. (1-5-3)**

*PREREQUISITE: DDT 104, DDT 111, DDT 124, DDT 127, DDT 231 or permission of instructor.*

This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of materials. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

**DDT 231. ADVANCED CAD. 3 hrs. (2-3-3)**

*PREREQUISITE: DDT 127 or permission of instructor.*

This course covers the advanced applications of CAD software to engineering projects in various applications, including architectural, civil, mechanical, and environmental engineering, with consideration for advanced physical and psychological principle of CAD. These principles will be applied toward CAD customization and programming principles for the expressed purpose of increasing productivity and improving the performance of the CAD operator, thereby, making CAD much more productive in an engineering environment. Emphasis will be placed on using intelligent CAD techniques to increase the quality of output. Three-D modeling and rendering will be introduced. Upon completion, students should be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

**DDT 271. ENGINEERING GRAPHICS AND DESIGN CO-OP. 1-3 hrs. (0-2-2)**

This course constitutes a series wherein the student works on a part-time basis in a job directly related to engineering graphics and design. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his/her work experience. Upon completion, the student will be able to demonstrate skills learned in the employment setting.

**ENGLISH (ENG)****ENG 093. BASIC ENGLISH (Academic). 3 hrs.**

*PREREQUISITE: A score of 64 or below on the COMPASS (writing) placement test.*

This course is a review of basic writing skills and basic grammar. Emphasis is placed on the compos-

ing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs. Students must achieve a minimum grade of “C” to pass the course.

**\*ENG 101. ENGLISH COMPOSITION I. 3 hrs.**

*PREREQUISITE: A score of 65 or above on the COMPASS (writing) placement test or 20 on the ACT (English) test. If a student does not have a satisfactory score on the English placement test or the equivalent, then the student must achieve a minimum grade of “C” in ENG 093 prior to enrolling in ENG 101.*

English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

**\*ENG 102. ENGLISH COMPOSITION II. 3 hrs.**

*PREREQUISITE: Minimum grade of “C” in ENG 101.*

English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.

**ENG 131. APPLIED WRITING (TECHNICAL). 3 hrs.**

*Minimum grade of “C” required for completion of ENG 131.*

*Prerequisite: A score of 75 or above on the COMPASS (reading) placement test or 20 on the ACT (reading) test. If a student does not have a satisfactory score on the reading placement test or the equivalent, then the student must achieve a minimum grade of “C” in RDG 085 prior to enrolling in ENG 131.*

This course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on the production of such documents, including research, documentation, graphical displays, the abstract, appropriate diction, grammar, punctuation and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents.

**+\*ENG 271. WORLD LITERATURE I. 3 hrs.**

*PREREQUISITE: Minimum grade of “C” in ENG 102*

This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**+\*ENG 272. WORLD LITERATURE II. 3 hrs.**

*PREREQUISITE: Minimum grade of “C” in ENG 102.*

This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

+ *These courses do not have to be taken in sequence.*

## **FIRE SCIENCE (FSC)**

### **FSC 100. BASIC FIREMANSHIP. 2 hrs.**

This course is an introduction to the basics of Fire Science, including fire chemistry salvage, hydraulics, laying hose, laddering, and overhaul work.

### **FSC 101. INTRODUCTION TO THE FIRE SERVICE. 3 hrs.**

This course is a survey of the philosophy and history of fire protection, loss of property and life by fire, review of municipal fire defenses, and the organization and function of federal, state, county, city, and private fire protection.

### **FSC 103. HAZARDOUS MATERIALS I. 3 hrs.**

This is a survey of fundamental facts and operations applicable to hazardous materials incidents. The emphasis is on storage, handling, standards, special equipment, toxicology, and monitoring.

### **FSC 104. HAZARDOUS MATERIALS II. 3 hrs.**

This course is a continuation of the study of hazardous materials and application to specialized hazardous materials response teams. Emphasis is placed on specialized skills and equipment required to mitigate a hazardous materials incident.

### **FSC 111. FIRE HYDRAULICS. 3 hrs.**

This course is a review of basic mathematics, hydraulic laws and formulae as applied to the fire service, water supply problems and underwriters' requirement for pumps.

### **FSC 200. FIRE COMBAT TACTICS AND STRATEGY. 3 hrs.**

This course is a review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack and pre-planning fire problems.

### **FSC 210. BUILDING CONSTRUCTION FOR THE FIRE SERVICE. 3 hrs.**

This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors dealing with collapse.

### **FSC 240. FIRE CAUSE DETERMINATION. 3 hrs.**

This course covers the burning characteristics of combustibles, interpretation of clues, burn patterns leading to points of origin, identification of incendiary indications, sources of ignition and ignited materials, and preservation of fire science evidence.

### **FSC 250. FIRE PREVENTION INSPECTION. 3 hrs.**

This is a study of the organization and function of the fire prevention team. Course content includes inspections, survey and mapping procedures, recognition of fire hazards, and public relations as affected by fire prevention.

### **FSC 270. FIRE PROTECTION SYSTEMS. 3 hrs.**

This is a study of portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, and fire alarms and detection systems.

### **FSC 292. ELEMENTS OF SUPERVISION/FIRE SERVICE SUPERVISION. 3 hrs.**

This course covers the responsibility of supervisors; organization, human relations, grievance training, rating, promotion, quality-quantity control and management-employee relations.

### **FSC 293. FIRE SERVICE ADMINISTRATION. 3 hrs.**

This is a study of the principles, practices and objectives of fire administration; of fire defenses and insurance rates; of personal management, and of records, reports, and evaluation.

## **GEOGRAPHY (GEO)**

### **\*GEO 100. WORLD REGIONAL GEOGRAPHY. 3 hrs.**

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.

## HEALTH EDUCATION (HED)

### HED 221. PERSONAL HEALTH. 3 hrs.

This course introduces principles and practices of personal and family health; it includes human reproductive, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.

### HED 222. COMMUNITY HEALTH. 3 hrs.

This course introduces principles and practices of community health; it includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer health, health organization, and environmental concerns.

### HED 226. WELLNESS. 3 hrs.

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.

### HED 231. FIRST AID. 3 hrs.

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross and/or the American Heart Association. CPR training also is included.

### HED 232. CARE AND PREVENTION OF ATHLETIC INJURIES. 3 hrs.

This course provides a study of specific athletic injuries, their treatment, and preventive measures.

## HEALTH INFORMATION TECHNOLOGY (HIT)

### HIT 117. PATHOLOGY AND PHARMACOLOGY I FOR HIT. 3 hrs.

*PREREQUISITE: OAD 211*

This course provides a review of diseases and medical terminology of major organ systems. Emphasis is placed on etiology, signs and symptoms, complications and treatment methods. Upon completion, students should be able to define, spell, and describe terms related to disease, procedures, drugs, and medical specialties.

### HIT 131. CLASSIFICATION AND REIMBURSEMENT. 3 hrs.

This course includes study of the uses of coded data in reimbursement and payment systems appropriate to all health care settings. Course introduction focuses on techniques of coding, elements of prospective payment systems, billing and insurance procedures, third party payers, peer review organizations, explanation of benefits, managed care/capitation, and chargemaster description. Student competencies include demonstration of reimbursement and payment system principles, coding skills and billing applications (manual and/or computer assisted).

### HIT 151. HEALTH DATA CONTENT AND STRUCTURE. 3 hrs.

This course is an introduction to the health information technology (HIT) profession and its basic skill requirements. The course includes an introduction to the content, use and structure of health care data and data sets and how these components relate to primary and secondary record systems. Student outcomes include mastery of basic concepts and functions in HIT including storage and retrieval systems, documentation requirements, abstracting, quantitative and qualitative analysis, registries and indexes and forms and screen design.

### HIT 221. HIT COMPUTER APPLICATIONS. 2 hrs.

*PREREQUISITE: HIT 151*

This course is a survey of computer usage in health care facilities with emphasis on data security and integrity in health information systems (administrative, patient registration, etc.). Course instruction focuses on concepts of computer technology related to health care and the tools and techniques for collecting, storing and retrieving health care data. Upon completion, students should be able to demonstrate knowledge of and competence in the use of various health information specific software applications.

**HIT 230. MEDICAL CODING SYSTEMS I. 3 hrs.**

*PREREQUISITE: OAD 211 with a minimum grade of "C" or permission of instructor.*

*COREQUISITE: HIT 231*

This course is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

**HIT 231. MEDICAL CODING SKILLS LABORATORY I. 1 hr.**

*PREREQUISITE: OAD 211 with minimum grade of "C" or permission of instructor.*

*COREQUISITE: HIT 230*

This course provides laboratory practice in medical coding. The course allows the student to become proficient at skills learned in classification and coding systems theory classes. Student competency is demonstrated by accuracy in medical coding.

**HIT 232. MEDICAL CODING SYSTEMS II. 3 hrs.**

*PREREQUISITE: HIT 230, HIT 231*

*COREQUISITE: HIT 233*

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information; DRG assignment and case mix/severity of illness data. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted.)

**HIT 233. MEDICAL CODING SKILLS LABORATORY II. 1 hr.**

*PREREQUISITE: HIT 230, HIT 231*

*COREQUISITE: HIT 232*

This course provides laboratory experience in medical coding. The course allows the student to become proficient at skills learned in medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulations.

**HIT 283. MEDICAL CODING PRECEPTORSHIP. 2 hrs.**

*PREREQUISITE: Permission of instructor*

This course provides experience in medical coding. The course allows the student to demonstrate basic competencies acquired in previous medical coding course work with on-site and on-campus laboratory experience. Student competency includes demonstrated medical coding proficiency.

## **HEALTH SCIENCES (HPS)**

**HPS 101. CARDIOPULMONARY RESUSCITATION I. 1 hr.**

This course includes theory and application in basic life support. Emphasis is placed on the areas of single rescuer cardiopulmonary resuscitation (CPR) of the adult, two-rescuer CPR, managing obstructed airways, and infant and child CPR. Upon completion of the course, the student should be able to recognize situations that require CPR and effectively implement CPR

**HPS 105. MEDICAL TERMINOLOGY. 3 hrs.**

This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meaning associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

**HPS 110. INTRODUCTION TO HEALTH CARE. 3 hrs.**

This interdisciplinary course focuses on topics in health care which are common to health care disciplines. Emphasis is placed on communication, client/employee safety, psychosocial aspects of health care, health care delivery systems, professionalism, ethical/legal issues in health care, historical perspectives of various health care professions, and medical terminology.

**HPS 113. SPANISH FOR THE HEALTHCARE PROFESSIONAL. 3 hrs.**

This course provides an introduction to Spanish with a focus on the basic communication skills and vocabulary needed by health professionals when a non-English speaking Hispanic enters a health care setting. Topics include soliciting identification information, history taking, performance of physical exam and giving instructions on general care and follow-up

**HOME ECONOMICS (HEC)****HEC . PRINCIPLES OF NUTRITION. 3 hrs.**

*NOTE: As required by program.*

In this course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed.

**HISTORY (HIS)****+\*HIS 101. HISTORY OF WESTERN CIVILIZATION I. 3 hrs.**

This course is a survey of social, intellectual, economic, and political developments which have molded the modern western world. The course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

**+\*HIS 102. HISTORY OF WESTERN CIVILIZATION II. 3 hrs.**

This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

**+\*HIS 201. UNITED STATES HISTORY I. 3 hrs.**

This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

**+\*HIS 202. UNITED STATES HISTORY II. 3 hrs.**

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

*+These courses do not have to be taken in sequence.*

**HUMANITIES (HUM)****HUM 100. HUMANITIES FORUM. 1 hr.**

*NOTE: Course is conducted on an independent basis.*

In this course, credit is given for participation in lectures, concerts, and other events which have relevance to the study of the humanities.

**\*HUM 101. INTRODUCTION TO HUMANITIES. 3 hrs.**

*NOTE: Course is conducted on an independent basis.*

This course offers the student an introduction to the humanities through independent visits to art, music, literature, history, and drama presentations and subsequent assignments.

## **INDUSTRIAL ELECTRICITY/ELECTRONICS TECHNOLOGY (ELT), (ILT)**

### **ELT 106. AC PRINCIPLES OF ELECTRICITY II. 3 hrs. (2-3-3)**

This course is a study of AC magnetic devices including single phase and three phase transformers, basic motor principles of electromagnetism, AC relay principles and their application. Upon completion, students should be able to explain, wire troubleshoot and test these basic components in various real world circuits.

### **ELT 107. DC PRINCIPLES OF ELECTRICITY II. 3 hrs. (2-3-3)**

This course is a study of energy sources and measurements, batteries, conductor sizes and rating electric magnetic fields, and electrical safety. Emphasis is on energy transfer, electric heating, battery supplies, conductor ratings and protection, magnetic fields, and safety. Upon completion students should be able to explain types of energy batteries, different types of conductors, and wire batteries, magnetic coils, and power circuits and troubleshoot them.

### **ILT 117. PRINCIPLES OF CONSTRUCTION WIRING. 3 hrs. (1-6-3)**

This course provides a study of the technical skills required to safely perform electrical wiring installations. Topics include methods of wiring residential, commercial, and industrial locations. Upon completion, students should be able to apply safe wiring skills to residential, commercial and industrial applications.

### **ILT 118. CONSTRUCTION WIRING N E C. 3 hrs. (1-5-3)**

This course provides a study of the codes that is required to safely perform electrical wiring installations. Emphasis will be placed upon the codes that apply to residential, commercial, and industrial locations. Upon completion, students should be able to apply the codes in the electrical wiring of residential, commercial and industrial applications.

### **ILT 148. AUTOMATIC CONTROLS SYSTEMS. 3 hrs. (3-0-3).**

*PREREQUISITE: Instructor approval.*

This course emphasizes automated control systems and sub-systems. Topics include robotics, programmable hydraulic, pneumatic, microprocessor, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, students should be able to apply principles of automated control systems.

### **ILT 149. AUTOMATIC CONTROLS SYSTEMS LAB. 2 hrs. (0-4-2)**

This lab emphasizes robotics, programmable hydraulics/pneumatic, microprocessors, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, students should be able to apply principles of automated control systems.

### **ILT 160. DC FUNDAMENTALS. 3 hrs. (1-6-3)**

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

### **ILT 161. AC FUNDAMENTALS. 3 hrs. (1-6-3)**

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of the A.C. such as the RLC, impedance, phase relationships and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit



configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught.

**ILT 162. SOLID STATE FUNDAMENTALS. 3 hrs. (1-6-3)**

This course provides instruction in basic solid state theory beginning with atomic structure and including such as diodes, bipolar transistors, field effect transistors, amplifiers, thyristors, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose troubleshoot and repair typical solid-state device circuits. This course also provides the opportunity for students to apply the solid-state principles and theories learned in class in the laboratory setting. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits.

**ILT 163. DIGITAL FUNDAMENTALS. 3 hrs. (1-5-3)**

This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. This course has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits.

**ILT 164. CIRCUIT FABRICATION I. 1 hr. (0-3-1)**

This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting cases, and chassis, printed circuit board design, layout, fabrication, and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction.

**ILT 165. INDUSTRIAL ELECTRONIC CONTROLS I. 3 hrs. (2-2-3)**

This course provides a study of industrial electronics controls. Topics include photoelectric, temperature, gas and humidity, pressure and strain measurements for industrial instrumentation controls and applications. The lab enables students to test, troubleshoot and repair electronic control circuits. Upon completion, students should be able to apply principles of industrial electronics control circuits.

**ILT 166. MOTORS AND TRANSFORMERS I. 3 hrs. (2-3-3)**

This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. The lab enables students to test motors, transformer types, and input and output voltage. Upon completion students should be able to test motors, transformer types, and input and output voltage.

**ILT 167. AC/DC MACHINERY AND CONTROLS I. 3 hrs. (2-3-3)**

This course provides the student with knowledge in AC/DC machinery and controls. Topics include characteristics and operating principles of the different types of AC/DC generators and motors, manual and automatic starters and controllers. The lab enables students to be tested, troubleshoot and repair AC/DC machinery and controls. Upon completion, the student will be able to apply practical skills in AC/DC machinery.

**ILT 169. HYDRAULICS/ PNEUMATICS. 3 hrs. (2-3-3)**

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators,

actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/ pneumatics.

**ILT 181. SPECIAL TOPICS IN ILT. 3 hrs. (1-4-3)**

*PREREQUISITE: Permission of instructor.*

These courses provide a guided independent study of special topics in ILT. The student and instructor design the plan of study. Upon completion, students should be able to demonstrate skills developed in these courses.

**ILT 194. INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS 3 hrs. (2-3-3)**

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**ILT 196. ADVANCED PROGRAMMABLE LOGIC CONTROLLERS. 3 hrs. (2-2-3)**

*PREREQUISITE: As required by program.*

This course includes the advanced principles of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

**ILT 198. ELECTRICAL CIRCUITS I. 3 hrs. (1-5-3)**

This course covers the commonly utilized circuits found in all areas of electronics. These include the various rectifier, filter, voltage regulating circuits, and linear solid-state amplifier circuits. The entire course emphasizes the typical circuits, their principles of operation, and troubleshooting defective circuits. This course has an embedded lab with laboratory exercises designed to develop the skills listed in the industry competencies.

**ILT 209. MOTOR CONTROLS I. 3 hrs. (1-6-3)**

This course covers the use of motor control symbols, magnetic starters, running overload protection, push-button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protections, the use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors, wye-delta starting, part start winding, resistor starting and electric starting devices. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push-button stations and understand complex motor control diagrams.

**ILT 211. TROUBLESHOOTING TECHNIQUES. 3 hrs. (1-6-3)**

This course focuses on the systematic approach to solving problems. Emphasis is placed on instrument failures and their interaction with process down-time. Upon completion, students should be able to solve problems on a process simulator or in an actual setting.

**ILT 216. INDUSTRIAL ROBOTICS. 3 hrs. (3-0-3).**

*PREREQUISITE: Instructor approval.*

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

**ILT 217. INDUSTRIAL ROBOTICS LAB. 2 hrs. (0-4-2).**

*PREREQUISITE: Instructor approval.*

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

**ILT 251. RF COMMUNICATIONS. 3 hrs. (1-5-3)**

This course provides a study of the transmission and receiving of analog communication signals that

are used in radio, television, and radio frequency (R.F.) communication applications. Emphasis is placed on circuits that produce, transmit, and receive RF communication principles in the transmission and receiving of radio, television, and RF communication signals.

**ILT 252. DIGITAL COMMUNICATIONS. 3 hrs. (1-5-3)**

This course provides a study of transmission and receiving digital communication signals that are used in radio, television, and digital communication applications. Emphasis is placed on circuits that produce, transmit, and receive digital signals used in radio, television, and digital communication. Upon completion, students will be able to apply digital communication principles in the transmission and receiving of radio, television, and digital communication signals.

**ILT 262. CERTIFICATION PREPARATION 3 hrs. (3-0-3)**

*PREREQUISITE: Permission of instructor.*

This course provides an overview of electrical/electronic principles to prepare the student for the CET exam. Upon completion, students should be able to pass the CET exam and be classified as a national certified electronics technician.

**ILT 192, 193. COOPERATIVE EDUCATION. 3 hrs. (0-6-3)**

*PREREQUISITE: Permission of instructor.*

These courses provide students with relevant work experience in business/industry. Emphasis is placed on production in a work setting. Upon completion, students should be able to identify job responsibilities and to demonstrate skills necessary for entry level employment.

**ILT 291, 292, 293. COOPERATIVE EDUCATION. 3 hrs. (0-6-3)**

*PREREQUISITE: Permission of instructor.*

These courses provide students with relevant work experience in business/industry. Emphasis is placed on production in a work setting. Upon completion, students should be able to identify job responsibilities and to demonstrate skills necessary for entry level employment.

**ILT 271, 272. INDEPENDENT STUDY. 2 hrs. (0-6-2)**

*PREREQUISITE: Permission of instructor.*

This course is designed to allow students to independently study various topics related to instrumentation technology. Emphasis is placed on the refinement or advancement of a particular skill or skills. Upon completion, students should be able to perform specific job related functions according to standard operating procedures.

**ILT 280. SPECIAL TOPICS. 3 hrs. (0-6-3)**

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

## MANUFACTURING TECHNOLOGY (INT)

**INT 101. DC FUNDAMENTALS. 3 hrs. (2-3-3)**

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculators and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

**INT 103. AC FUNDAMENTALS. 3 hrs. (2-3-3)**

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and

parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of AC such as RLS, impedance, phase relationships and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught.

**INT 113. INDUSTRIAL MOTOR CONTROLS I. 3 hrs. (1-4-3)**

This course focuses on information regarding industrial motor controls and basic information regarding process logic controllers. Upon completion students will be able to remove, replace, and wire different types of control devices for operating industrial motors.

**INT 117. PRINCIPLES OF INDUSTRIAL MECHANICS. 3 hrs. (1-4-3)**

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

**INT 118. FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS. 3 hrs. (1-4-3)**

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

**INT 119. PRINCIPLES MECHANICAL MEASUREMENT & TECHNICAL DRAWING. 3 hrs. (1-4-3)**

This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers, micrometers, steel rules, dial indicators, identifying types of lines and symbols of technical drawings, recognition and interpretation of various types of views, tolerances, and dimensions. Upon completion, students will be able to use precision measuring tools and interpret technical drawings.

**INT 126. PREVENTIVE MAINTENANCE. 3 hrs. (1-4-3)**

This course focuses on the concepts and applications of preventative maintenance. Topics include the introduction of alignment equipment, job safety, preventative maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

**INT 128. PRINCIPLES OF INDUSTRIAL ENVIRONMENTAL CONTROLS. 3 hrs. (2-3-3)**

This course focuses on basic knowledge and skills to service perform routine troubleshooting, maintenance, and adjustments of HVACR systems in an industrial environment. After completion, students will be able to perform routine, low-level maintenance on institutional environmental systems. Additionally, students receive instruction to complete the EPA 608 certification examination.

**INT 129. INDUSTRIAL SAFETY AND MAINTENANCE TECHNIQUES. 3 hrs. (1-4-3)**

This course provides instruction in basic maintenance techniques and safety. Topics include drawing, sketching, basic hand tools, portable power tools, stationary power tools, measurement, screw threads, mechanical fasteners, machinery and equipment installation, rigging, and their proper safe operations.

**INT 134. PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND CUTTING TECHNIQUES. 3 hrs. (2-3-3)**

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe,

hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.

**INT 153. PRECISION MACHINING FUNDAMENTALS I. 3 hrs. (1-4-3)**

This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon completion, students will have the ability to use precision measurement instruments and to read mechanical drawings.

**INT 158. INDUSTRIAL WIRING I. 3 hrs. (1-4-3)**

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

**INT 194. INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS. 3 hrs. (2-2-3)**

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**INT 206. INDUSTRIAL MOTORS I. 3 hrs. (1-4-3)**

This course focuses on basic information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform routine maintenance on various types of motors.

**INT 211. INDUSTRIAL MOTORS II. 3 hrs. (1-4-3)**

This course focuses on advanced information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform advanced maintenance on various types of motors.

**INT 215. TROUBLESHOOTING TECHNIQUES. 3 hrs. (1-4-3)**

This course is designated to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

**INT 272. INDEPENDENT STUDY. 2 hrs. (0-2-2)**

This course is designed to allow students to independently study various topics related to instrumentation technology. Emphasis is placed on the refinement or advancement of a particular skill or skills. Upon completion, students should be able to perform specific job related functions according to standard operating procedures.

**INT 273. INDEPENDENT STUDY. 2 hrs. (0-2-2)**

This course is designed to allow students to independently study various topics related to instrumentation technology. Emphasis is placed on the refinement or advancement of a particular skill or skills. Upon completion, students should be able to perform specific job related functions according to standard operating procedures.

**INT 284. ADVANCED PROGRAMMABLE LOGIC CONTROLLERS. 3 hrs. (2-3-3)**

*PREREQUISITE: Permission of instructor.*

This course includes the advanced principles of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

## INTERDISCIPLINARY STUDIES (IDS)

### **\*IDS 102. ETHICS. 3 hrs.**

This interdisciplinary course will introduce the basic concepts, types, and schools of moral theory, and illustrate how these may be applied to contemporary moral problems and ethical questions in academic, professional, and social endeavors.

### **IDS 200A-200D. COLLEGE SCHOLARS BOWL WORKSHOP. 1 hr.**

*PREREQUISITE: Permission of instructor.*

This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit.

## MACHINE SHOP TECHNOLOGY (MSP)

### **MSP 101. BASIC MACHINING TECHNOLOGY. 5 hrs. (1-8-5)**

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

### **MSP 102. INTERMEDIATE MACHINING TECHNOLOGY. 5 hrs. (1-8-5)**

*PREREQUISITE: MSP 101.*

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinder. Emphasis is placed on setup and operation of machining tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

### **MSP 104. BASIC MACHINING CALCULATIONS. 2 hrs. (1-2-2)**

*PREREQUISITE: Permission of instructor.*

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

### **MSP 105. LATHES. 3 hrs. (1-5-3)**

*PREREQUISITE: Permission of instructor.*

This course covers the operation and safety practices for engine lathes. Topics include turning, grinding, boring, chamfering, necking, grooving, and threading. Upon completion, students should be able to safely operate engine lathe using appropriate attachments.

### **MSP 107. MILLING MACHINES. 3 hrs. (1-5-3)**

*PREREQUISITE: MSP 101 or permission of instructor.*

This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects.

### **MSP 111. INTRODUCTION TO COMPUTER NUMERICAL CONTROL. 2 hrs. (1-2-2)**

*PREREQUISITE: MSP 101, MSP 104.*

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

### **MSP 112. BASIC COMPUTER NUMERICAL CONTROL TURNING. 3 hrs. (1-4-3)**

*PREREQUISITE: Permission of Instructor.*

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

**MSP 113. BASIC COMPUTER NUMERICAL CONTROL MILLING. 3 hrs. (1-4-3)**

*PREREQUISITE: Permission of instructor.*

This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, work holding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part.

**MSP 121. BASIC BLUEPRINT READING FOR MACHINISTS. 2 hrs. (1-2-2)**

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

**MSP 135. MILLWRIGHT WORK. 3 hrs. (2-6-4)**

*PREREQUISITE: MSP 101.*

This course provides information on welding, machine installation, couplings, precision measurement, belts, with an overview of the safety requirements for most industrial situations.

**MSP 136. MACHINE REPAIR. 3 hrs. (1-6-3)**

*PREREQUISITE: MSP 101.*

This course provides information for students that plan to enter the field of machine tool maintenance. Concentrating on power transmission through various mechanical means and the disassembly and repair of these machines provides the students with the experience needed to repair many types of machines.

**MSP 157. TOOLMAKERS TECHNOLOGY. 3 hrs. (1-5-3)**

*PREREQUISITE: Permission of Instructor.*

This course covers the use of precision measuring instruments and interpreting engineering drawings. Emphasis is placed on the inspection of machine parts using a wide variety of measuring instruments and interpreting engineering drawings using modern conventions, symbols, datums, datum targets, projected tolerance zones, and industry specifications and standards. Upon completion students should be able to demonstrate correct use of measuring instruments and display print reading skills in line with NIMS certification standards.

**MSP 171. INTERMEDIATE BLUEPRINT READING. 2 hrs. (1-2-2)**

*PREREQUISITE: Permission of instructor or MSP 121.*

This course will build on Basic Blueprint Reading for Machinists. Topics include auxiliary and sectional views, tolerancing methods, symbols, and arrangement of views.

**MSP 181, 182, 281, 282. SPECIAL TOPICS IN MACHINE SHOP TECHNOLOGY.**

**1-2 hrs.**

*PREREQUISITE: Permission of Instructor.*

This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**MSP 212. COMPUTER NUMERICAL CONTROL LAB. 3 hrs. (0-9-3)**

*PREREQUISITE: MSP 101, MSP 104. COREQUISITE : MSP 111.*

This course introduces the programming, set-up and operation of CNC turning centers and CNC machining center. Topics include programming formats, control functions, program editing, parts production, and inspection. Upon completion students should be able to manufacture simple parts using CNC turning centers and CNC machining center.

**MSP 221. ADVANCE BLUEPRINTING. 2 hrs. (1-2-2)**

*PREREQUISITE: Permission of instructor.*

This course provides basic blueprint reading theory and practice for machining and welding trades. Three dimensional comprehension and dimensioning practices are the primary concern of this course.

**MSP 291, 292, 293. CO-OP IN MACHINE SHOP TECHNOLOGY. 1-3 hrs.***PREREQUISITE: Permission of instructor.*

Student works on a part-time basis in a job directly related to Machine Shop Technology. The employer and supervising instructor evaluate students' progress. Upon completion, students will be able to apply skills and knowledge in an employment setting.

**MASS COMMUNICATIONS (MCM)****MCM 113-114-115. STUDENT PUBLICATIONS. 1 hr.****MCM 213-214-215.**

These courses offer practical experience in journalism skills through working on the staff of student publications.

**MATHEMATICS (MTH)****MTH 090. BASIC MATHEMATICS. 3(I) hrs.***PREREQUISITE: None*

The purpose of this course is to provide students with skills in basic mathematics. Minimum content includes whole numbers, integers, fractions, decimals, ratio and proportions, percents, and an introduction to algebra. Additional topics may include systems of measurement and basic geometry. At the conclusion of this course, students are expected to be able to perform basic mathematical operations. This is a lab and web-based course. *This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.*

**MTH 098. ELEMENTARY ALGEBRA. 3(I) hrs.***PREREQUISITE: MTH 090 or appropriate mathematics placement score.*

This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs. This is a hybrid course. *This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.*

**MTH 100. INTERMEDIATE COLLEGE ALGEBRA. 3 hrs.***PREREQUISITE: MTH 098 or appropriate mathematics placement score.*

This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.

**MTH 102. MATHEMATICS APPLICATIONS LABORATORY. 3 hrs.***PREREQUISITE: None*

This course is designed to offer specific mathematics applications to students in applied science programs. Individual students' needs are determined by Work Keys assessments. Instruction is offered through an open lab/Wed-based method using Plato, WINN, or other programs aligned with Work Keys. This course does not apply toward general core requirements for mathematics.

**\*MTH 110. FINITE MATHEMATICS. 3hrs.**

*PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative is that the student successfully pass MTH 100 with a grade of C or higher.*

This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e. students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem) and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications.



**\*MTH 112. PRECALCULUS ALGEBRA. 3 hrs.**

*PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative is that the student successfully pass MTH 100 with a grade of C or higher.*

This course emphasizes the algebra of functions – including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

**\*MTH 113. PRECALCULUS ALGEBRA. 3 hrs.**

*PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative is that the student successfully pass MTH 112 with a grade of C or higher.*

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

**MTH 116. MATHEMATICAL APPLICATIONS. 3 hrs.**

*PREREQUISITE: MTH 090 or appropriate mathematics placement score.*

This course provides practical application of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio, and proportion, metric system, probability, linear equations and problem solving.

**\*MTH 120. CALCULUS AND ITS APPLICATIONS. 3 hrs.**

*PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative is that the student successfully pass MTH 112 with a grade of C or higher.*

This course is intended to give a broad overview of calculus and is primarily taken by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications).

**\*MTH 125. CALCULUS I. 4 hrs.**

*PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative is that the student successfully pass MTH 113 with a grade of C or higher.*

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

**\*MTH 126. CALCULUS II. 4 hrs.**

*PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative is that the student successfully pass MTH 125 with a grade of C or higher.*

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

**\*MTH 227. CALCULUS III. 4 hrs.**

*PREREQUISITE: MTH 126*

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem).

**MTH 231. MATH FOR THE ELEMENTARY TEACHER I. 3 hrs.***PREREQUISITE: MTH 098 or appropriate mathematics placement score.*

This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts.

**MTH 232. MATH FOR THE ELEMENTARY TEACHER II. 3 hrs.***PREREQUISITE: MTH 098 or appropriate mathematics placement score.*

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include numerations skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.

**\*MTH 237. LINEAR ALGEBRA. 3 hrs.***PREREQUISITE: MTH 126*

This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations.

**\*MTH 238. APPLIED DIFFERENTIAL EQUATIONS I. 3 hrs.***COREQUISITE: MTH 227*

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.

**MTH 246. MATHEMATICS OF FINANCE. 3 hrs.***COREQUISITE: MTH 098 or appropriate mathematics placement score.*

This course explores mathematical applications relevant to business practices. Types covered include simple and compound interest, credits, trade and bank discounts, annuities, amortization, depreciation, stocks and bonds, insurance, capitalization, and perpetuities. This course does not meet the general core requirement for mathematics.

**MUSIC (MUL)**

Music ensembles are open to all students by consent of instructor. For students majoring or minoring in music, one ensemble is required each semester for four consecutive semesters, excluding summers. Students should consult an academic advisor regarding how ensemble credit will transfer to various senior colleges and universities. Credits vary from 1-3 hours depending upon the number of rehearsal hours per week and the performance responsibilities of the ensemble.

**Class Performance Instruction****MUL 101-102; 201-202. CLASS PIANO I, II, III, IV. 1 hr each****MUL 111-112; 211-212. CLASS VOICE I, II, III, IV. 1 hr each***PREREQUISITE: As required by program.*

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

**Music Workshops****MUL 170-171; 270-271. MUSIC WORKSHOP I, II, III, IV. 1-3 hrs. each***PREREQUISITE: As required by program.*

This course is a seminal clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

**MUL 172-173; 272-273. MUSICAL THEATRE WORKSHOP I, II, III, IV. 1-2 hrs. each***PREREQUISITE: As required by program.*

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

**Music Ensembles****MUL 180-181; 280-281. CHORUS I, II, III, IV. (The Southern Union Chorus).****1-2 hrs. each***PREREQUISITE: Consent of instructor.*

Chorus I-II should be taken by freshmen students.

**MUL 182-183; 282-283. Vocal Ensemble I, II, III, IV. (The Southern Union Gospel Choir). 1-2 hrs. each***PREREQUISITE: Consent of instructor.***MUL 184-185; 284-285. SHOW CHOIR I, II, III, IV. (The Southern Union Singers Show Choir). 1-2 hrs. each***PREREQUISITE: Consent of instructor.*

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**MUSIC (MUP)****Individual Performance Instruction****MUP 101-102; 201-202. PRIVATE PIANO I, II, III, IV. 1-2 hrs. each****MUP 111-112; 211-212. PRIVATE VOICE I, II, III, IV. 1-2 hrs. each***PREREQUISITE: As required by program, with consent of Instructor.*

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

## MUSIC (MUS)

### **\*MUS 101. MUSIC APPRECIATION. 3 hrs.**

*PREREQUISITE: None.*

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylist periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

### **MUS 111. MUSIC THEORY I. 4 hrs.**

*PREREQUISITE: As required by program.*

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

### **MUS 112. MUSIC THEORY II. 4 hrs.**

*PREREQUISITE: MUS 111.*

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

### **MUS 203. MUSIC HISTORY I. 3 hrs.**

This course provides a study of the development of music from ancient times through the Baroque Period. Emphasis is placed on period style characteristics, representative composers and their works, and socio-cultural influences. Upon completion, students should be able to demonstrate knowledge, understanding and an aural perception of period style characteristics, forms, composers, and representative works.

### **MUS 204. MUSIC HISTORY II. 3 hrs.**

This course provides a study of the development of music from the Classical Period to the present. Emphasis is placed on period style characteristics, representative composers and their works, and socio-cultural influences. Upon completion, students should be able to demonstrate knowledge, understanding, and an aural perception of period style characteristics, forms, composers, and representative works.

### **MUS 211. MUSIC THEORY III. 1-4 hrs.**

*PREREQUISITE: MUS 112.*

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills.

### **MUS 212. MUSIC THEORY IV. 1-4 hrs.**

*PREREQUISITE: MUS 211.*

This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony and twentieth-century practices and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth century techniques through analysis, writing, sight singing, dictation and keyboard skills.

## NURSING ASSISTING/ HOME HEALTH AIDE (NAS/HHA)

### **NAS 100. LONG TERM CARE NURSING ASSISTANT. 4 hrs.**

*PREREQUISITE: Determined by instructor.*

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

### **NAS/HHA 120. FUNDAMENTALS OF NURSING ASSISTANT/HOME HEALTH AIDE. 7 hrs.**

*PREREQUISITE: Admission to program. It is required that student complete all developmental requirements prior to enrolling in this class.*

*COREQUISITE: NAS/HHA 121.*

This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of this course, the student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care.

### **NAS/HHA 121. FUNDAMENTALS OF NURSING ASSISTANT/HOME HEALTH AIDE (CLINICAL). 3 hrs.**

*PREREQUISITE: Admission to program. It is required that student complete all developmental requirements prior to enrolling in this class.*

*COREQUISITE: NAS/HHA 120.*

This course is designed for students to apply knowledge and skills needed to perform basic nursing care safely and efficiently in various supervised health care settings. Emphasis is placed on safety, therapeutic communication, infection control, critical thinking, and proper documentation. Upon completion of this course, the student will demonstrate beginning competency in the delivery of care to patients and clients in various health care settings.

### **NAS/HHA 130. BASIC ELECTROCARDIOGRAM INTERPRETATION. 2 hrs.**

This course provides students with the basic knowledge to interpret electrocardiograms. Students learn to identify the different categories of dysrhythmias on an EKG strip/monitor and acquire the technical skills to perform a 12 lead EKG in the clinical setting. An overview of the electrical conduction of the heart and cardiac circulation is included to assist students to identify common and life threatening dysrhythmias. This course includes both class and lab. 15 hours of lecture 30 hours of lab.

### **NAS/HHA 115. CPR & BASIC FIRST AID. 2 hrs.**

This course is designed to help the student feel more confident and act appropriately in an emergency situation. Emphasis is placed on providing the student with theoretical concepts to develop skills in basic first aid and cardiopulmonary resuscitation. Upon successful course completion, which includes specific competencies in basic life support the student will receive appropriate course completion documentation.

## NURSING, ASSOCIATE DEGREE (NUR)

### **NUR 101. BODY STRUCTURE AND FUNCTION. 4 hrs.**

*PREREQUISITE: Program permission.*

This course provides students with basic knowledge of the normal structure and function of the human body. Major content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Medical terminology is integrated throughout course content. Upon completion of this course, students will be able to demonstrate basic knowledge of bodysystems, their interrelationships and associated medical terminology.

**NUR 102. FUNDAMENTALS OF NURSING. 6 hrs.**

*PREREQUISITE: Admission to program.*

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course, students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

**NUR 103. HEALTH ASSESSMENT. 1 hr.**

*PREREQUISITE: Admission to program.*

This course is designed to provide the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing.

**NUR 104. INTRODUCTION TO PHARMACOLOGY. 1 hr.**

*PREREQUISITE: Admission to program.*

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

**NUR 105. ADULT NURSING. 8 hrs.**

*PREREQUISITE: Successful completion of NUR 102, NUR 103, NUR 104, MTH 116 (or equivalent) and BIO 201 (or NUR 101 for PN program).*

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastrointestinal, cardiovascular, endocrine, and integument systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 106. MATERNAL AND CHILD NURSING. 5 hrs.**

*PREREQUISITE: Successful completion of NUR 102, NUR 103, NUR 104, MTH 116 (equivalent) & BIO 201 (or NUR 101 for PN program).*

This course is designed to utilize the nursing process to focus on the childbearing and childrearing stages of the family unit. This introductory course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the family during antepartal, intrapartal, postpartal, infant, and childhood. Course content includes aspects of growth and development, health teaching, health promotion and prevention. Nutrition and pharmacology are integrated. Upon completion of this course, the student will be able to provide and manage care of the childbearing and childrearing family in a variety of settings.

**NUR 107. ADULT/CHILD NURSING. 8 hrs.**

*PREREQUISITE: Admission to PN program and successful completion of NUR 105, NUR 106, NUR*

**101 (or BIO 201 & BIO 202) and ENG 101.**

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the adult life span in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals experiencing complex alterations in: burns, emergencies, immunological and oncological alterations, sensory, endocrine, neurological, cardiovascular, lower GI, and GU systems. Nutrition, pharmacology, therapeutic communication, cultural and community concepts are integrated throughout.

**NUR 108. PSYCHOSOCIAL NURSING. 3 hrs.**

*PREREQUISITE: Admission to PN program and successful completion of NUR 105, NUR 106, NUR 101 (or BIO 201 & BIO 202) and ENG 101.*

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process.

**NUR 109. ROLE TRANSITION. 3 hrs.**

*PREREQUISITE: Admission to PN program and successful completion of NUR 105, NUR 106, NUR 101 (or BIO 201 & BIO 202) and ENG 101.*

The course is designed to provide the student with the knowledge and skills necessary to make the transition from student to LPN practitioner. Content includes the responsibilities of the LPM, leadership skills, problem solving and decision making quality assurance, management of resources, accountability, resume preparation, job interviewing skills, and obtaining/resigning employment. Emphasis is placed on NCLEX test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practical nursing. Upon completion of this course, the student will demonstrate knowledge and skills necessary for entry into practical nursing.

**NUR 111. PARAMEDIC TO ADN MOBILITY. 12 hrs.**

*PREREQUISITE: Admission into program; BIO 201, BIO 202, BIO 220, PSY 200, MTH 116 or higher; and ENG 101*

This course is designed to assist the experienced licensed EMT-P in transition to the role of the associate degree nurse. Emphasis is placed on basic and advanced nursing skills; the nursing process; communication; selected theories needed to develop competencies necessary to meet the needs of individuals through the lifespan in a safe, legal, and ethical manner; concepts related to psychosocial needs of individuals, and the role of the registered nurse. Upon completion of the course and the exit exam, students will be able to articulate into the ADN program. Clinicals required in medical/surgical; obstetrics, and pediatrics. (Lab and clinical required.)

**NUR 200. CONCEPTS OF CAREER MOBILITY. 6 hrs.**

*PREREQUISITE: Admission into program; BIO 201, BIO 202, MTH 116 or higher; and ENG 101*

This course is designed to provide LPN mobility students self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selected theory, process, and skills covered in NUR 102, 103, 104, 105, and 106. Upon successful completion of assessments, students are eligible for entry into NUR 201. Students who successfully completed NUR 200 will be awarded 15 non-traditional hours at the completion of the LPN mobility curriculum.

**NUR 201A. NURSING THROUGH THE LIFESPAN I. 5 hrs.**

*PREREQUISITE: Admission to ADN program and successful completion of NUR 105, NUR 106, BIO 202, ENG 101.*

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive sensory, and endocrine systems. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 202. NURSING THROUGH THE LIFESPAN II. 6 hrs.**

*PREREQUISITE: Successful completion of NUR 201, BIO 220 and PSY 200.*

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, genitourinary systems. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated throughout this course.

**NUR 203. NURSING THROUGH THE LIFESPAN III. 6 hrs.**

*PREREQUISITE: Successful completion of NUR 202, SPH 107, and PSY 210.*

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, neurological systems. Additional instruction is provided for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts.

**NUR 204. TRANSITION INTO NURSING PRACTICE. 4 hrs.**

*PREREQUISITE: Successful completion of NUR 202, SPH 107 and PSY 210.*

The course is designed to provide students with knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in the health care system, nursing leadership and management, legal and ethical issues, transition into the workplace, and NCLEX-RN preparation. Upon completion of this course, the student will demonstrate knowledge and skills necessary for entry into registered nursing practice.

## **OFFICE MANAGEMENT (OAD)**

**OAD 100. INTRODUCTION TO KEYBOARDING AND TECHNOLOGY. 3 hrs.**

This course is designed to enable the student to develop navigating windows and touch keyboarding skills for efficient use of the microcomputer through classroom instruction and lab exercises. Upon completion, the student should be able to demonstrate proper keying techniques and basic computer skills.

**OAD 101. BEGINNING KEYBOARDING. 3 hrs.**

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in production of basic business documents such as memos, letters, reports, and tables.

**OAD 103. INTERMEDIATE KEYBOARDING. 3 hrs.**

*PREREQUISITE: OAD 101 with minimum grade of "C" or permission of instructor.*

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in production of business documents.

**OAD 125. WORD PROCESSING. 3 hrs.**

*PREREQUISITE: OAD 103 with minimum grade of "C" or permission of instructor.*

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memo, letters and reports.



**OAD 138. RECORDS/INFORMATION MANAGEMENT. 3 hrs.**

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

**OAD 200. MACHINE TRANSCRIPTION. 3 hrs.**

*PREREQUISITE: OAD 103 with minimum grade of "C" or permission of instructor.*

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial work processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

**OAD 201. LEGAL TERMINOLOGY. 3 hrs.**

This course is designed to familiarize the student with legal terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology.

**OAD 202. LEGAL TRANSCRIPTION. 3 hrs.**

*PREREQUISITE: OAD 103 with minimum grade of "C" or permission of instructor.*

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and lab exercises. Emphasis is on transcribing error-free legal documents using transcription equipment. Upon completion, the student should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted.

**OAD 203. LEGAL OFFICE PROCEDURES. 3 hrs.**

*PREREQUISITE: OAD 101 with minimum grade of "C" or permission of instructor.*

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and outside lab. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment.

**OAD 211. MEDICAL TERMINOLOGY. 3 hrs.**

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.

**OAD 212. MEDICAL TRANSCRIPTION. 3 hrs.**

*PREREQUISITE: OAD 103 and 211 with minimum grade of "C" or permission of instructor.*

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Students will learn/maintain standards of ethical/professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

**OAD 213. ADVANCED MEDICAL TRANSCRIPTION. 3 hrs.**

*PREREQUISITE: OAD 212 with minimum grade of "C" or permission of instructor.*

This course is designed to develop skill in the transcription of documents generated in the medical office through classroom instruction and outside lab. Emphasis is on diagnostic studies, and laboratory, radiology, and pathology reports. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment.

**OAD 214. MEDICAL OFFICE PROCEDURES. 3 hrs.**

*PREREQUISITE: OAD 101 with minimum grade of "C" or permission of instructor.*

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and lab exercises. Emphasis is on medical terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

**OAD 217. OFFICE MANAGEMENT. 3 hrs.**

This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the student should be able to demonstrate effective supervision in the modern office.

**OAD 218. OFFICE PROCEDURES. 3 hrs.**

*PREREQUISITE: OAD 101 with minimum grade of "C" or permission of instructor.*

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communication and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

**OAD 230. COMPUTERIZED DESKTOP PUBLISHING. 3 hrs.**

*PREREQUISITE: CIS130 with minimum grade of "C" or permission of the instructor.*

This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

**OAD 233. TRENDS IN OFFICE TECHNOLOGY. 3 hrs.**

This course is designed to address current trends in office technology. Emphasis is on technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.

**OAD 247. SPECIAL PROJECTS. 3 hrs.**

*PREREQUISITE: Permission of instructor.*

This course is designed to provide the student with an opportunity for the expansion of knowledge in an area of special interest under the direct supervision of instructor. Emphasis is on the student's use of modern technology to study, research and /or accumulate additional knowledge or improve skills in a specialized office support area. Upon completion, the student should be able to demonstrate enhanced knowledge and/or skill gained through an individualized project.

## **ORIENTATION (ORI)**

**ORI 101. ORIENTATION TO COLLEGE. 1 hr.**

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

## **PHYSICAL EDUCATION (PED)**

**NOTE: Activity classes listed for one hour will meet at least two hours per week. Classes listed for two hours will meet at least three hours per week.**

**PED 100. FUNDAMENTALS OF FITNESS. 3 hrs.**

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

**PED 101. SLIMNASTICS (Beginning). 1 hrs.**

*PREREQUISITE: Determined by instructor.*

This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

**PED 102. SLIMNASTICS (Intermediate). 1 hrs.**

*PREREQUISITE: Determined by instructor.*

This course is an intermediate-level slimnastics class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, students should be able to implement and evaluate an individualized physical fitness program.

**PED 103. WEIGHT TRAINING (Beginning). 1 hrs.**

*PREREQUISITE: Determined by instructor.*

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

**PED 104. WEIGHT TRAINING (Intermediate). 1 hrs.**

*PREREQUISITE: Determined by instructor.*

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.

**PED 105. PERSONAL FITNESS. 1 hrs.**

*PREREQUISITE: Determined by instructor.*

This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition.

**PED 106. AEROBICS. 1 hrs.**

*PREREQUISITE: Determined by instructor.*

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

**PED 107. AEROBICS DANCE (Beginning). 1 hrs.**

*PREREQUISITE: PED 106 or permission of instructor.*

This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics.

**PED 108. AEROBIC DANCE (Intermediate). 1 hrs.**

*PREREQUISITE: PED 107 or permission of instructor.*

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine.

**PED 109. JOGGING. 1 hrs.**

*PREREQUISITE: Determined by instructor.*

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.

**PED 113. TUMBLING AND GYMNASTICS (Beginning). 1 hrs.**

*PREREQUISITE: Determined by instructor.*

This course introduces basic tumbling and gymnastic techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus.

**PED 114. TUMBLING AND GYMNASTICS (Intermediate). 1 hrs.**

*PREREQUISITE: PED 113 or permission of instructor.*

This course is a continuation of PED 113 in tumbling and gymnastic techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus and participate in selected events.

**PED 118. GENERAL CONDITIONING (Beginning). 1 hrs.**

*PREREQUISITE: Determined by instructor.*

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

**PED 119. GENERAL CONDITIONING (Intermediate). 1 hrs.**

*PREREQUISITE: PED 118 or instructor permission.*

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.

**PED 121. BOWLING (Beginning). 1 hrs.**

*PREREQUISITE: Determined by instructor.*

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completing, students should be able to participate in recreational bowling.

**PED 122. BOWLING (Intermediate). 1 hrs.**

*PREREQUISITE: PED 121 or instructor permission.*

This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling.

**PED 123. GOLF (Beginning) 1 hr.**

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

**PED 124. GOLF (Intermediate) 1 hr.**

*PREREQUISITE: PED 123 or instructor permission.*

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases to the game such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf.

**PED 126. RECREATIONAL GAMES. 1 hr.**

*PREREQUISITE: As required by program.*

This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities.

**PED 131. BADMINTON (BEGINNING). 1 hr.**

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.

**PED 132. BADMINTON (INTERMEDIATE). 1 hr.**

*PREREQUISITE: PED 131 or instructor permission.*

This course provides the student to participate in intermediate level competition in badminton. Emphasis is placed on advanced skills and strategies in badminton.

**PED 133. TENNIS (Beginning). 1 hr.**

*PREREQUISITE: Determined by instructor.*

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

**PED 134. TENNIS (Intermediate). 1 hr.**

*PREREQUISITE: PED 133 or instructor permission.*

This course emphasized the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

**PED 153. KARATE (Beginning) 1 hr.**

This course is designed to introduce the martial arts and teach the basic skill of Isshinryu karate. Topics include basic punches, kicks, conditioning exercises, proper terminology, historical foundations, kata, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata.

**PED 154. KARATE (Intermediate) 1 hr.**

*PREREQUISITE: PED 153.*

This course is a continuation of beginning Karate. Topics include basic punches, kicks, conditioning exercises, proper terminology, historical foundations, kata, and etiquette relating to karate. Isshinryu karate teaches discipline, self-defense and confidence. Upon completion, students should be able to perform line drill techniques and Kata according to their rank.

**PED 155. SELF DEFENSE. 1 hr.**

*PREREQUISITE: Determined by instructor.*

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

**PED 171. BASKETBALL (Beginning). 1 hr.**

*PREREQUISITE: Determined by instructor.*

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.

**PED 172. BASKETBALL. 1 hrs.**

*PREREQUISITE: PED 171 or instructor permission.*

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.

**PED 176. VOLLEYBALL (Beginning). 1 hr.**

*PREREQUISITE: Determined by instructor.*

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

**PED 177. VOLLEYBALL (Intermediate). 1 hr.**

*PREREQUISITE: PED 176 or instructor permission.*

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

**PED 178. SOCCER (Beginning) 1 hr.**

*PREREQUISITE: Determined by instructor.*

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer.

**PED 179. SOCCER (Intermediate) 1 hr.**

*PREREQUISITE: PED 178 or instructor permission.*

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and advanced techniques, skills, and strategies. Upon completion, students should be able to participate in introductory competitive soccer.

**PED 180. FLAG FOOTBALL. 1 hr.**

*PREREQUISITE: Determined by instructor.*

This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football.

**PED 181. BASEBALL (Beginning). 1 hr.**

*PREREQUISITE: Determined by instructor.*

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball.

**PED 182. BASEBALL (Intermediate). 1 hr.**

*PREREQUISITE: Determined by instructor.*

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

**PED 186. SOFTBALL (Beginning). 1 hr.**

*PREREQUISITE: Determined by instructor.*

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.

**PED 187. SOFTBALL (Intermediate). 1 hr.**

*PREREQUISITE: Determined by instructor.*

This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in competitive softball.

**PED 188. YOGA. 1 hr.**

This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity.

**PED 200. FOUNDATIONS OF PHYSICAL EDUCATION. 3 hrs.**

*PREREQUISITE: Determined by instructor.*

In this course, the history, philosophy, and objectives of health, physical education and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.

**PED 223. METHODS OF INSTRUCTION. 3 hrs.**

*PREREQUISITE: As required by program.*

This course provides instruction for the student on specialized teaching techniques in becoming a wellness instructor. The student will learn the basis on instruction in the area of aerobic types of exercises and weight training. This course will enable the student to instruct as well as supervise these types of programs. The student will learn basic anatomy and exercise physiology as it applies to the movement

of the body during exercise. This course will address and explain safety and teaching methods for the exercise instructor in the development of a comprehensive fitness program.

**PED 224. PRINCIPLES OF NUTRITION. 3 hrs.**

*PREREQUISITE: As required by program.*

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed. NOTE: This course is a suitable substitute for HEC 140.

**PED 227. ANGLING. 1 hr.**

*PREREQUISITE: Determined by instructor.*

This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using baitcaster and spinning reels and identify the various types of artificial lures.

**PED 228. FIREARM SAFETY AND UTILIZATION. 1 hr.**

This course provides a general knowledge and usage of handguns. Opportunities are provided for target practice, emphasizing safety and accuracy.

**PED 238. SAILING. 1 hr.**

This course provides instruction in the basic fundamentals of small boat sailing. Topics include sailing terminology, knot tying, rigging, and various skills necessary to maneuver the boat. Upon completion, students should be able to demonstrate safe handling of a small boat.

**PED 240. SPORT AND RECREATIONAL SCUBA DIVING . 1 hr.**

*PREREQUISITE: As required by program.*

This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety; and care and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification.

**PED 251. VARSITY BASKETBALL. 1 hr.\***

*PREREQUISITE: Instructor permission.*

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball.

**PED 252. VARSITY BASEBALL. 1 hr.\***

*PREREQUISITE: Instructor permission.*

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

**PED 254. VARSITY SOFTBALL. 1 hr.\***

*PREREQUISITE: Instructor permission.*

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.

**PED 257. VARSITY CHEERLEADING. 1 hr.\***

*PREREQUISITE: Determined by instructor.*

This course provides a specific knowledge and experience of cheerleading skills, with emphasis on tumbling skills, sharpness, stunts, and enthusiasm at the collegiate level.

**PED 258. VARSITY VOLLEYBALL. 1 hr.\***

*PREREQUISITE: Instructor permission.*

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

**PED 259. VARSITY CROSS COUNTRY. 1 hr.\***

*PREREQUISITE: As required by program.*

This course covers more advanced cross country techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive cross country.

\*Varsity Sports may be repeated for credit up to a maximum of four (4) credit hours.

**PHYSICAL SCIENCE (PHS)****+\*PHS 111. PHYSICAL SCIENCE I. 4 hrs.**

*PREREQUISITE: It is required that students complete all required remedial classes (English, reading and/or math) before taking this course.*

This course provides the non-technical student with an introduction to the basic principles of astronomy, geology, oceanography, and meteorology. Laboratory is required.

**+\*PHS 112. PHYSICAL SCIENCE II. 4 hrs.**

*PREREQUISITE: It is required that students complete all required remedial classes (English, reading and/or math) before taking this course.*

This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. Laboratory is required

+These courses do not have to be taken in sequence.

**PHYSICS (PHY)****\*PHY 201. GENERAL PHYSICS I - TRIGONOMETRY BASED. 4 hrs.**

*PREREQUISITE: MTH 113. It is required that students complete all required English and reading remedial classes before taking this course.*

This course is designed to cover general physics at a level that assures previous exposure to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required.

**\*PHY 202. GENERAL PHYSICS II - TRIGONOMETRY BASED. 4 hrs.**

*PREREQUISITE: PHY 201*

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required.

**\*PHY 213. GENERAL PHYSICS I WITH CALCULUS. 4 hrs.**

*PREREQUISITE: MTH 125. It is required that students complete all required English and reading remedial classes before taking this course.*

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy. Laboratory is required.

**\*PHY 214. GENERAL PHYSICS II WITH CALCULUS. 4 hrs.**

*PREREQUISITE: PHY 213.*

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required.

**POLITICAL SCIENCE (POL)****POL 103, 104, 105. CURRENT AFFAIRS. 2 hrs.**

This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significance of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical



development of, explain political significance of, and express informed judgments about selected contemporary social and political issues.

**\*POL 211. AMERICAN NATIONAL GOVERNMENT. 3 hrs.**

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

## PSYCHOLOGY (PSY)

**PSY 106. CAREER EXPLORATION. 1 hr.**

This course is designed for students to explore potential career fields. The course includes an assessment, through testing of strengths and weaknesses, general information about careers and job skills, value and decision making techniques, and a career research.

**\*PSY 200. GENERAL PSYCHOLOGY. 3 hrs.**

This course is a survey of behavior with an emphasis upon psychological processes. This course includes the biological bases of behavior, thinking, emotion, motivation, and the nature and development of personality.

**\*PSY 210. HUMAN GROWTH AND DEVELOPMENT. 3 hrs.**

*PREREQUISITE: PSY 200.*

This course is a study of the psychological, social, and physical factors that affect human behavior from conception to death.

## RADIOGRAPHY (RAD)

**RAD 111. INTRODUCTION TO RADIOGRAPHY. 2 hrs.**

*PREREQUISITE: Admission into the program.*

This course provides the student with an overview of radiography and its role in health care delivery. Topics include the history of radiography, professional organizations, legal and ethical issues, health care delivery systems, introduction to radiation protection, and medical terminology. Upon completion students will demonstrate foundational knowledge of radiologic science.

**RAD 112. RADIOGRAPHY PROCEDURES I. 4 hrs.**

*PREREQUISITE: Admission into the program.*

This course provides the student with instruction in anatomy and positioning of the Chest and Thorax, Upper and Lower Extremities, and Abdomen. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

**RAD 113. PATIENT CARE. 2 hrs.**

*PREREQUISITE: As required by program.*

This course provides the student with concepts of patient care and pharmacology and cultural diversity. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, routine and emergency. Upon completion, students will demonstrate/ explain patient care procedures appropriate to routine and emergency situations.

**RAD 114. CLINICAL EDUCATION I. 2 hrs.**

*PREREQUISITE: Successful completion of all required previous semester courses.*

This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student will be under the direct supervision of a qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, and department policies. Upon completion of the

course, the student will demonstrate practical applications of specific radiographic procedures identified in RAD 112.

**RAD 122. RADIOGRAPHIC PROCEDURES II. 4 hrs.**

*PREREQUISITE: As required by program.*

This course provides the student with instruction in anatomy and positioning of spine, cranium, body systems and special procedures. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

**RAD 124. CLINICAL EDUCATION II. 5 hrs.**

*PREREQUISITE: Successful completion of all required previous semester courses.*

This course provides the student with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD 125. IMAGING EQUIPMENT. 3 hrs.**

*PREREQUISITE: Successful completion of all required previous semester courses.*

This course provides the student with knowledge of basic physics and fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurement, and imaging equipment components. Upon completion, students will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production.

**RAD 134. CLINICAL EDUCATION III. 5 hrs.**

*PREREQUISITE: Successful completion of all required previous semester courses.*

This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD 135. EXPOSURE PRINCIPLES. 3 hrs.**

*PREREQUISITE: Successful completion of all required previous semester courses.*

This course provides students with the knowledge of factors that govern and influence the production of radiographic images and assuring consistency in the production of quality images. Topics include factors that influence density, contrast and radiographic quality as well as quality assurance, image receptors, intensifying screens, processing procedures, artifacts, and state and federal regulations.

**RAD 136. RADIATION PROTECTION AND BIOLOGY. 2 hrs.**

*PREREQUISITE: As required by program.*

This course provides the student with principles of radiation protection and biology. Topics include radiation protection responsibility of the radiographer to patients, personnel and the public, principles of cellular radiation interaction and factors affecting cell response. Upon completion the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology.

**RAD 212. IMAGE EVALUATION AND PATHOLOGY. 2 hrs.**

*PREREQUISITE: As required by program.*

This course provides a basic understanding of the concepts of disease and provides the knowledge to evaluate image quality. Topics include evaluation criteria, anatomy demonstration and image quality with emphasis placed on a body system approach to pathology. Upon completion students will identify radiographic manifestations of disease and the disease process. Students will evaluate images in the classroom, laboratory and clinical settings.

**RAD 214. CLINICAL EDUCATION IV. 8 hrs.**

*PREREQUISITE: Successful completion of all required previous semester courses.*

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles of computed tomography and cross-sectional anatomy will be presented. Upon completion of this course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD 224. CLINICAL EDUCATION V. 8 hrs.**

*PREREQUISITE: Successful completion of all required previous semester courses.*

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles other imaging modalities will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures in current and previous courses.

**RAD 227. REVIEW SEMINAR. 2 hrs.**

*PREREQUISITE: Successful completion of all required previous semester courses.*

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry level technologist. Topics include basic review of all content areas, test taking techniques and job seeking skills. Upon completion the student will be able to pass comprehensive tests of topic covered in the Radiologic Technology Program.

**RAD 250. ADVANCED PATIENT CARE. 5 hrs.**

*PREREQUISITE: Admission to the program.*

This course will provide the radiographer with concepts of patient care including patient preparation, patient education, assessment and monitoring, IV procedures for contrast agents and medications, pharmacology, emergency care, radiation safety and biological considerations, safety precautions, and general procedural considerations for CT, MRI, Mammography, Cardiovascular Interventional Technology Sonography.

**RAD 251. CROSS-SECTIONAL ANATOMY. 3 hrs.**

*PREREQUISITE: Admission to the program.*

This course provides the radiographer with knowledge of anatomy of the human body in cross-section. Topics included advanced sectional anatomy as demonstrated by computed tomography, magnetic resonance, and medical sonography. Upon completion, the student will be able to identify cross sectional anatomy from CT, MRI, and medical sonography.

**RAD 263. CT IMAGING PROCEDURES. 5 hrs.**

*PREREQUISITE: Admission to the program.*

This course provides a knowledge of computed tomography imaging procedures. Emphasis is on head, chest, spine and pelvis. Upon completion, students will demonstrate and/or explain specific CT imaging procedures relative to the head, chest, spine, and pelvis.

**RAD 264. CT PHYSICS - INSTRUMENTATION & IMAGING. 5 hrs.**

*PREREQUISITE: RAD 250, RAD 251, RAD 263*

This course will provide the radiographer with knowledge of computed tomography physics and instrumentation to include system operation and components; image processing and display, image quality, and artifacts.

**RAD 265. CT CLINICAL EDUCATION. 4 hrs.***PREREQUISITE: RAD 250, RAD 251, RAD 263*

This course provides the essential clinical experiences for development of skills and competencies of CT imaging procedures, data acquisition, and image processing.

**RAD 266. PATHOLOGY CORRELATION FOR CT/MR. 4 hrs.***PREREQUISITE: RAD 250, RAD 251, and/or RAD 263 or RAD 284*

This course is designed to introduce theories of disease causation and pathophysiologic disorders that compromise health systems. Each disease or trauma process is examined from its description, etiology, associated symptoms, clinical manifestations, and diagnosis with appearance on CT and MR images.

**RAD 283. MR IMAGING PROCEDURES. 5 hrs.***PREREQUISITE: RAD 250, RAD 251, RAD 284*

This course provides knowledge of magnetic resonance imaging procedures. Emphasis is on the essential theory and experiences for development of skills and competencies of MR imaging procedures, data acquisition, and processing.

**RAD 284. MR PHYSICAL PRINCIPLES. 5 hrs.***PREREQUISITE: RAD 250, RAD 251*

This course provides knowledge of magnetic resonance physical principles of image formation. Emphasis is on instrumentation, fundamentals, artifacts, and quality control to include sequence parameters and options. Upon completion, students will demonstrate a knowledge of basic MRI physics.

**RAD 285. MAGNETIC RESONANCE CLINICAL EDUCATION. 4 hrs.***PREREQUISITE: RAD 250, RAD 251, RAD 284*

This course provides the essential clinical experiences for magnetic resonance imaging. Emphasis is on the development of skills and competencies of MRI imaging procedures, data acquisition, and image processing. Upon completion, students will be able to demonstrate practical application of MRI imaging procedures.

**READING (RDG)****RDG 085. DEVELOPMENTAL READING II. 3 (I) hrs.***PREREQUISITE: A score of 75 or below on the Reading COMPASS test.*

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills. Students must achieve a minimum grade of "C" to pass the course. This is a lab and/or Web-based course. **This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.**

**REAL ESTATE (RLS)****RLS 101. REAL ESTATE PRINCIPLES. 4 hrs.***PREREQUISITE: Program approval.*

This is an introductory real estate course providing the necessary terminology, background, and understanding of real estate principles. Topics include history or property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. It is designed to assist those preparing for the real estate salesman's licensing examination in Alabama.

**RELIGION (REL)****REL 151. SURVEY OF THE OLD TESTAMENT. 3 hrs.***PREREQUISITE: None.*

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student

should have an understanding of the significance of the Old Testament writings upon completion of this course.

**REL 152. SURVEY OF THE NEW TESTAMENT. 3 hrs.**

*PREREQUISITE: None.*

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

## SOCIOLOGY (SOC)

**\*SOC 200. INTRODUCTION TO SOCIOLOGY. 3 hrs.**

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

## SPANISH (SPA)

**\*SPA 101. INTRODUCTORY SPANISH I. 4 hrs.**

*PREREQUISITE: As required by program.*

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

**\*SPA 102. INTRODUCTORY SPANISH II. 4 hrs.**

*PREREQUISITE: SPA 101 or equivalent.*

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

**HPS 113. SPANISH FOR HEALTHCARE PROFESSIONALS. 3 hrs.**

*PREREQUISITE: None.*

This course provides an introduction to Spanish with a focus on the basic communication skills and vocabulary needed by health professionals when a non-English speaking Hispanic enters a health care setting. Topics include soliciting identification information, history taking, performance of physical exam and giving instructions on general care and follow-up.

## SPEECH COMMUNICATION (SPH)

**\*SPH 107. FUNDAMENTALS OF PUBLIC SPEAKING. 3 hrs.**

*PREREQUISITE: None.*

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized.

## STUDY SKILLS (BSS)

**BSS 101. INTERMEDIATE STUDY SKILLS. 3 hrs.**

This course is designed to introduce students to a variety of effective study techniques. The course includes an assessment of study strengths and weaknesses, and specific techniques for an overall system of successful study.

## SURGICAL TECHNOLOGY (SUR)

**SUR 101. INTRODUCTION TO SURGICAL TECHNOLOGY. 3 hrs.**

*PREREQUISITE: Admission to the program and/or as required by the Department.*

This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis and principles of patient care, surgical procedures, operative techniques, blood-borne pathogens, safety, and pharmacology. Emphasis is placed on the

microbiology, and professional, ethical, and legal responsibilities of the surgical team. Upon completion of this course students should be able to describe methods to maintain a sterile environment, and recognize members of the operating room team according to their roles.

**SUR 102. APPLIED SURGICAL TECHNIQUES. 4 hrs.**

*PREREQUISITE: Admission to the program and/or as required by the Department.*

This course is the application of principles of asepsis and the role of the surgical technologists. Emphasis is placed on creating and maintaining a sterile environment, identification of surgical instruments, equipment and supplies, proper patient positioning for surgical procedures, and applying skills of intraoperative procedures. Upon completion of this course, the student should be able to name and select basic surgical instruments, supplies and equipment, and participate in mock surgical procedures.

**SUR 103. SURGICAL PROCEDURES. 5 hrs.**

*PREREQUISITE: Admission to the program and/or as required by the Department.*

This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

**SUR 105. SURGICAL PRACTIUM II. 5 hrs.**

*PREREQUISITE: Admission to the program and/or as required by the Department.*

This course experience allows the student to practice in the health care environment using entry level skills attained in previous classroom laboratory and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should be able to apply concepts of surgical technology to student levels.

**SUR 106. ROLE TRANSITION IN SURGICAL TECHNOLOGY. 1 hr.**

*PREREQUISITE: Admission to the program and/or as required by the Department.*

This course is designed to provide specialized instruction for the student preparing to transition into the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the NBSTSA certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination.

**SUR 107. SURGICAL ANATOMY AND PATHOPHYSIOLOGY. 3 hrs.**

*PREREQUISITE: Admission to the program and/or as required by the Department.*

This course is an overview of surgical anatomy and pathophysiology. Emphasis is placed on the organizational structure of the body, organ systems, relevant surgical pathophysiology, and related medical technology. Upon completion, the student should be able to apply knowledge of anatomy in the clinical environment.

**SUR 108. PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST. 2 hrs.**

*PREREQUISITE: Admission to the program and/or as required by the Department.*

A student of basic pharmacology as it relates to the practice of the surgical technologist. Topics covered include basic conversions, calculations, classifications, desired effects and side effects, terminology, care and safe handling of medications, as well as a comprehensive review of surgical medications. Upon completion of the course, students should be able to recognize and properly manage pharmacologic agents commonly used in the surgical environment.

**SUR 204. SURGICAL PRACTICUM III. 4 hrs.**

*PREREQUISITE: Admission to the program and/or as required by the Department.*

This course is the continuation of the study and application of perioperative principles in the perioperative setting. Emphasis is placed on application of the surgical technologist role. Upon completion of the course, the student should be able to function as a surgical technologist in the operating room.

**SUR 205. SURGICAL PRACTICUM IV. 5 hrs.**

*PREREQUISITE: Admission to the program and/or as required by the Department.*

This is a continuation of the clinical experience practice in the health care environment using skills attained in previous classroom laboratory and clinical instruction. The course includes a

detailed study on clinical techniques and emphasis is placed on selected specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should have acquired necessary skills for transition from student to technologist.

## THEATRE ARTS (THR)

### **THR 113-114-115. THEATRE WORKSHOP I-II-III. 1-2 hrs. each**

These courses are the first three in a six course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production. Each is a prerequisite for the next course in the series.

### **\*THR 120. THEATRE APPRECIATION. 3 hrs.**

This course is designed to increase appreciation of contemporary theatre. Emphasis is given to the theatre as an art form through the study of the history and theory of drama and the contributions of playwright, actor, director, designer, and technician to modern media. Attendance at theatre productions may be required.

### **THR 124. THEATER TECHNOLOGY SCENERY & LIGHTING. 3 hrs.**

Scenic construction techniques and execution of stage lighting via lectures, demonstrations, and practical application. Emphasis in tools, materials, and procedure.

### **\*THR 126. INTRODUCTION TO THEATER. 3 hrs.**

This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations.

### **THR 131. ACTING TECHNIQUES I. 3 hrs.**

This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes.

### **THR 132. ACTING TECHNIQUES II. 3 hrs.**

*PREREQUISITE: THR 131.*

This course is a continuation of THR 131.

### **THR 136. ACTING FOR FILM AND TELEVISION. 1-2 hrs.**

This course is a study of acting techniques for visual media, television, and film.

### **THR 141. INTRODUCTION TO DANCE IN THEATER I. 1-2 hrs.**

This is the first of a two-course sequence which offers the student an introduction to basic dance movements and the use of dance in dramatic productions.

### **THR 142. INTRODUCTION TO DANCE IN THEATER II. 1-2 hrs.**

*PREREQUISITE: THR 141*

This course is a continuation of THR 141.

### **THR 213-214-215. THEATRE WORKSHOP IV-V-VI. 1-2 hrs. each**

These courses are a continuation of THR 113-114-115. Each course in the series is a prerequisite for the next.

### **THR 216. THEATRICAL MAKE-UP. 2 hrs.**

This course is a study of the materials and techniques of theatrical make-up.

### **THR 236. STAGECRAFT. 3 hrs.**

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.

### **THR 241. VOICE AND SPEECH FOR THE PERFORMER. 3 hrs.**

*PREREQUISITE: None.*

This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warmup, dialect reduction, articulation, class performance and written exams.

**THR 251. THEATER FOR CHILDREN I. 3 hrs.**

This is the first in a two-course sequence which offers the student practical experience in acting, directing, and developing material for children's theater.

**THR 252. THEATER FOR CHILDREN II. 3 hrs.**

*PREREQUISITE: THR 251*

This course is a continuation of THR 251.

**THR 281. STAGE MOVEMENT I. 3 hr.**

This is the first in a two-course sequence which offers the student a basic introduction to movement for stage for those interested in acting or dance. They also include consideration of role development through movement.

**THR 282. STAGE MOVEMENT II. 3 hr.**

This course is a continuation of THR 281.

**THR 296. DIRECTED STUDIES IN THEATRE. 2 hrs.**

This course deals with problems in theatre and art management. Problems may be arranged in conjunction with other disciplines in the Fine Arts.

## **THERAPEUTIC MASSAGE (MSG)**

**MSG 101. INSTRUCTION TO THERAPEUTIC MASSAGE. 2 hrs. (2-0-2)**

*CO-REQUISITE: MSG 102, 103, 104*

The purpose of this course is for students to comprehend foundational information related to the profession of therapeutic massage. Specific topics include: history of therapeutic massage, professional ethics and standards of practice, regulatory agencies and their requirements, client and therapist's professional relationships, communication skills, and an overview of types of therapeutic massage.

**MSG 102. THERAPEUTIC MASSAGE LAB I. 3 hrs. (0-6-3)**

*CO-REQUISITES: MSG 101, 103, 104*

This course provides foundational information related to massage therapy. Students gain knowledge related to purposes, effects, applications, benefits, indications and contraindications for various types of massage therapy. Additionally, students learn procedures and precautions for various types of massage therapists. Specific topics include Swedish massage, hot and cold therapies, stretching, basic myofascial massage, and documentation guidelines. Special emphasis is placed on professional behaviors, proper draping, and body mechanics. At the conclusion of this course, students will be able to perform various types of full body therapeutic massage techniques and document their activities.

**MSG 103. ANATOMY AND PHYSIOLOGY. 3 hrs. (2-2-3)**

*CO-REQUISITES: MSG 101, 102, 104*

This course provides students with an overview of the basic anatomy and physiology of the human body. Emphasis is placed on the importance of maintaining homeostasis. As part of this course students will receive instruction on cardio-pulmonary resuscitation. At the conclusion of this course, students will have a basic understanding of the various systems of the body and the effects of massage on these systems. Students will demonstrate this knowledge in associated lab activities.

**MSG 104. MUSCULOSKELETAL AND KINESIOLOGY I. 3 hrs. (2-3-3)**

*CO-REQUISITES: MSG 101, 102, 103*

This course introduces students to concepts related to the study of muscle movement. As part of the program students learn the interaction of muscles and various bony landmarks of the skeletal system. Students further learn how to position individuals in preparation for therapeutic massage of various muscle groups. Students will demonstrate this knowledge in associated lab activities.

**MSG 105. THERAPEUTIC MASSAGE SUPERVISED CLINICAL I. 2 hrs. (0-6-2)**

*PREREQUISITES: MSG 101, 102, 103, 104*

*CO-REQUISITES: MSG 202, 203*

In this course, students are required to demonstrate competency in specific therapeutic techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages.



**MSG 200. BUSINESS AND MARKETING PLANS. 1 hr. (1-0-1)***PREREQUISITES: MSG 105, 202, 203**CO-REQUISITES: MSG 201, 204, 205, 206*

During this course, students are also taught ethical business and professional development. This course is designed to help students to prepare for ethical decision making in professional practice while assisting in the development of their emerging identities as professional licensed massage therapists. Emphasis is placed on building and retaining clientele, communication skills, customer skills, customer services, continuing education and setting goals. Upon completion, the student should be able to list the types of communication skills, state personal goals, and develop a business and marketing plan.

**MSG 201. THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS. 3 hrs. (1-2-2)***PREREQUISITES: MSG 105, 202, 203**CO-REQUISITES: MSG 200, 204, 205, 206*

In this course, students learn to adapt massage sessions to the needs of special populations such as pregnant women, infants, elderly, and the terminally ill. Topics include technique variations, length of session, contraindications, cautions, considerations for survivors of abuse, and possible benefits. Upon completion of this course, students will be able to discuss and demonstrate techniques for performing therapeutic massage for special populations.

**MSG 202. THERAPEUTIC MASSAGE LAB II. 3 hrs. (0-6-3)***PREREQUISITES: MSG 101, 102, 103, 104**CO-REQUISITES: MSG 105, 203*

Students learn advance massage therapy techniques building upon previously gained knowledge and skills. Specific techniques include deep tissue, neuromuscular, and advance myofascial. Students learn to identify reflexology points and utilize reflexology for massage to the hands, feet, and ears. Upon completion students will be able to apply specific therapeutic massage techniques to various regions of the body.

**MSG 203. PATHOLOGY. 3 hrs. (3-0-3)***PREREQUISITES: MSG 101, 102, 103, 104**CO-REQUISITES: MSG 105, 202*

This course presents baseline information on pathologies which massage therapists may encounter in clinical practice including conditions of the musculoskeletal, neurological, cardiovascular, lymphatic, integumentary, digestive, endocrine, and immune systems. Content will include etiology, symptomatology, medical approaches to treatment and the potential positive or negative impact of massage.

**MSG 204. MUSCULOSKELETAL AND KINESIOLOGY II. 3 hrs. (2-3-3)***PREREQUISITES: MSG 105, 202, 204**CO-REQUISITES: MSG 200, 201, 205, 206*

In this course, students learn advanced study of the muscular-skeletal system. Topics include specific therapeutic approaches to the regions of the shoulders, arms, hips, and legs, examination of these regions, the movements they produce, and common pathological conditions of the shoulders, arms, hips, and legs. Upon completion, the students should be able to identify and discuss the regions of the shoulders, arms, hips, legs, and the movements they produce and common pathological conditions.

**MSG 205. THERAPEUTIC MASSAGE SUPERVISED CLINICAL II. 2 hrs. (0-6-2)***PREREQUISITES: MSG 105, 202, 204**CO-REQUISITES: MSG 200, 201, 204, 206*

In this course, students are required to demonstrate competency in specific advanced therapeutic techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages.

**MSG 206. NATIONAL CERTIFICATION EXAM REVIEW. 1 hr. (1-0-1)***PREREQUISITES: MSG 105, 202, 204**CO-REQUISITES: MSG 200, 201, 204, 205*

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry-level massage therapist. Upon completion, the student should be able to pass a comprehensive exam on information covered in the therapeutic massage program.

## WELDING (WDT)

### **WDT 108. SMAW FILLET/OFC. 3 hrs. (2-3-3)**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.

### **WDT 109. SMAW FILLET/PAC/CAC. 3 hrs. (2-3-3)**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma cutting.

### **WDT 110. INDUSTRIAL BLUEPRINT READING. 3 hrs. (3-0-3)**

*PREREQUISITE: Permission of instructor.*

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.

### **WDT 115. GTAW CARBON PIPE. 3 hrs. (2-3-3)**

*PREREQUISITE: Permission of instructor.*

This course is designed to provide the student with the practices and procedures of welding carbon steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes.

### **WDT 119. GAS METAL ARC/FLUX CORED WELDING. 3 hrs. (2-2-3)**

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.

### **WDT 120. SHIELDED METAL ARC WELDING GROOVE. 3 hrs. (2-3-3)**

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.

### **WDT 122. SMAW FILLET/OFC LAB. 3 hrs. (0-6-3)**

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

### **WDT 123. SMAW FILLET/PAC/CAC LAB. 3 hrs. (0-6-3)**

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in a safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to perform those operations as per applicable welding code.

**WDT 124. GAS METAL ARC/FLUX CORED ARC WELDING LAB. 3 hrs. (0-9-3)**

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

**WDT 125. SHIELDED METAL ARC WELDING GROOVE LAB. 3 hrs. (0-6-3)**

*PREREQUISITE: WDT 108, 109, 122 & 123 or permission of instructor.*

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**WDT 155. GTAW CARBON PIPE LAB. 3 hrs. (0-6-3)**

*PREREQUISITE: WDT 228 & 268.*

*CO-REQUISITE: WDT 217 & 257.*

This course is designed to provide the students with skills in welding carbon steel pipe with gas tungsten arc weld (GTAW) process using filler metals in the F6 group. Emphasis is placed on welding carbon steel pipe using gas tungsten arc welding technique in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in the 2G, 5G, and 6G position in accordance with the applicable code.

**WDT 156. GTAW STAINLESS PIPE LAB. 3 hrs. (0-9-3)**

*PREREQUISITE: WDT 115 and 155 or permission of instructor.*

This course is designed to provide the student with the skills in purging and welding stainless steel pipe with the gas tungsten arc weld (GTAW) process using filler metals in the F6 group. Emphasis is placed on purging and welding stainless steel pipe using the gas tungsten arc welding technique in the 2G, 5G, and 6G positions. Upon completion, student should be able to perform gas tungsten arc welding on stainless steel pipe with the appropriate purging gas and prescribed filler metals in the 2G, 5G, and 6G position in accordance to the applicable code.

**WDT 182. SPECIAL TOPICS. 3 hrs. (0-9-3)**

*PREREQUISITES: Permission of instructor.*

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students needs.

**WDT 183. SPECIAL TOPICS. 2 hrs. (0-6-2)**

*PREREQUISITES: Permission of instructor.*

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**WDT 193, 291, 292, 293, 294. CO-OP. 1-3 hrs.**

*PREREQUISITES: Permission of instructor.*

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**WDT 217. SMAW CARBON PIPE. 3 hrs. (2-3-3)**

*PREREQUISITES: WDT 108, 109, 122, & 123 or permission of instructor.*

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

**WDT 221. PIPEFITTING AND FABRICATION. 3 hrs. (1-4-3)**

*PREREQUISITES: Permission of instructor.*

This course provides the student with skills and practices necessary for fabricating pipe plans using butt welded fittings. Emphasis is placed on butt-welded fittings to include 45 and 90 degree angles, flanges, reducers and tees. Upon completion, students should be able to fit butt-welded fittings, and cut and fabricate tees, laterals, and assorted angles.

**WDT 228. GAS TUNGSTEN ARC WELDING. 3 hrs. (2-3-3)**

*PREREQUISITES: Permission of instructor.*

This course introduces the student to the gas tungsten arc welding process as described in AWS code D1.1 for fillet welds of ferrous and nonferrous metals. Emphasis is placed on safe operating practices, handling of cylinders, process principles, tungsten types and shapes, and base and filler metal identification. Upon completion, student should be able to explain safe operating practices and principles, identify various tungsten types and sizes, and recognize various base and filler metals.

**WDT 229. BOILER TUBE. 3 hrs. (1-4-3)**

*PREREQUISITE: WDT 115, 155, 217, and 257 or permission of instructor.*

This course is designed to provide the student with the practices and procedures of welding boiler tubes using the gas tungsten arc and shielded metal arc welding process to the applicable code. Emphasis is placed on tube fit-up, tube welding technique, and code requirements. Upon completion, students should be able to identify code requirements and tube welding technique.

**WDT 257. SMAW CARBON PIPE LAB. 3 hrs. (0-6-3)**

*PREREQUISITES: WDT 108, 109, 122, & 123 or permission of instructor.*

This course is designed to provide the student with skills in welding carbon steel pipe with the shielded metal arc weld (SMAW) process using electrodes in the F4 and F3 group. Emphasis is placed on welding pipe in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with prescribed electrodes in the 2G, 5G, and 6G positions to the applicable code.

**WDT 268. GTAW FILLET LAB. 3 hrs. (0-6 -3)**

*PREREQUISITES: Permission of instructor.*

This course provides a period of instruction and demonstration with the gas tungsten arc process to produce fillet welds, using both ferrous and nonferrous metals, according to AWS code D1.1. Topics include safe operating principles, equipment set-up, and correct selection of tungsten, polarity, shielding gas and filler metals. Upon completion, students should be able to produce fillet welds on ferrous and nonferrous metals, using the gas tungsten arc process according to AWS code D1.1.

**WDT 269. BOILER TUBE LAB. 3 hrs. (0-9-3)**

*PREREQUISITE: WDT 115, 155, 217, 257 or permission of instructor.*

This course is designed to provide the student with the skills in welding boiler tubes using the gas tungsten arc and shielded metal arc welding process using filler metals in the F6 and F4 groups to applicable code. Emphasis is placed on welding boiler tubes using the gas tungsten arc and shielded metal arc welding process in the 2G and 6G positions in accordance with the applicable code. Upon completion, students should be able to perform gas tungsten arc and shielded metal arc welding on boiler tubes with the prescribed filler metals in the 2G and 6G positions to the applicable code.

**WDT 281. SPECIAL TOPICS IN WELDING TECHNOLOGY. 3 hrs. (0-9-3)**

*PREREQUISITE: Permission of instructor.*

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

## WORKPLACE SKILLS ENHANCEMENT (WKO)

### WKO 107. WORKPLACE SKILLS PREPARATION. 1 hr. (0-2-1)

*PREREQUISITES:* Permission of instructor.

This course utilizes computer based instructional modules which are designed to access and develop skills necessary for workplace success. The instructional modules in the course include applied mathematics, applied technology, reading for information, and locating information. Use completion of this course, students will be assessed to determine if their knowledge of the subject areas has improved.





# ADMINISTRATION, FACULTY, AND SUPPORT PERSONNEL



**ORGANIZATION AND ADMINISTRATION**

Southern Union State Community College is under the supervision and direction of the elected Alabama State Board of Education through the Chancellor of Postsecondary Education.

**ALABAMA STATE BOARD OF EDUCATION**

Governor Robert Bentley  
President of the Board

Dr. Freida Hill  
Chancellor

**Board Members:**

- Mr. Randy McKinney ..... District 1  
P.O. Box 2999  
Gulf Shores, Alabama 36547 ..... (251) 967-2166
  
- Mrs. Betty Peters ..... District 2  
3507 Huntington Place  
Dothan, Alabama 36303 ..... (334) 793-6303
  
- Mrs. Stephanie W. Bell ..... District 3  
3218 Lancaster Lane  
Montgomery, Alabama 36106 ..... (334) 272-2777
  
- Dr. Ethel H. Hall ..... District 4  
7125 Westmoreland Drive  
Fairfield, Alabama 35064 ..... (205) 923-6093
  
- Mrs. Ella B. Bell ..... District 5  
2634 Airwood Drive  
Montgomery, Alabama 36108 ..... (334) 229-6866
  
- Mr. David F. Byers, Jr. .... District 6  
2 Metroplex Drive, Suite 111  
Birmingham, Alabama 35209 ..... (205) 263-2400
  
- Mrs. Sandra Ray ..... District 7  
Presiding Officer  
2008 University Blvd.  
Tuscaloosa, Alabama 35401 ..... (205) 758-7777
  
- Dr. Mary Jane Caylor ..... District 8  
P.O. Box 18903  
Huntsville, Alabama 35804 ..... (256) 489-0541



**EXECUTIVE COUNCIL**

- Pearson, Amelia - 2008 ..... Interim President  
 B.A., University of Tennessee  
 M.Ed., Auburn University  
 Ed.D., Auburn University
  
- Branch, Gary Jr. - 1994 ..... Dean of Student Development  
 B.A., University of Alabama at Birmingham  
 M.A., University of North Alabama
  
- Brown, Robin Brooks - 1994 ..... Valley Coordinator  
 A.S., Southern Union State Junior College  
 B.S., M. Ed., Auburn University
  
- Jordan, Ben - 1993 ..... Business Manager  
 A.S., Southern Union State Junior College  
 B.S., The University of Alabama  
 M.B.A., Auburn University  
 C.P.A., State of Alabama
  
- North, Linda - 2004 ..... Dean of Health Sciences  
 B.S.N., Troy State University  
 M.S.N., University of Alabama at Birmingham  
 Ed.S., Troy State University at Montgomery  
 Ph.D., University of Alabama
  
- Sanders, Florence Tiffany - 2007 ..... Dean of Students  
 B.S., M.S. Jacksonville State University  
 LBSW - State of Alabama  
 MDP - Harvard University
  
- Spratlin, Steve - 1991 ..... Associate Dean of Instruction, Wadley Campus  
 B.S., The University of Alabama  
 M.B.A., LaGrange College  
 Additional Graduate Study, The University of Alabama
  
- White, Mary Jean - 1987 ..... Dean of Instruction  
 B.S., Troy State University  
 M.Ed., Auburn University  
 Ed.D., Auburn University

Administration,  
Faculty, and Staff

**FACULTY**

Adamson, Cathy - 1997 .....	Accounting, Speech
B.S., Auburn University	
M.S.C., Auburn University	
M.B.A., The University of Alabama at Birmingham	
Additional Graduate Study, The University of Alabama at Birmingham & Jacksonville State University	
Adkins, Vickie - 2002 .....	Mathematics
B.S., The University of Alabama	
M.Ed., Auburn University	
Alsobrook, James - 1990.....	Mathematics
B.S., M.Ed., Auburn University	
Ammons, Lee - 2005.....	Department Chair, Language Arts
B.A., M.A., M.A., University of Alabama	
Barks, Beth - 1985 .....	Computer Science
B.I.E., M.S., Auburn University	
Blankenship, Jane M. - 2002.....	English
B.S., M.Ed., Auburn University	
Branch, Joy - 2003 .....	History, Sociology
B.S., University of North Alabama	
M.Ed., Auburn University at Montgomery	
M.S., Auburn University	
Brown, Mary John - 2005 .....	Nursing
B.S.N., Auburn University	
M.S.N., Troy University	
Buckalew, Doss L. - 2005 .....	Computer Science
B.S., Auburn University	
M.S.E., Auburn University	
Additional Graduate Study, University of North Alabama	
Burdette, M. David – 2001 .....	Air Conditioning and Refrigeration
Diploma, Opelika State Technical College	
A.S., Southern Union State Community College	
B.S., Athens State University	
Cash, Tawyna - 2000.....	Nursing
B.S.N., University of Alabama at Birmingham	
M.S.N., Troy State University	
Catchings, Brent - 2000 .....	Department Chair/ History, Economics
A.S., Southern Union State Community College	
B.S., M.Ed., Auburn University	
MBA, Auburn University of Montgomery	
Additional Graduate Studies, Auburn University, AUM, & Florida University	
Cayple, Tonya - 2007 .....	Nursing
R.N., Southern Union State Community College	
B.S.N., Jacksonville State University	
M.S.N., Jacksonville State University	
Cook, Debra - 1999.....	Mathematics
B.S., Jacksonville State University	

M.S., Troy State University	
Corley, Beverly - 2003 .....	English
B.S., M.Ed., Auburn University	
Additional Graduate Studies, Auburn University	
Crenshaw, Barry - 2008 .....	Truck Driving
Crowley, Tracey - 2005 .....	Mathematics
B.S., M.Ed., Auburn University	
Davis, Rhonda - 1997 .....	Department Chair, Nursing
A.D.N., Southern Union State Junior College	
B.S.N., Auburn University	
M.S.N., Troy State University	
Additional Graduate Studies, University of Alabama	
Demus, Barbara - 2007 .....	Nursing
A.S., George C. Wallace State Community College	
B.S.N., University of Alabama at Birmingham School of Nursing	
M.S.N./ED., University of Phoenix	
Earley, Darlene - 1988 .....	Psychology, Speech
B.S., Auburn University	
M.S.C., Auburn University	
Additional Graduate Study, Troy State University	
Edgar, John - 1990 .....	Mathematics
B.S., M.Ed., Auburn University	
Ellis, Ryan - 2010.....	Automotive Collision Repair
AOT, Southern Union State Community College	
Farmer, June - 1999 .....	English
B.S., Columbus State University	
M.S., Troy State University	
Federinko, Anna - 1992.....	English
B.A., Columbus College	
M.A., Auburn University	
Feibelman, Angela Paige - 2010 .....	Math
A.S., Lurleen B. Wallace	
B.S. Ed., Auburn University	
M.S. Ed., Troy University	
Fincher, Sonja M. - 1997 .....	Dance
B.A., The University of Alabama	
M.A., Jacksonville State University	
Fomby, Chet - 2009.....	Welding
A.A.S., John M. Patterson State Technical College	
Specialized Training Certificate, John M. Patterson State Technical College	
French, Sylvia M. - 1984 .....	English
B.S., M.S., Auburn University	
Additional Graduate Study, Auburn University	
Fulford, Sam - 2000 .....	Machine Shop Technology
A.S., George C. Wallace State Community College	
Gudauskas, Carol - 2010.....	Math

	B.S., Auburn University	
	M.Ed., Auburn University	
Haaland, Joanne - 1996	.....	Accounting
	B.S., Auburn University	
	M.Ac., Auburn University	
Haberstroh, Robert - 2011	.....	English
	B.A., Auburn University	
	M.A., Auburn University	
Harrelson, Dianne - 2009	.....	Biology
	B.S., Auburn University	
	M.Ed., Auburn University	
Hayes, Joseph - 2002	.....	Biology
	B.S., M.Ed., Auburn University	
Henderson, Jamey - 2000	.....	English
	B.F.A., University of South Alabama	
	M.L.A., Auburn University at Montgomery	
Herndon, Mary Catherine - 2006	.....	Radiologic Technology
	A.A.S. Radiography, Southern Union State Community College	
Hickman, Kristi - 2006	.....	English
	B.S., Auburn University	
	M.S., Auburn University at Montgomery	
Howell, Randall G., - 1992	.....	Biology
	B.S., Auburn University	
	M.Ed., Auburn University at Montgomery	
Hudson, Dwayne - 2002	.....	English
	B.S., Alabama State University	
	M.S., Troy State University	
Huff, Stephanie -- 2003	.....	Nursing
	Diploma, Opelika State Technical College	
	A.D.N., Southern Union State Community College	
	B.S.N., Auburn University	
	M.S.N./F.N.P., Troy State University	
	D.N.P., University of Kentucky	
James, Frederick - 2011	.....	Biology
	B.S., Paine College	
	Ph.D., Meharry Medical College	
Johnson, Bonita - 2009	.....	Business/Office Management
	A.S., Southern Union State Community College	
	B.S., M.S., Ed.D., Auburn University	
Jones, Carlton - 2000	.....	Technical Department Chair/ Diploma, Opelika St. Technical Co.    Industrial Electricity/ Electronics/ A.A.S., Southern Union St. Community Co.    Manufacturing Technology
	B.S., Athens State University	
Jordan, Joe - 1987	.....	Physical Education/Coach
	B.S., M.S., Jacksonville State University	
Kilgore, Horace - 2010	.....	Truck Driving

Kiser, Mike - 2008	Truck Driving
B.S., Auburn University	
Koerper, Gregory - 2002	Biology, Chemistry
B.S., Jacksonville State University	
M.S., University of South Alabama	
Knight, Matthew - 1987	Emergency Medical Services
A.A.S., Southern Union State Community College	
M.B.A., Troy State University	
Lane, Portia O. - 1996	Biology
B.S., M.S., Jacksonville State University	
Long, Beth - 2000	English
B.A., B.S., M.A., Auburn University	
Manos, Steve - 2009	Drafting and Industrial Design
B.S., Auburn University	
Markie-Hunter, Wanda - 1990	Office Management
A.S., Husson College	
B.S., M.S., Auburn University	
Martin, Janice - 2009	Nursing
B.S.N., Auburn University	
M.S.N./F.N.P., University of Alabama - Birmingham	
Mathews, Cydney - 2008	Office Information Careers Technology
B.A., Alabama State University	
M.S., Troy University	
McCoy, Brandi - 2010	Nursing
A.D.N., Southern Union State Community College	
B.S.N., Jacksonville State University	
McGhee, Elaine - 2008	Nursing
A.D.N., Southern Union State Junior College	
B.S., B.S.N., M.S.N., Troy State University	
M.S.N., Samford University	
Nichols, Dorothy - 2001	Program Director, Surgical Technology
A.S.N., Wallace Community College	
B.B.A., Faulkner University	
Nickolson, Jimmy - 2005	Automotive Mechanics Technology
AAO/AAS, Southern Union State Community College	
B.S., Athens State University	
Olson, Kenneth W. - 1991	Chemistry
B.S., Montana State University	
Ph.D., Colorado State University	
Owen, Stephen - 2003	Science Dept. Chair/ Biology
B.S., University of South Alabama	
M.Ed., Auburn University	
Pigg, Edward K. - 2000	Math Dept. Chair/ Mathematics
B.S., Auburn University	
M.S., Troy State University at Phenix City	

- Queen, Patrick Isaac - 2007 ..... Industrial Electricity/Electronics  
A.A.S., Southern Union State Community College  
Coursework B.S., Auburn University
- Reed, Christopher - 2006 ..... Nursing  
A.D.N., Southern Union  
B.S.N., University of Alabama - Birmingham  
M.S.N., Troy University
- Reynolds, Kathy E. - 1995 ..... Director of Learning Resource Centers  
B.A., University of Georgia  
M.L.S., Florida State University
- Reynolds, Mindy G. - 2000 ..... History, Sociology  
B.S., Auburn University  
M.Ed., Auburn University - Montgomery
- Sadler, Gail - 1985 ..... Cosmetology  
A.A.S., Southern Union State Junior College  
B.S., Athens State College  
M.S., Troy State University
- Sanders, Paula - 2001 ..... Biology, Chemistry  
B.S.; M.Ed. Auburn University
- Sanders, Ronald A. - 1992 ..... Astronomy, Physics  
B.S., Samford University  
M.S., The University of Alabama in Huntsville
- Sanderson, Amy - 2010 ..... Nursing  
B.S.N. - University of Alabama - Birmingham
- Seaborn, Aletia - 2003 ..... History  
B.S., Auburn University - Montgomery  
M.Ed., Alabama State University  
Ph.D., The University of Alabama
- Shiver, Lisa - 2003 ..... Nursing  
A.D.N., Northeast State Community College  
B.S.N., Auburn University  
M.S.N., The University of Alabama at Birmingham
- Simpson, Steven A. - 2005 ..... EMS  
A.A.S., Wallace College, Dothan  
B.B.A., Troy University, Dothan
- Somppi, Kendall R. - 1987 ..... Economics  
B.A., U.C.L.A.  
M.S., Auburn University  
Additional Graduate Study, Auburn University
- Southern, Carol - 1993 ..... Program Director, Radiography  
B.S., M.A.Ed., The University of Alabama at Birmingham  
Ed.D., Auburn University
- Spann, Sandra - 1988 ..... Nursing  
B.S.N., The University of Alabama at Birmingham  
M.S.N., Troy State University
- Sparks, Janet - 1997 ..... Mathematics, Basketball Coach  
B.S., The University of Alabama  
M.S., University of West Georgia

Taunton, Roy Gwen - 1991 .....	Department Chair/ Computer Science
A.A.T., Opelika State Technical College	
B.S., Troy State University	
M.A.T., Troy State University at Montgomery	
Ph.D., Nova Southeastern University	
Vernon, Phillip - 2007 .....	Science
B.S., Auburn University	
M.S., Auburn University at Montgomery	
Ed.S., Troy State University at Phenix City	
Additional Graduate Study, University of Alabama at Birmingham	
Verhoff, Peggy - 2006 .....	Nursing
A.D.N., Wallace State Community College	
B.S.N., Auburn University, Montgomery	
M.S.N., Troy University, Montgomery	
Wagner, Erik - 2010 .....	Truck Driving
Walden, Penny - 2004 .....	Nursing
Diploma, Troup Technical College	
A.D.N., Southern Union State Community College	
B.S.N., Auburn University	
M.S.N., Troy University, Phenix City	
Whigham, Abby - 2007 .....	English
B.A., Auburn University	
M.A., Auburn University	
White, Judy - 2006 .....	Nursing
B.S.N., University of Kentucky	
M.A., University of Louisville	
M.S.N., University of Kentucky	
Whitten, Joan E. - 1993 .....	English
B.A., Columbia College	
M.A., Tulane University	
Williams, Michael L. Jr. - 2009 .....	Theatre
B.G.S., University of Louisiana at Lafayette	
M.A., Louisiana Tech University	
Williams, Patricia N. - 1993 .....	Developmental Lab Director
B.S., Auburn University at Montgomery	
Wimbish-Jones, Michelle - 2006 .....	Librarian
B.S., Tuskegee University	
M.S., Clark University	
Wright, Marquita - 2010 .....	Cosmetology
AOT, Southern Union State Community College	

**ADMINISTRATIVE AND SUPPORT PERSONNEL**

Abernathy, John - 2003 .....	Maintenance
Battle, Charles - 1965 .....	Director of Transportation
Brawner, Lydia - 2005 .....	Developmental Lab Manager
B.A., Wellesley College	

Administration,  
Faculty, and Staff

- M.Ed., Auburn University  
Additional Graduate Study, Auburn University
- Brawner, Thomas - 1981 ..... Evening Coordinator, Opelika  
B.A., University of Alaska  
M.Ed., Auburn University
- Brown, Rita - 1989 ..... Accounting Clerk  
A.A., Southern Institute
- Brown, Shondae - 2005 ..... Coordinator of College Relations  
A.S., Southern Union State Community College  
B.A., The University of Alabama  
M.P.A., University of West Georgia
- Carter, Ruby - 1981 ..... Receptionist  
A.A.S., Southern Union State Junior College
- Character, Tiffanie - 2010 ..... Transcript Evaluator  
B.S., Jacksonville State University
- Cotney, Marilyn - 2002 ..... Maintenance
- Cox, Sarah - 1989 ..... Recruiter/ Secretary to the Associate  
A.S., Southern Union State Community College      Dean of Technology  
B.S., Faulkner University  
M.S., Troy State University
- Crowe, Cathy - 1996 ..... Learning Resource Center Technician
- Cummings, Shirley - 1993 ..... Secretary to the  
Diploma, Opelika State Technical College      Dean of Instruction
- Daniel, Lori - 1997 ..... Coordinator of Student Life
- Davidson, Hope - 1997 ..... Cafeteria Manager
- Davis, Brad - 2007 ..... MIS Technician  
A.S., Central Alabama Community College  
B.S.B.A., Auburn University, Montgomery
- Davis, Nancy - 1992 ..... Coordinator, Health Science Advising/  
A.S., Southern Union State Community College      Academic Advisor  
B.S., M.B.A., Troy State University
- Dowdell, Willie - 1983 ..... Maintenance
- Edgar, Dana - 2003 ..... Basic Study Skills  
B.S., Auburn University
- Edwards, James - 1982 ..... Maintenance
- Fitzpatrick, Deborah - 2003 ..... Records Clerk
- Foster, Lynda - 1991 ..... Athletics Receptionist  
Diploma, Opelika State Technical College
- Franklin, Donna - 1989 ..... Learning Resource Center Technician  
Diploma, Opelika State Technical College
- Frith, Eddie - 2010 ..... Maintenance/ HVAC Technician  
Occ. Cert., Southern Union State Community College
- Fulford, Ramona - 1999 ..... Assistant Accountant
- Gleaton, Bryan - 2004 ..... Accounting Clerk  
A.S., Southern Union State Community College



Griffin, Derika - 2007 .....	Director of Adult Education
B.A., Spelman College	
M.A., Troy University	
Griffin, Melissa - 2009 .....	Finacial Aid Assistant/WIA Coordinator
A.A.S., Gadsden State Community College	
B.S., Faulkner Universtiy	
Halsey, Richard - 1984.....	Learning Resources Center Technician, Valley
B.S., M.B.A., Auburn University	
Harris, John - 1989.....	Maintenance
Hodges, Troy - 1996 .....	Maintenance
Holley, Patricia - 1997 .....	Learning Resources Center Technician
Holmes, Jimmy - 2011 .....	Chief, Campus Police
AS. Southern Union State Community College	
Alabama Peace Officers Basic Training, Jacksonville State University	
Florida Peace Officers Equivalency, Daytona Beach Community College	
Holmes, Kim - 2005.....	Assistant Accountant
A.A., Southern Union State Community College	
B.S., Auburn University	
Hopper, Jennifer - 2000 .....	Financial Aid Clerk
Hopper, Jon - 1997.....	Assistant Baseball Coach
A.S., Calhoun Community College	
B.S., West Georgia College	
M.S., Jacksonville State University	
Howell, Carol - 1999.....	Advisor/ Academic Recruiter
A.S., Central Alabama Community College	
B.S., Auburn University	
Hughley, Sandra - 2009.....	Director of Human Resourses
A.A.S., Central Alabama Community College	
B.B.A., Faulkner University	
Johnson, John Frank - 2010 .....	Associate Director of Maintenance
A.A.T., John M. Patterson State Technical College	
Certificate- Industrial Maintenance, John M. Patterson State Tech College	
Certificate- Maintenance Management, University of Alabama	
Johnson, Sandra - 1999 .....	Lab Assistant
A.A.S., Southern Union State Community College	
Jones, Arthur – 2002 .....	Maintenance
Jones, Johnnie - 2001 .....	Maintenance
Jones, Larry - 1999 .....	Maintenance
Jones, Norma J. - 1996.....	Receptionist
Diploma, Opelika State Technical College	
Jones, Pamela - 1987.....	Financial Aid Director
A.A., Southern Union State Junior College	
B.S., Troy State University, Montgomery	
Jordan, Cheryl - 1988.....	Director, Management
B.S., Jacksonville State University	
Information Systems	
Kilgore, Chase P. - 1989 .....	Assistant Accountant
A.S., Southern Union State Junior College	
Kirby, Dorothy S. - 1988.....	Health Sciences Clerk

Kirby, Marty - 2002 .....	Director of Accounting
B.S., Jacksonville State University	
C.P.A. State of Alabama	
M.B.A., Troy State University	
Lacy, Maria - 1999 .....	Maintenance
Langley, Keith - 1987 .....	Director of Maintenance
A.S., Southern Union State Junior College	
Layfield, Chris - 2003 .....	Athletic Trainer
B.S., John Brown University	
Leak, Libby .....	Health Science Clerk
Lockwood, Alecia - 1994 .....	Secretary to the Dean
A.A.S., Southern Union State Junior College	
of Student Development	
Lockwood, Shawn - 1997 .....	MIS Technician
A.S., Southern Union State Community College	
B.S., B.A., Auburn University Montgomery	
Matheny, Jill - 1982 .....	Assistant to the Dean of Students
McClanahan, Julie - 2007 .....	Developmental Lab Manager
B.S., Georgia Southern University	
McGhee, Adam - 2000 .....	Coordinator Distance Education
A.S., Southern Union State Community College	
B.S., Troy State University	
M.B.A., Troy State University	
McGhee, Charles - 1984 .....	Director of Administrative Services
B.S., University of Georgia	
M.S., Troy State University	
Meadows, Amy Anita - 2004 .....	Financial Aid Clerk
A.A.S., Southern Union State Community College	
B.S., Troy University	
Meadows, Andrew - 1999 .....	Maintenance
Menifee, Vernechia - 2000 .....	Maintenance
Mitchum, Ronnie - 2004 .....	Maintenance
Minnifield, Ashley - 2009 .....	Health Science Admission Clerk
A.S., Central Alabama Community College	
Moody, Tammie - 1997 .....	Records Clerk
Morsch, Kathy - 1995 .....	Financial Aid Clerk
A.S., Southern Union State Junior College	
Osborn, Alison - 2002 .....	Secretary to the President
A.A., Southern Union State Junior College	
Pittman, Brian - 2009 .....	Head Softball Coach/Assistant Student Life Coordinator
B.S., Auburn University of Montgomery	
M.S., University of Phoneix	
Prickett, Janie D. - 1990 .....	Secretary
Diploma, Opelika State Technical College	
A.A.S., Southern Union State Junior College	
Radford, Ron - 1987 .....	Athletic Director/Coach/
B.S., Samford University	
Physical Education	

Ragsdale, Kathy - 2004	Secretary to the Dean Diploma, Massey Draughon-Business of Health Sciences
Railey, Brenda - 2008	Maintenance
Railey, Stephanie - 2004	Secretary to the Dean of Students A.S., Southern Union State Community College
Richardson, Mercedes - 1999	Receptionist, Valley Campus Diploma, West Georgia Technical College
Robertson, Wanda - 2003	Records Clerk A.S., Southern Union State Community College
Robinson, Cindy T. - 1992	Receptionist
Siskey, Ronnie - 2008	Maintenance
Smith, Diane - 2002	Assistant Cafeteria Manager
Spratlin, Tammy R. - 1992	Financial Aid Receptionist/Clerk A.S., Southern Union State Junior College
Sprayberry, Jimmy Dale - 2000	Maintenance
Staples, Rosie - 1996	Cafeteria
Stewart, Lynn - 2005	Accounting Clerk A.S., Southern Union State Junior College B.A., Auburn University
Stewart, Michelle - 2004	Financial Aid Clerk A.A., Southern Union State Junior College
Stringfellow, Catherine R. - 1980	Registrar A.S., Southern Union State Junior College B.S., Faulkner University
Taunton, Jeremy - 2005	Coordinator, Technical Advising/Academic Advisor B.S., Auburn University M.Ed., Auburn University
Thrash, Kathy - 1987	Learning Resources Center Technician
Todd, Debra Y. - 2000	Tutor/Lab Assistant
Waldrep, Anita - 1987	Receptionist A.S., Southern Union State Community College
Waldrep, Audette - 1994	Maintenance
Weaver, Jeanette - 2005	Student Center Receptionist
Whaley, Robbie - 1988	Coordinator of Assessment Center A.A.S., Southern Union State Junior College B.B.A., Faulkner University
White, Clarrisa - 2011	Records Clerk B.S., Jacksonville State University
Williams, Frederick E. - 1994	Director, Academic Advising, B.S., M.S., Tuskegee University     Wadley Campus and College Diversity Ed.D., The University of Alabama     Programs Coordinator Additional Graduate Study, Auburn University

### Alabaster CareerLink

Kozlowski, Susan - 2003	Job Developer
Smith, Sonja E. - 1989	CareerLink Facilitator
Thomas, Tara - 2004	CareerLink Facilitator

**Montgomery CareerLink**

Howard, Jan - 2006 .....	MIS Clerk
McQueen, Jaqueline B. - 1997.....	Job Developer
Pool, Carol Walton - 1989.....	CareerLink Facilitator
Reynolds, Haley - 2004.....	CareerLink Facilitator
Tucker, Maryetta - 1977.....	MIS Clerk
Watson, Gloria - 1975.....	CareerLink Facilitator
Wilson-Leonard, Laura E. - 1982 .....	CareerLink Facilitator

**Opelika CareerLink**

Bridges, Peggy - 1988.....	CareerLink Coordinator
Cohill, Alecia - 2003.....	CareerLink Facilitator
Garner, Lynne J. - 1991.....	MIS Clerk
Johnson, Nicole - 2006 .....	CareerLink Facilitator
Lockhart, Beverly W. - 1996.....	CareerLink Facilitator
Pitts, Barbara - 2006 .....	CareerLink Facilitator
Savage, Linda - 1981 .....	Job Developer
Wade, William - 1996 .....	CareerLink Facilitator

**Selma CareerLink**

Black, Vivian - 1988 .....	CareerLink Facilitator
Brown, Ronald - 1996.....	CareerLink Facilitator
Hunter, Clifford - 1999 .....	CareerLink Coordinator
Murray, Chiquetta C. - 1991 .....	MIS Clerk

**Talladega CareerLink**

Beavers, Myra - 1980.....	CareerLink Facilitator
Gardner, Joyce - 1996.....	CareerLink Coordinator
Garrett, Patrick - 2004.....	CareerLink Facilitator
Todd, Angelia - 2001.....	Job Developer

**Tuscaloosa CareerLink**

Barnes, Dorothy - 1985.....	CareerLink Facilitator
Bates, Tracie - 2004 .....	CareerLink Facilitator
Fields, Marjorie - 2003 .....	MIS Clerk
Jackson, Johnny - 2004.....	CareerLink Facilitator
Okoye, Chudy - 2007.....	CareerLink Facilitator
Truelove, Brenda - 2002 .....	CareerLink Coordinator
Watkins, Gloria - 1984.....	CareerLink Facilitator

**DPE or OWD**

Hinshaw, Randall - 1999.....	Education Specialist I
Holcomb, Tamara - 1994 .....	Education Specialist I
McCartney, Beverly - 2001.....	Education Specialist II
Williams, Annie L. - 2001.....	Business Manager
Williams, Richard - 1998.....	Tech Assistant/Property Manager



# STUDENT HANDBOOK

**SOUTHERN UNION STATE COMMUNITY COLLEGE  
STUDENT HANDBOOK & CODE OF CONDUCT**

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### Student Handbook Disclaimer

*Failure to examine the Student Handbook/ Code of Conduct does not excuse students from the policies and procedures described herein. Individual factors, illness, or conflicting advice from any source are not satisfactory grounds for seeking exemptions from these policies and procedures. All policies contained in the Student Handbook/ Code of Conduct are subject to change without prior notice.*

## STUDENT SERVICES

**Ms. Florence Tiffany Sanders, Dean of Students**

Student Services at Southern Union State Community College is proud to offer broad opportunities for our campus community. We seek to offer services that support and supplement the college experience and learning that is fundamental to student success.

Student Services has the major responsibility for helping to create an encouraging campus environment that enhances and supports learning. The quality of our student's experience is significantly affected by the availability, diversity, and integrity of services and co-curricular support programs. It is our objective to build alliances between the classroom and campus life, and to provide an opportunity for students to experience the excitement and responsibility that comes from being an active member of a college community.

Student Services mission is consistent with the College's general mission to provide quality academic programs which are affordable, assessable, and responsive to the needs of the community, business, industry and government. We provide programs and activities for the College's diverse student populations, and unique support services for minority, non-traditional, and students with special needs. Student Services contributes to the comprehensive educational experiences of students by fostering an environment in which students can discover and test their ideals, interests, and skills. We strive to assist our students in acquiring the knowledge, skills, and insights that facilitate life-long learning and a sense of personal and interpersonal skills.

Explore the web site and stop by our offices. When you do, you'll be sure to find that we are making a difference **"one student at a time!"**

### ADMISSIONS AND RECORDS

All records at the College are retained in accordance with policies established by the Alabama Department of Archives and History and the Alabama State Board of Education. Students may obtain a copy of their transcript by completing a transcript request form at any Southern Union Admissions/Records Office, by mailing or faxing a request to the office, or online at [www.suscc.edu](http://www.suscc.edu). *A student's signature is required before a transcript can be released.*

The Admissions and Records Office also provides letters of good standing, insurance verifications, mid term alerts, and other specialized certifications.

### FINANCIAL AID

The College provides financial aid to students of academic promise and financial need. Part-time employment, scholarships, grants, and loans assist students who have difficulty meeting the financial obligations of college. All students applying for financial aid under any of the programs in which aid is awarded on a "need basis" must apply using the Free Application for Federal Student Aid (FAFSA) and the Southern Union State Community College institutional application. Financial aid counseling is available on all campuses.

### INTERCOLLEGIATE ATHLETICS

Southern Union is a member of both the National Junior College Athletic Association, which is composed of colleges throughout the nation, and the Alabama Community College Conference, which is composed of public two-year colleges in the State. The College participates in intercollegiate men's and women's basketball, men's baseball, women's softball, and volleyball. The coaching staff and athletic facilities at the College encourage



student participation in varsity athletics. The varsity athletic teams of Southern Union are known as THE BISON. .273

### **LOST AND FOUND**

Lost and found articles should be taken to campus police on the Wadley and Opelika campuses. The lost and found is located in the Administrative office on the Valley campus. The articles will be inventoried, dated, and held in the depository. The items may be claimed upon proof of ownership.

### **SECURITY OF PERSONAL PROPERTY**

The college cannot be responsible for personal property, nor can the college assume responsibility for the protection of vehicles or their contents. Campus police recommends the following safety tips:

- Create a safety plan.
- Listen to and act on your institution. It's better to be safe and risk a little embarrassment, than stay in an uncomfortable situation that may be unsafe.
- Have your keys ready when approaching your car or building.
- Vary your routine: drive or walk different routes every day. If you suspect that someone is following you, by foot or in a car, don't go home (or they will know where you live). Go to a trusted neighbor or to a public place to call police, or go directly to the police station.
- Do not label keys with your name or any identification.
- Don't talk about your social life or vacation plans where strangers can overhear you.
- Always carry money for a telephone call.
- Beware of your surrounding when using your personal information:
  - Social Security #
  - Date of Birth
  - Home/ Cell #
  - Bank/ Credit Card Information
- Do not display cash openly, especially when leaving an ATM machine.
- Beware of telephone phone scams.
- Don't give personal or financial information to anyone over the phone.
- If you are a woman living alone, don't reveal that information to anyone on the phone.
- Hang up on nuisance callers and report chronic nuisance calls to the phone company.

### **NEVER LEAVE VALUABLES UNATTENDED!!!!!!**

Visit the college website for a detailed review of the Emergency Preparedness Plan and Procedures.

### **IDENTIFICATION CARDS (ID'S)**

All students are required to obtain and carry a Southern Union State Community College Identification (ID) Card. ID cards are used for checking out books, residential hall, admission to social, cultural and athletic events, voting in student elections, dining hall and other campus or community activities. Students are encouraged to have some form of a photo ID while on campus.

### MAIL

Mail arriving at the college for students living in the residence hall is distributed Monday through Friday. This schedule is functional when classes are in session and students are in the residence hall. Mail will be distributed to the post office boxes located in the lobby of the residence hall before noon. Mail for the residents should be addressed as follows:

NAME  
 SUSCC Box \_\_\_\_\_  
 P.O. Box 1000  
 Wadley, AL 36276

The college does not maintain mail service for non-residential students and cannot be responsible for their mail delivery. Non-resident students should not provide the college address as their mailing address.

### TELEPHONES AND MESSAGES

Students are permitted to use faculty and staff telephones in emergency situations **only**. Emergency phone calls and messages should be directed to the Dean of Students at extension 5150 (Wadley Campus) and 5350 (Opelika Campus) or the Chief of Police at extension 5823. Telephone calls and messages on the Valley campus will be coordinated through the administrative office at ext. 5402.

### SOLICITATION

No off-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees or members, seek donations, or make sales on campus without sponsorship by a registered student organization and approval by the President or Dean of Students.

#### **Alabama State Board Policy 515.01 - Agents, Vendors, and Solicitation**

1. An agent, vendor or solicitor shall not be permitted on campus to distribute literature, solicit funds, or sell to faculty, staff, students, or campus organizations without specific approval by the President or an authorized designee.
2. An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling as well as ensuring that the sponsoring student organization receives a significant portion of the receipts from sales. Charitable, tax-exempt organizations will be considered on an individual basis.
3. On-campus solicitation or other solicitations originated by students to raise funds for institution-related activities may be permitted only with prior approval of the President or appropriate Dean. Solicitation for non-institutional-related activities shall not be permitted on campus except with the approval of the President or designee.

### VISITOR POLICY

Southern Union State Community College welcomes visitors. Visitors are expected to abide by the regulations of the college. Students are held responsible for the conduct of their guests. CHILDREN MUST BE UNDER THE SUPERVISION OF THEIR PARENTS/GUARDIANS AND ARE NOT TO ATTEND CLASSES. Visitor's parking permits

are available from the campus police on Wadley and Opelika campuses and administrative office on the Valley campus. Visitor's parking permits are issued to non-student campus guests.

## EMERGENCY PROCEDURES

Southern Union State Community College is committed to the safety and well-being of its students, faculty, and staff who can help the college safeguard the campus by taking preventive measures to ensure safety and by referencing this guide in the event of an emergency.

The following guidelines are not intended to be a comprehensive list of instructions, rather a reminder of the basic steps that should be taken to minimize the risks associated with a given hazard. Since emergencies can vary greatly, the instructions provided by Southern Union State Community College and emergency personnel at the time of the incident may change or even conflict with those listed in these procedures.

### **Always follow the instructions of college and emergency personnel.**

#### **Safety Tips**

- If you smell or see smoke or fire, pull the nearest fire alarm.
- Trust your instincts. If a place or situation doesn't feel right, it probably isn't. Leave.
- Avoid shortcuts and isolated areas when walking after dark.
- Don't walk alone after dark. Early evening to late evening, travel only in groups of three or more in well-lit and heavily traveled areas.
- When traveling in your vehicle, keep windows up and doors locked.
- If approached, don't resist a robber - especially if he/she has a weapon.
- Never venture into or through dark or undesirable neighborhoods.
- Don't carry large sums of cash.
- If attacked or approached by someone suspicious, contact the police immediately by calling 911.
- Get a good description of the person and their direction of travel.

### **Emergency Procedures: FIRE**

#### **General Tips**

- Become familiar with emergency escape routes before an accident (i.e note locations of stairwells and emergency doors).
- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire.
- If you smell or see smoke or fire, pull the nearest fire alarm
- Evacuate the building via the stairs - DO NOT use the elevators
- Exit quickly, only take essential items
- If possible, close door behind you as you exit to confine the heat or smoke.
- Feel the door with the back of your hand before opening it - DO NOT open a door that is hot.

**Cool Door:**

- Open slowly and ensure fire or smoke is not blocking your route. If escape route is blocked, immediately shut the door and find an alternate escape route.
- If route is clear, leave immediately through the door and close it behind you. Be prepared to crawl, if necessary.

**Call SUSCC Police or 911 (must dial 9-911 from campus phone system):**

- State the location of the fire.
- Stay on the phone until released by the dispatcher.

**Once Outside:**

- Move to a clear area at least 500 feet away from the building.
- Keep the streets, fire lanes, fire hydrants, and all walkways clear.
- Return to the building only when emergency personnel allow.

**Staff Members:**

- Bring class or building roster with you.
- Take inventory of all personnel evacuated from the building.
- Report missing persons (and their last known locations) to emergency personnel on scene.

**How to Use a Fire Extinguisher**

- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire.
- Always keep your back to the exit; never place the fire between you and the exit.
- Discharge the entire extinguisher on the base of the fire.

**Remember PASS**

**P** = Pull the pin

**A** = Aim the nozzle at the base of the fire

**S** = Squeeze the trigger

**S** = Sweep the fire extinguisher on the base of the fire

**If you catch on fire, DO NOT RUN. STOP, DROP, and ROLL.****If Caught in Smoke:**

- Drop to your hands and knees crawling toward the exit
- Stay low
- Hold your breath as much as possible
- Breathe shallowly through your nose; use a shirt or towel as a filter

**If Forced to Advance Through Flames:**

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed

**If You Are Trapped and CANNOT Evacuate:**

- Wedge wet towels or other cloth materials along the bottom of the door to keep smoke out.
- Close any doors between you and the fire.
- If you are trapped and need air, break the window, but only as a last resort.
- Hang a towel or cloth material from the window. (This signals firefighters that you are trapped.)
- If you are disabled and cannot use the stairs, get to the stairwell keeping doors closed; notify emergency personnel of your exact location (i.e. stairwell No. 1, 7th floor landing).

**Emergency Procedures: MEDICAL EMERGENCY****General Tips**

Call SUSCC Police or 911, request medical assistance, and tell the dispatcher:

- Your location
- Type of injury or illness of victim
- Victim's status (conscious, breathing, or bleeding)
- Age of victim
- Stay on the phone until released by the dispatcher
- Check the scene for any danger or hazards like exposed electrical wires, broken glass, or chemicals before providing aid
- If properly trained, administer basic life support (CPR or first aid), otherwise wait for professional help
- DO NOT attempt to give ANY medical advice unless properly trained
- DO NOT move the victim unless he is in immediate danger
- DO NOT jeopardize your health or the health of the victim

**Heart Attack**

- Check to see if victim's airway is open, if he is breathing, and if he has a heartbeat
- If you are trained to do so, administer CPR if needed
- If you are trained to do so, locate and use an automated external defibrillator (AED)

**Burns**

- Remove the victim from course of burn
- Be careful not to contaminate or injure yourself

**Thermal Burns**

- Flush the wound area with cool water - DO NOT use ice
- DO NOT apply any creams or lotions

**Dry Chemical Burns**

- Brush the chemical from the skin using gloves
- After brushing chemical off the skin, flush the area with cool water

**Bleeding**

- Use gloves and other protective gear
- Apply firm, gentle pressure to the wound with a clean cloth

- Immobilize the wound
- If you come in contact with any blood or bodily fluids, wash with soap and water, then seek medical attention.

## **Emergency Procedures: SEVERE THUNDERSTORMS**

### **Definition**

**Severe Thunderstorm** - A storm capable of producing wind gusts over 55 mph and/or hail 3/4" or larger in diameter

**Severe Thunderstorm Watch** - Issued by the National Weather Service when severe weather conditions are possible in the area.

**Severe Thunderstorm Warning** - Issued by the National Weather Service when severe weather has been sighted in the area.

### **General Tips**

- Find a safe shelter
- Monitor local news media and the College website for closings/delays
- DO NOT call 911 unless there is an emergency or you need immediate assistance
- Unplug appliances and other electrical items like computers or televisions
  - Power Surges can cause serious damage
  - Avoid showering or general bathing
  - Plumbing and bathroom fixtures can conduct electricity
- Use a corded telephone ONLY for emergencies; cordless or cell phones are safe to use - lightning can travel through telephone lines
- Cancel/relocate outdoor activities
- Secure all objects that could blow away or cause additional damage
- Keep all exterior doors closed and stay away from windows
- Close all windows and blinds

### **Avoid the Following**

- Natural lightning rods like tall trees in an open area
- Hilltops, open fields, the beach, or a boat on water
- Isolated sheds or other small structures in large, open areas
- Metal objects - motorcycles, golf carts, golf clubs, bicycles, etc.

### **If Outside:**

- Immediately find a safe indoor shelter or a hard-top automobile
- If you are unable to find a safe shelter, and are trapped outdoors, lie in a ditch or any low-lying area with few trees, or crouch near a strong building for shelter
- Rubber-soled shoes and rubber tires provide NO protection from lightning

## **Emergency Procedures: TORNADO**

### **Definition**

**Tornado Watch** - Issued by the National Weather Service when conditions are favorable for severe thunderstorms and multiple tornadoes to form in or around the area.

**Tornado Warning** - Issued by the National Weather Service when a tornado has been sighted or indicated in the warning area.

**General Tips**

- Immediately move to an interior hallway on a lower level in the middle of the building you are in
- Stay away from all windows and glass doors
- DO NOT use the elevators
- Close and lock all windows and exterior doors
- Close all window shades, blinds, or curtains

**Call SUSCC Police or 911 and tell dispatcher:**

- Your location
- Type of injury or illness of victim
- Victim's status (conscious, breathing, or bleeding)
- Victim's age
- Stay on the line until released by the dispatcher
- DO NOT leave your location until advised or storm warning ends

**In Your Vehicle:**

- Immediately get out of your car and find the nearest, low-level room of a building or storm shelter
- NEVER try to outrun a tornado, especially in a congested or urban area

**Outside:**

- Find shelter immediately
- If no shelter is available, find the nearest low-level ditch and lie flat with your hands covering your head
- DO NOT seek shelter under a bridge or overpass
- Beware of flying debris and possible flooding

**Emergency Procedures: FLASH FLOOD****Definitions**

**Flash Flood Watch** - Issued by the National Weather Service when conditions are favorable for flash flooding in the area.

**Flash Flood Warning** - Issued by the National Weather Service when flash flood is in progress, imminent, or highly likely

**General Tips**

- Do NOT walk or drive through flooded areas
- Avoid downed power lines.

**Emergency Procedures: HURRICANE****Definitions**

**Tropical Storm Watch** - Issued by the National Weather Service when winds of 39 to 73 mph are possible in the area within the next 48 hours.

**Tropical Storm Warning** - Issued by the National Weather Service when winds of 39 to 73 mph are expected in the area within the next 36 hours.

**Hurricane Watch** - Issued by the National Weather Service when winds of 74 mph or greater are possible within the next 48 hours.

**Hurricane Warning** - Issued by the National Weather Service when winds of 74 mph or greater are expected in the area within the next 36 hours.

### General Tips

Follow instructions given by Southern Union

Monitor local media and college website at [www.suscc.edu](http://www.suscc.edu) for closings/delays

### Sheltering in Place

- Locate or create an emergency kit to include:
  - Bottled water (have enough to last you a few days)
  - Flashlights
  - Battery-operated radio or television
  - Extra batteries
  - Canned food and can opener
  - Dry food (bread, peanut butter, crackers, etc.)
  - Blankets and pillows
  - Cash
  - Battery and car charger for cell phone
- Secure your area by closing all windows, window shades, blinds, or curtains
- Close all interior doors and close/secure/brace all exterior doors
- Find shelter in a small interior room, closet or hallway on the lowest level
- Stay away from all windows and glass doors
- Lie on the floor under a table or some other sturdy object
- Turn off ALL utilities when instructed to do so, otherwise turn the refrigerator thermostat to it's coolest setting and shut the door
- Keep a supply of water for sanitary purposes; fill the bathtub or other large containers with water.

### Evacuate Under the Following Conditions:

- Directed by local or college authorities to do so
- If you live in a mobile home or unsafe temporary structure
- If you live in a high-rise building
- If you live on the coast, floodplain, inland waterway or near a river
- If you feel you are in danger

### Office Preparations

- Unplug, cover, and secure vulnerable equipment with plastic
- When possible, move equipment and other valuable items to the interior areas of the building and away from the windows
- Tag moved equipment with department contact information for easy identification and retrieval
- In areas subject to flooding, relocate equipment and other valuable items to a higher floor or elevate
- Remove or secure equipment from outdoor and rooftop locations
- Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in



- Place important records and files in cabinets and cover with plastic
- Close and latch (or secure with tape is necessary) filing cabinets and cupboards
- Back up electronic data and store in multiple locations
- Clear desktops, tables, and exposed horizontal surfaces of materials that could be damaged
- Place telephone in desk drawer if the cord is long enough; do not unplug telephone
- Take home personal possessions; the college is not responsible for damaged personal items
- Secure windows and close blinds
- Change voicemail and automatic email reply to indicate college closure
- Close and lock all doors, including interior office doors, before leaving

### **Emergency Procedures: EXTREME HEAT**

#### **Definitions**

**Heat Cramps** - Muscle pains or spasms due to heavy exertion. Although heat cramps are the least severe, they are usually the first signal that the body is having trouble with heat.

**Heat Exhaustion** - Occurs when people exercise or work in a hot, humid place where body fluids are lost via heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to vital organs, which can result in a form of mild shock. If left untreated the victim's body temperature will keep rising and he may suffer heat stroke.

**Heat Stroke (Sun Stroke)** - Occurs when the victim's temperature control system, which produces sweat, stops working. The body temperature can rise high enough to cause brain damage or death, if the body is not cooled quickly.

#### **General Tips**

- If possible, avoid strenuous outdoor activities
- Stay indoors and limit exposure to the sun
- If outside, apply sunscreen uniformly to cover all exposed areas for 15 minutes before exposure
- Sunscreen should be applied every two hours
- Drink plenty of water
- If you are epileptic or have a heart, kidney, or liver disease, consult your doctor first
- Stay on a building's lowest floor, out of the sun, if air conditioning is not available
- Eat well-balanced meals; avoid using excess salt
- Limit your intake of alcoholic beverages
- Dress in loose-fitting, lightweight, and light-colored clothes that cover as much of your body as possible
- Protect face and head by wearing a hat
- NEVER leave children or pets alone in closed vehicles or extremely hot environments
- Consider scheduling outdoor events for cooler times of the day

**Call SUSCC Police or 911 immediately if you or a victim is experiencing the following symptoms:**

- Heavy sweating
- Paleness
- Muscle Cramps
- Tiredness
- Dizziness
- Headache
- Nausea
- Weakness
- Vomiting
- Fainting

**Tell the dispatcher:**

- Your location
- Victim's type of injury or illness
- Victim's status (conscious, breathing, or bleeding)
- Victim's age
- Stay on the line until released by the dispatcher

**Emergency Procedures: WINTER WEATHER**

**Definitions**

**Winter Storm Watch** - Issued by the National Weather Service when a winter storm is possible in the area.

**Winter Storm Warning** - Issued by the National Weather Service when a winter storm is occurring or will soon occur in the area.

**Freezing Rain** - Rain that freezes upon hitting the ground by creating a coating of ice on roads, walkways, trees, and power lines.

**Sleet** - Rain that turns to ice pellets before reaching the ground. Sleet can create moisture on the roads that freezes, becoming slippery.

**Frost/Freeze Warning** - Issued by the National Weather Service when below freezing temperatures are expected in the area.

**General Tips**

- Monitor local news media for weather reports and emergency information
- Look to the college website at [www.suscc.edu](http://www.suscc.edu) for class cancellations/college closings
- Stay clear of dropped or sagging power lines
- Avoid areas with many trees; snow or ice may cause tree limbs to fall
- Stay inside if possible
- Use extreme caution when walking outside or driving
- If you must travel:
  - Travel during the day
  - Stay on main roads; avoid back-road shortcuts
  - Carry emergency supplies or kits
  - Dress warmly to prevent frostbite or hypothermia

## Emergency Procedures: POWER OUTAGE

### General Tips

- Remain calm, and stay where you are
- Evacuate ONLY if instructed to do so by emergency personnel or supervisor
- Turn off all electrical devices such as computers; damage can occur once power is restored
- Laboratory personnel should secure all experiments and unplug electrical equipment before leaving and all chemicals should be returned to their proper storage place
  - Provide proper ventilation by opening all windows and doors
  - Evacuate immediately if you are unable to provide appropriate ventilation for chemicals; call SUSCC Police
- DO NOT open cold-rooms, refrigerators, or other temperature-sensitive areas

### Call SUSCC Police or 911 (depending on the situation) and tell the dispatcher:

- Your location
- What areas are affected by the power outage
- How long the power has been out
- Any significant water damage, flooding, gas leak, or any other major utility failure
- Any injuries
- Stay on the phone until released by the dispatcher

### DO NOT USE ELEVATORS.

#### If caught inside an elevator during a power outage:

- Remain calm
- DO NOT attempt to open the elevator door by shaking, jarring, or prying open the elevator door unless directed to do so by emergency personnel

### Press the emergency button or call SUSCC Police or 911 and tell the dispatcher:

- Your location
- What floor you are near
- Any injuries
- Stay on the phone until released by the dispatcher

## Emergency Procedures: ACTIVE SHOOTER

### General Tips

#### Call SUSCC Police or 911 as soon as possible and relay the following information:

- Location of the incident
- Type of incident
- Subject's physical description, location, and/or direction of travel
- Weapon information
- Stay on the phone until released by the dispatcher
- If you cannot speak, dial 911 and leave the line open to allow the dispatcher to hear what is going on at your location
- Trust your instincts
- If you can evacuate, do so

### **If You are Unable to Evacuate**

- **Take shelter** in the nearest room, office, closet (preferable somewhere with a lockable inward opening door)
- Lock and barricade the door with anything you have available (desks, file cabinets, other furniture)
- Cover any windows that may be in or near the door
- Look for alternate escape routes (windows, additional doors, etc.)
- If jumping from a window is a safe or viable option
  - Break the window if necessary
  - Make an improvised rope from clothing, belts, etc if necessary
  - Hang by your hands to minimize the distance you will fall
- Stay Low to the ground and remain as quiet as possible remembering to silence your cell phone
- Do not answer the door for anyone
- **Taking out the shooter** is a serious decision **ONLY YOU** can make - maintain a survival mindset
- Position yourself in a location that will allow for the element of surprise if the shooter enters
- Prepare yourself to attack the shooter should he enter by identifying improvised weapons
  - Throw items at the shooter's face to cause a distraction and disrupt his aim
  - Attack in a group creating multiple points of opposition
  - Swarm the shooter and control his extremities and head to control him; pin him to the ground
  - Continue the fight until you are certain he is no longer a threat
- Once the shooter is incapacitated call 911 and advise the police
  - Move weapons away from the shooter and use a trash can or other container to control it (do not pick up the weapon)
  - Raise your hands and drop your knees obeying any commands from responding law enforcement
  - Provide first aid to injured victims

### **Emergency Procedures: SUSPICIOUS ACTIVITY**

#### **General Tips**

- Remain calm
- DO NOT let anyone into a locked room or building without proper authority
- DO NOT engage in a physical confrontation with the person
- DO NOT block the person's exit

#### **Signs of Suspicious Activity**

- Anything out of the ordinary
- A person(s) running or leaving quickly - as if he/she were being watched or chased
- A person(s) hauling property - lab equipment, laptops, books, bikes - at an unusual time or location
- A person(s) going door to door in a residence hall or office
- a person(s) pulling on multiple doorknobs or trying to open residence hall/office doors

- A person(s) pulling on car handles or looking into multiple vehicles
- A person(s) forcibly entering a locked vehicle or door
- Car or person(s) repeatedly circling an area
- A person(s) being forced into a vehicle
- Strange noises - arguing, yelling, gunshot, etc.
- A person(s) who photographs, videotapes, sketches or asks detailed questions about power plants, buildings, bridges, hospitals, utility infrastructure, etc.
- A person(s) who doesn't belong attempting to gain or gaining access to a restricted area

**Call SUSCC Police or 911 (depending on the situation) and tell the dispatcher:**

- Your location
- Person's behavior
- Person's physical description
- Person's location and direction of travel
- What you saw
- Where and when it happened
- Stay on the phone until released by the dispatcher (been declared safe.)

**Emergency Procedures: BOMB THREAT**

**TELEPHONE THREAT**

- Remain calm
- Do not hang up; keep the caller on the line as long as possible and listen carefully
- Obtain as much information as possible
- Use the bomb threat checklist

**Ask Questions Such As:**

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- What will cause it to explode?
- Why did you place the bomb?
- What's your name?

**Take Notes About the Call, Such As:**

- **Identity:** male/female and age
- **Voice:** loud, soft, high-pitched, deep, raspy, hoarse, nasal, pleasant
- **Background Noise:** office, factory, street, traffic, train, airplane, animals, party, music
- **Speech:** accented, deliberate, fast slow, lisp, slang, taped/recorded, stuttered, slurred
- **Manner:** calm, angry, rational, irrational, coherent, incoherent
- **Time of call**
- **Exact words**
- **Phone Number:** Check caller ID if available
- Any other pertinent information

**Call, or have someone else call, SUSCC Police or 911**

State your location and report the information you noted. If you are unable to speak to the police dispatcher, call 911 and leave the line open to allow the dispatcher to listen in on the conversation

**WRITTEN THREAT**

- Call SUSCC Police or 911 (depending on the situation)
  - State your location and report the information in the written threat
  - Stay on the phone until released by the dispatcher
- Don't touch or move the letter; it should NOT be altered or destroyed
- Preserve the scene for SUSCC Police
- Prevent others from handling or going near the letter

**Emergency Procedures: A SUSPICIOUS PACKAGE**

*Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a package is dangerous, but if in doubt, call SUSCC Police.*

**General Tips**

- Remain calm
- Stay away from the package
- DO NOT allow anyone to handle or go near the package
- If a suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt movement; gently set the package down in a secluded area that has been evacuated
- DO NOT use any cell phones, radios, or other wireless devices around the package

**Call SUSCC Police or 911 (depending on the situation)**

- State the location of the package and provide a description
- Stay on the phone until released by the dispatcher
- If you touched the package, immediately wash your hands, arms, etc. with soap and water for 15 minutes

**Characteristics of a Suspicious Package**

- Package or envelope with suspicious powdery substance
- Unexpected package sent by someone unfamiliar to you
- Excessive postage
- Poorly written or typed address
- Incorrect title(s) with no names
- Misspelling of common words or names
- Addressed to someone no longer at the address
- Outdated postmarks
- No return address or one that can't be identified as legitimate
- Return address not consistent with postmark
- Unusual weight, given package size; lopsided; or oddly shaped

- Unusual amount of tape, string, or other wrapping material
- Marked with restrictive labels like “fragile,” “personal,” “confidential,” or “rush-do-not-delay”
- Strange odor, stains, or noises (i.e. rattling, clicking, ticking, etc.)
- Appears to contain electrical wire or aluminum foil
- Mailed from foreign country unfamiliar to recipient

### **Emergency Procedures: HAZARDOUS MATERIALS RELEASE**

#### **EVACUATE**

- Leave the area immediately and move approximately 1/2 mile away (8 to 10 blocks)
- Keep others away from the affected area
- **STAY UPSTREAM, UPHILL, and UPWIND OF THE ACCIDENT**
- Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits
- Turn off all ignition and heat sources
- Try not to inhale gases, fumes, or smoke
- Cover mouth with a cloth while leaving the area

#### **Call SUSCC Police or 911 and tell the dispatcher:**

- Location of the leak or spill
- Type of substance
- Amount spilled/leaking
- Any injuries

**Those contaminated by the spill should avoid contact with others and remain in a safe location nearby to receive medical assistance.**

#### **Wet Chemicals**

- Flush with water and soap, if possible, being sure not to rub the chemical into your skin

#### **Dry Chemicals**

- Using gloves, brush away from skin
- Remove all contaminated clothing
- Once the chemical is removed, flush skin with cool water
- Those with information on the chemical should leave immediate area but remain in a safe, nearby location to direct emergency personnel to the affected area
  - Assist with providing information about the incident, chemical involved, applicable Material Safety Data Sheets (MSDS), and chemical’s common use
- Follow evacuation instructions from emergency personnel
  - Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles
  - Return to the spill/leak site only when permitted by emergency officials
- If you are unable to evacuate, or if you are instructed to stay indoors, follow *Shelter In Place* instructions below.

#### **Shelter In Place (Instructed to Stay Indoors)**

- Close and lock all exterior doors and windows
- Close vents and as many interior doors as possible

- Turn off air conditioners and ventilation systems
  - In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building
  - If this is not possible, ventilation systems should be turned off
- Go to a pre-selected shelter room above ground; select a room that has the fewest openings to the outside
- Seal gaps under doorways and windows with wet towels, plastic sheeting and duct tape
- Use material to fill cracks and holes in the room, such as those around windows and air conditioning units
- If gas or vapors could have entered the building, take shallow breaths through a cloth or towel
- Avoid eating or drinking any food or water that may be contaminated
- Call SUSCC Police or 911 to report your location

### **If In A Vehicle**

- Stop and seek shelter in a safe building
- If you must remain in your car, close windows and air vents, and shut off the air conditioner
- Breathe through a cloth covering your mouth

## **Emergency Procedures: EPIDEMIC/ PANDEMIC**

### **Definitions**

***Epidemic*** - New cases of a disease, in a given population, that exceed normal expectations.

***Pandemic*** - Epidemic of infectious disease that is spreading through human populations across a large region (i.e., a continent or worldwide)

### **Minimizing Disease Transmission**

- Wash hands often with soap and water
- Wash before eating or drinking, applying make-up, inserting contact lenses
- Wash after you sneeze or cough
- Wash after touching frequently touched surfaces (i.e. doorknobs, phones, etc.)
- Stay home; avoid crowded areas or public gatherings if possible
- Stay home when you are sick
- Get plenty of rest, eat a balanced diet, exercise regularly, and drink fluids avoiding tobacco products
- Cover all new and existing cuts and grazes with waterproof dressing

### **Preventing the Spread of Diarrheal Diseases**

- Wash hands regularly with soap and warm water for at least 20 seconds
- Sanitizing gels/foams/wipes are an adequate substitute when soap and clean water are not available
- Maintain a clean living environment
- Maintain good personal hygiene, including:
  - Follow good hygienic practices when preparing food
  - Do not share eating utensils or drinking containers



- Do not share items such as toothbrushes or towels
- Disinfect surfaces that are touched frequently (i.e. doorknobs, phones, computers, etc.)
- Wipe surfaces with a disinfectant such as diluted household bleach

### **Preventing the Spread of Respiratory Diseases**

- Wash hands regularly with soap and warm water for at least 20 seconds
- Sanitizing gels/foams/wipes are an adequate substitute when soap and clean water are not available
- Cover your cough and sneeze
  - Cough and sneeze into the crook of your arm
  - If you use a tissue, immediately place the used tissue in a waste basket
- Disinfect surfaces that are touched frequently (i.e. doorknobs, phones, computers, etc.)
- Wipe surfaces with a disinfectant such as diluted household bleach

### **SUPPLY RECOMMENDATIONS**

- Tissues
- Hand sanitizing gel/foam/wipes
- Disposable gloves to wear while disinfecting areas or attending to someone who is sick
- Aspirin, acetaminophen or other analgesics
- Disposable masks (for your protection, as well as others)

### **HAND WASHING**

#### **When washing hands with soap and water:**

- Wet your hands with clean, warm, running water and apply soap
- Rub hands together to make lather and scrub all surfaces
- Continue rubbing hands for 20 seconds (imagine singing “Happy Birthday” twice)
- Rinse hands well under running water
- Dry your hands using a paper towel or air dryer
  - If possible, use the paper towel to turn off the faucet

#### **When should you wash your hands?**

- Before preparing or eating food
- After going to the bathroom
- After changing diapers or cleaning up a child who has gone to the bathroom
- Before and after attending to someone who is sick
- After blowing your nose, coughing, or sneezing
- After handling an animal or animal waste
- After handling garbage
- Before and after treating a cut or wound

### **DISINFECTING**

- Diluted household bleach (1/4 cup of bleach to a gallon of clean water) may be substituted if disinfectants are not available
- Use only unscented products

## **Emergency Procedures: WORKPLACE VIOLENCE**

### **General Tips**

- Remain calm
- Notify supervisor immediately

### **Signs of Workplace Violence**

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a person is prone to workplace violence, but if in doubt, call SUSCC Police.

- Threats, threatening behavior, displays of aggression, or excessive anger
- A history of threats or violent acts
- Unusual fascination with weapons
- Verbal abuse of coworkers and/or customers, or harassment via phone/email
- Bizarre comments or behavior, especially if it includes violent content
- Holding grudges, inability to handle criticism, habitually making excuses, and/or blaming others
- Chronic, hypersensitive complaints about persecution or injustice
- Making jokes or offensive comments about violent acts
- Significant changes in mood or behavior

### **Call SUSCC Police or 911 (depending on the situation) and tell the dispatcher:**

- Your location
- Person's behavior
- Person's physical description
- Person's location and direction of travel
- What you saw
- Where and when it happened
- Stay on the phone until released by the dispatcher

### **Substance Abuse Prevention**

In cooperation with agencies of the Alabama Department of Mental Health, Southern Union provides a Substance Abuse Prevention Program which includes the following: seminar; speakers; pamphlets, posters, and other informational materials. Contact the Dean of Students, Dean of Student Development, or academic advisors for additional information.

### **Counseling Referrals**

Southern Union recognizes that students may encounter personal problems such as depression, divorce, substance abuse, and other non-academic issues that should be discussed with a person professionally trained to address such situations. Southern Union does not maintain the professional staff required to address these issues nor do we offer therapeutic counseling. However, the college does provide counseling referral services. Referral information is available in the Dean of Students and Dean of Student Development offices. Referral information includes the names, addresses and phone numbers of local professional therapeutic counseling services.

### **Sexual Assault Prevention and Response**

The College has an established policy for sexual assault prevention and response. The policy identifies campus contact personnel, referral agencies, and immediate response procedures. This policy is available in administrative offices on the college website in the Clery (Campus Crime Statistics) report.

### **Communicable Disease Policy**

The College policy regarding communicable disease and/or life-threatening illnesses, including but not limited to AIDS, hepatitis, tuberculosis, cancer, and heart disease is in detail under the Catalog section entitled “Policy Statements.”

## **STUDENT ORGANIZATIONS**

Southern Union is dedicated to the total development of the individual and provides many opportunities for student participation. Students bring to the campus a variety of interests as members of the academic community. Every student is urged to contemplate participating in the clubs, organization and activities of their preference. Club membership will provide an opportunity for participation in campus life and will enable students to make a real contribution to the college. All club projects are coordinated through the Student Government Association (SGA). Any club wishing to sponsor a project of any nature must secure approval by the Dean of Students a minimum of two weeks in advance of the project date.

### **POLICIES FOR CLUBS AND ORGANIZATIONS**

1. The membership, policies, and actions of a student organization will be determined by a vote of current Southern Union students.
2. Faculty advisors/sponsors are required for each organization. The advisors must be present at all regular and special meetings of the organization or at any segment or committee meeting of the organization. With the exception of the SGA and *The Southerner*, advisors may be chosen by the student organizations with the approval of the Dean of Students.
3. Student organizations are required to register their organization in the Fall of each academic year (registration documentation is available from the Coordinator of Student Life), submit a statement of purpose, criteria for membership, a copy of the constitution and by laws, and a current list of officers and sources of revenue (if required for operation).
4. Meeting dates and times of student clubs and organizations must be submitted each term to the Coordinator of Student Life for recognition on the official school calendar of activities.
5. Campus organizations shall be open to all eligible students without respect to race, religion, creed, disability, national origin, or sex.
6. All clubs and organizations must conform to the laws and policies of the State of Alabama, the State Board of Education, Southern Union State Community College, and the Student Government Association.
6. No club or organization shall interfere or support interference with the regular academic pursuit of any student by causing or encouraging non-attendance at classes or college

activities without prior consent of proper college officials or by any action that might cause disruption to a student, instructor, or college activity.

7. All fund raising activities must be approved, in advance, by the Dean of Students and the Instructional Dean for the division (Academics, Health Sciences, or Technical). Fund raising is allowed only by organizations officially recognized by the College. The senior officer of the organization should submit a written request to conduct fund raising to the Instructional Dean and Dean of Students.

## NEW ORGANIZATIONS

The Student Government Association is always receptive to the formation and support of a variety of new clubs, activities, and organizations. Students interested in forming a new organization should submit the following items to the Student Life Coordinator:

Requirements to develop a new organization:

1. Obtain the organizational form for new campus clubs and organizations from the Coordinator of Student Life. Provide the following information:
  - Official name of the organization
  - Purpose of the organization
  - List of proposed charter members
  - List of proposed officers
  - Statement of when, where, and how often the meeting will occur
  - Name of faculty/staff advisor with a statement indicating their desire to serve as advisor for the organization
  - Constitution and bylaws (including acknowledging that the organization is subject to the College rules, regulations and policies and an anti-hazing statement)
  - Source of Revenue
2. All organizations shall be voted on by the SGA. The SGA president will make a recommendation to the Dean of Students regarding approval or denial of the request formal recognition. The Dean of Students will notify the SGA president, in writing, of the decision.

## TENURE OF STUDENT ORGANIZATIONS

Once recognized, a student organization must meet the following criteria to continue official recognition.

1. The club/organization must submit a report and complete the group registration form **annually**, submit a yearly report to the SGA, and to the Student Life Coordinator.
2. The report must demonstrate how the organization has continued to fulfill the original purposes and goals established by their charter, constitution, and bylaws.
3. The SGA can recommend to the Dean of Students whether a particular student organization should be (a) continued in good standing, (b) continued on probationary status for a specified period of time, (c) reorganized, or (d) disbanded.
4. The officers of the organization will be advised of the final decision and the SGA's recommendations. Any disbanded student organization that wishes to reapply must follow the steps previously outlined.

## POLICIES GOVERNING SOCIAL EVENTS

1. Social activities shall encourage and support standards of respectable style. Any group sponsoring an event will be responsible for any misconduct by its members and guests. Only Southern Union State Community College students and invited guests will be admitted to events. Those people who are not guests of students at Southern Union will be refused admission.
2. Sponsoring organizations are required to make necessary arrangements for physical needs.
3. Any College organization planning a social event should request an approval form from the Coordinator of Student Life at least two weeks before the date of the activity. The form should be signed by the advisor, and reviewed by the Dean of Students. Approved requests will be kept on file in the Dean of Students' office.
4. Social events must not continue beyond 12:00 midnight.
5. The College does not, under any conditions, approve the use of **alcoholic beverages or illegal drugs**. Public display of or the use of alcoholic beverages or drugs in any areas of any campus is prohibited.
6. Chaperons will be determined by the type event. Normally, at least two faculty representatives must be present. The responsibility of participant behavior at the social event rests entirely with the organization and its advisor(s).
7. Hazing is prohibited at Southern Union State Community College. Hazing is any action taken or situation created, whether on or off college premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person. Such activities and situations include paddling in any form, scavenger hunts, road trips, excessive fatigue, deprivation of normal sleep, engaging in public stunts and buffoonery, morally degrading or humiliating activities, and other activities which are not consistent with fraternal law, ritual or policy, or the regulations and policies of Southern Union State Community College. No club shall allow any of its members or other persons to participate in any hazing ceremony, activity, or practice. It is also against Alabama law to participate or allow participation in any form of hazing.

## UNAUTHORIZED STUDENT GROUP GATHERINGS

1. Any and all students and/or persons participating on campus in unauthorized group meetings which create a disturbance, cause destruction of college or personal property, or bring discredit to the College, shall be subject to disciplinary action and possibly civil action.
2. Participants are defined as those persons actively engaged in the action and those drawn to the scene, out of curiosity, as spectators. Any students who can be identified personally by College officials and/or through photographs taken at the scene of the disturbance are also defined as participants.

## USE OF COLLEGE FACILITIES For Student Group Gatherings

Only officially recognized student organizations are permitted to use college facilities. The request should contain the signature of the organization advisor. Also, the organization is required to notify the Chief of Police in advance of the event.

## CLUBS/ ORGANIZATIONS

### Student Government Association

The Student Government Association of Southern Union State Community College exists to stimulate and develop school spirit, to encourage and maintain participation in school activities, to foster a spirit of cooperation among the faculty and student body, and to recommend suggestions and means to better serve the students. This elected body is the students' official voice in affairs of the college. Students are urged to understand its purpose, to use their voices wisely in its regard, and to seek to become a part of the association.

The association is specifically authorized and governed by a duly ratified constitution. The constitution describes fully the limit and scope of Student Government Association responsibilities and procedures. Students should become familiar with the constitution.

The SGA consists of three units that work together for stated purposes.

The **Executive Branch** is made up of a president, vice-president, and a secretary-treasurer, each with at least one year of credit at Southern Union and a cumulative average of 2.25. These officers are elected during spring quarter of the year prior to service, and their primary responsibility is to coordinate the business of the organization.

The **Legislative Branch** is composed of senators and representatives. Senators are sophomores who must have a 2.0 GPA and who are elected from the five geographical areas of Clay-Cleburne, Randolph, Tallapoosa-Lee, Chambers, and Russell-Macon Counties, from the residence halls, and from Valley and Opelika Campuses. Representatives are elected by petition in the fall prior to the year of service. The responsibility of the legislative branch is the development of goals, projects, and programs for the SGA and the approval of proposals from other college organizations.

The **Judicial Branch** is appointed by the total group and exists to rule upon all matters as concerns their constitutionality.

### The Association of Radiologic Students

The primary goal of The Association of Radiologic Students is to promote the progression of Radiologic Technology, through the sharing of ideas and information. Through attendance at regularly announced meetings and other continuing education seminars, members have a means of defining their role as an integral member of the health care team.

Alpha Beta Gamma is a National Honor Society honoring qualified radiography students, faculty, diagnostic and therapeutic technologists, radiologists, and others who have made an outstanding contribution to the Radiologic Sciences profession.

### Baptist Campus Ministries

The BCM is a student organization which seeks to create a fellowship of students and provide for them experiences of personal Christian growth and maturity. It further provides opportunities for Christian ministry on campus and in the students' home communities. Sponsored by the State Baptist Student Union, students of any denomination are invited to participate.

### Circle K

Circle K, organized in 1958, is the college organization of Kiwanis International. It is sponsored by the Wadley Kiwanis Club, and membership is open to both male and female students who desire to participate in public service. The club is service oriented and spon-

sors projects aimed at improving the quality of life; i.e., disadvantaged youth, pollution, the communication gap, and racial understanding.

### **Global Environmental Organization of Students**

The Global Environmental Organization of Students (GEOS) was organized in 1993 to promote interest in and awareness of environmental science and environmental technology issues in local, state, national, and international communities. Activities include field trips, fund raisers, guest speakers, and active communication among members.

### **Interclub Council**

This board consists of presidents of clubs and organizations and editor of *The Southerner*. The ICB seeks to provide communication and promote cooperation among all clubs and activities. The goal is to strengthen all organizations. The president of the SGA serves as president of the Interclub Council.

### **Music Club**

The Southern Union Music Club is an organization that promotes fraternalism among the vocal and instrumental students. The club also promotes and helps plan and organize music performances. Membership is open to all students who are enrolled in a performance course at Southern Union State Community College.

### **National Student Nurses' Association**

The NSNA is the only national organization for students of nursing. The purpose of NSNA is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interests and concerns; and to aid in the development of the whole person, his/her professional role, and his/her responsibility for health care of people in all walks of life. The categories of NSNA membership are Active Membership and Associate Membership.

### **Phi Beta Lambda**

The purpose of Phi Beta Lambda is to provide opportunities for students to develop vocational competencies for business and office occupations or business teacher education. Designed to promote a sense of civic and personal responsibility, PBL membership is open to all students who are studying some area of business or office administration at Southern Union State Community College.

### **Phi Theta Kappa**

Phi Theta Kappa is an international organization for recognizing academic achievement in two-year colleges. The Iota Iota chapter at Southern Union was chartered in April 1957. It has a rich tradition of excellence, including regional and national honors. This honorary concentrates on the hallmarks of leadership, fellowship, and service, as well as scholarship.

Membership in Phi Theta Kappa is extended by invitation only. To be eligible, a student must have an overall GPA of 3.25 or higher and must have made the Dean's List (3.5 or higher) on a full load (12 hours or more), and be enrolled during the semester invitations are issued. Members must maintain an overall GPA of 3.25 or higher.

Phi Theta Kappa members are recognized for their academic excellence at graduation by wearing gold stoles. Membership is noted on each student's transcript, and each member's diploma will carry the Phi Theta Kappa seal.

### **Mu Alpha Theta**

Mu Alpha Theta is a national honor society for outstanding community college students. The purpose of Mu Alpha Theta is to promote scholarship in and enjoyment and understanding of mathematics among community college students. Active membership may be conferred upon students who take Precalculus Algebra (MTH 112) or higher, achieve a 3.0 GPA or above in all mathemtic courses and have an overall 3.0 GPA or higher. Students who were members in Mu Alpha Theta in high school are eligible for membership in the SUSCC chapter.

### **Southern Union Players**

The Southern Union Players was formed to promote interest in the dramatic arts. This organization assists in the planning and promotion of the college theatrical productions. Membership is open to students enrolled in a Theatre course or by consent of the advisor.

## **CO-CIRRICULAR ACTIVITIES**

### **College Bowl Team**

A group organized for the promotion of academic excellence, this group competes in statewide competition with teams from other two-year colleges and assists with the organization and promotion of high school scholars' teams. Admission to the group is by faculty selection based on grade point average.

### **Music**

The **Southern Union Singers** is a show choir group which gives concerts both at the College and in surrounding communities during each academic year. This group is open to all students by consent of the instructor with admission based on musical ability and previous musical experience.

The **Southern Union Sound** is a group of singers and dancers which gives concerts at the College and in the College community. The Southern Union Sound is a select group of performers chosen from The Southern Union Singers. After three performances at Carnegie Hall in New York City, the Southern Union Sound has earned an open invitation to perform each May at the Memorial Day concert.

### **Miss Southern Union State Community College Pageant**

The Miss Southern Union State Community College Pageant is a preliminary to the Miss Alabama Pageant. Participation is open to any Southern Union student, and qualified students are encouraged to compete. Contact the Student Government Association (SGA) for additional information.

### **Student Publications**

Membership on the staff of *The Southerner*, the college newspaper, is open to all students. The purpose of *The Southerner* is to provide information on the activities, events, and people of the college. The publication not only offers interested students opportuni-



ties and experience in journalism but also is utilized in student recruitment activities. The publicity coordinator of the college serves as sponsor of *The Southerner*.

The student newspaper subscribes to the publication policy of the college—that publications should be edited in the spirit of goodwill and within the framework of good journalism.

### **Intramural Program**

The intramural program gives students the opportunity to participate in team and individual sports/activities. Presently The Multi-Use facility on the Wadley Campus is open nights each week during fall and spring semesters providing a variety of activities including basketball, swimming, badminton, volleyball, ping-pong, aerobics, weight lifting and games. Students are urged to consult the bulletin boards for announcements in this area.

### **Cheerleaders**

Cheerleaders must be full-time students in good standing both academically and socially.

### **Homecoming Week**

Hundreds of alumni and friends return to the Wadley campus to reconnect with their alma mater, reminisce with classmates at reunion events, and join current students and faculty in celebrating SU Homecoming. Festivities include the pep rally, alumni reception, basketball game, and coronation of Ms. Homecoming. Homecoming Week is sponsored by the Student Government Association.

### **SUSCC Alumni Association**

Membership in the Southern Union Alumni Association is available to any person who has previously enrolled at the college. The Association meets at least once yearly, usually during the summer. A major project of the Association is supporting a scholarship fund.

## **STUDENT HONORS AND RECOGNITIONS**

### **Most Outstanding Students**

Three students, one each from the academic, technical, and health sciences divisions, are chosen annually by faculty committees representing each division and recognized at the spring graduation for their demonstrated academic record and leadership skills. The most outstanding academic student is designated as the James B. Allen scholar. The late Honorable James B. Allen, United States Senator from Alabama, established the award to recognize a student with outstanding “character, leadership, scholarship, citizenship, and sportsmanship.”

### **Who’s Who Among Students in American Junior Colleges**

Who’s Who Among Students in American Junior Colleges is a designation by a national organization to recognize outstanding college students. Selection for Who’s Who is through a faculty recommendation that is appointed by the Dean of Students. Criteria for selection include academic achievement and potential, contributions to the community at large, and promise of future usefulness as a citizen.

### **All-Alabama Academic Team**

All-Alabama Academic Team nominations are made annually in conjunction with the selection of the All-USA Academic Team. Southern Union shall nominate two (2) students from each campus. The purpose of this program is to provide statewide recognition to outstanding two-year college students based on academic and leadership performance.

### **Ms. Homecoming**

A female student is selected by popular vote of the student population to receive this honor at the annual homecoming basketball game. Qualifications and guidelines are specified in the SGA Constitution.

### **Southern Union Ambassadors**

Southern Union Ambassadors serve as the official host and hostess group for various activities on campus including orientation, registration, recruitment days, tutorial sessions, tournaments, homecoming, and graduation. Membership is limited to those selected by a screening process. Ambassadors must maintain a 2.75 cumulative grade point average and their conduct must be above reproach. Southern Union Ambassadors represent the top students at Southern Union. Students apply for consideration through the Dean of Student Development.

## **STUDENT RECORDS POLICY**

### **As Provided By**

### **Public Law 93-380: Protection of Rights and Privacy of Parents and Students**

Southern Union State Community College maintains information about students which facilitates educational development of the student and effective administration of the college. In order to guarantee the rights of privacy and access as provided by the Family Educational Rights and Privacy Act of 1974, Southern Union has formulated the following policies and procedures:

#### **A. General Policy**

No information from records, files, or data directly related to a student, other than public information defined below, shall be disclosed to individuals, or agencies, outside the college without the written consent of the student, except pursuant to a lawful subpoena or court order, or except in the case of educational or governmental officials as provided by law. Information contained in such records may be shared within the college.

Students shall have access to all such information with the exceptions set out below in accordance with the procedure outlined within this policy statement.

#### **B. Definition of Student**

For the purposes of this policy, a “student” is defined as, “any individual currently or previously enrolled in any course(s) offered by Southern Union State Community College.”

#### **C. Definition of Educational Records**

Student educational records are defined as those records, files, documents and other materials which contain information directly related to a student and are maintained

by the college or by a person acting for the college. Student educational records may include, but not be limited to, the following:

- a. Application for admission/readmission,
- b. Copy of letter of acceptance,
- c. All transcripts of grades and other information on those records,
- d. Placement test scores if applicable,
- e. Documentation of compliance with Selective Service registration if applicable,
- f. Other information pertinent to the student's attendance at the college.

Specifically excluded from the definition of "educational records" and not open to student inspection are the following materials:

1. Records of instructional, supervisory and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker;
2. Records of campus police;
3. Records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity or assisting in that capacity and which are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment or who could not be involved officially within the college, but such records are available to a physician or appropriate professional of the student's choice, if requested.

#### D. Public Information

The following is a list of public information which may be made available by the college without prior consent of the student and is considered part of the public record of the student's attendance:

1. Student's name
2. Student's address (local and permanent)
3. Student's telephone number
4. Date and place of birth of student
5. Major field of study
6. Student's participation in officially recognized activities, clubs, organizations, and athletics
7. Dates of attendance of student
8. Degrees and awards received by the student
9. The institution most recently previously attended by the student and dates of attendance.
10. The height and weight of varsity athletes.
11. Photograph
12. Classification and level of study

Much of this information is routinely published in a Student Directory available on all campuses. However, this information will not be made available if a student so requests prior to the end of the late registration period for any given term. A request for nondisclosure of public information may be completed in the Records Office. Students are informed annually about their options for non-disclosure of information.

#### E. Location and Responsibility of Student Records

The College has designated the following officials as being responsible for student records within their respective areas:

**Dean of Students** - The Dean of Students has the overall responsibility of ensuring that each student entering Southern Union State Community College has an adequate record system, maintained, up-to-date, and controlled by all provisions as set forth in this policy and governed by Public Law 93-380. The Dean of Students will be assisted by the following:

**Registrar** - The Registrar will insure that all students, upon acceptance to the college, have an individual student record containing admissions criteria and documentation. The Registrar is charged with the responsibility of continuously maintaining students' files in a safe and orderly manner, updating all records and maintaining an adequate backup system for the records. The Registrar will insure that all provisions of this policy are met concerning the release of public information, as well as the release of information to students, institutional instructors, counselors, advisors, administrators, and local, state, and national organizations and agencies. The student files are maintained in the Records Office.

**Director of Financial Aid** - The Director of Financial Aid has the responsibility of maintaining an adequate and up-to-date student file on students receiving any institutional, local, state, or federal financial assistance. The Director of Financial Aid will make certain that all provisions of this policy concerning individual student records are properly applied.

**Business Manager** - The Business Manager has the responsibility of enforcing all provisions in this policy germane to the release of financial information concerning individual students.

#### F. Disclosure of Student Records to the Student

Students have the right to inspect, in the presence of the appropriate record official as stated in Section E of this policy statement, records, files, and data primarily and directly related to the student. In order to inspect one's file, the student should go to the appropriate records office (Admissions, Records, Director of Financial Aid, or Business Manager) and present a written request. If the student cannot personally appear, a notarized request to the appropriate records office is acceptable. The request for inspection shall be granted within forty-five (45) days after the request has been received. The records official will determine if copies of the documents are required. The right of inspection does **not** include financial statements of parents, confidential recommendations prior to January 1, 1975, and other confidential recommendations, access to which has been waived by the student in accordance with paragraph H.

#### G. Challenging the Contents of the Record

Southern Union State Community College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. This written request should be submitted to the Dean of Students.

Students who desire to challenge any part of the file's content, a written request to the Dean of Students. The Dean of Students will schedule a date and time for a hearing within forty-five (45) days of receiving the written request.

The request should identify the item or items and state the grounds for the challenge; i.e., inaccuracy, misleading nature. The Dean of Students and the appropriate records official will review the contested item(s), obtain an explanation for the items, and examine any documents or hear testimony presented by the student. The Dean of Students and the records official may decide to maintain, delete or make corrections to the information. Also, the information could be found to be accurate and appropriate. In this case, the student will be permitted to place a written explanation in the file. The Dean of Students will issue a written decision within ten (10) days of the conclusion of the hearing.

#### H. Waiver of Access

Southern Union State Community College may request that a student waive his/her right to inspect confidential recommendations regarding that student's application for admission, application for employment, or the receipt of an honor or other recognition.

If a student receives a request for waiver, the student may sign and return the waiver, may request a list of the names of persons who will be asked for recommendations before signing, or may refuse to waive the right to access.

Such a waiver shall not be a condition for admission to the institution, financial aid assistance, or any other benefits received by Southern Union State Community College students.

#### I. Providing Records to Third Parties

The general policy of Southern Union State Community College is to refuse access to student records to third parties without the written consent of the individual student. Should a student wish to have records released, the person to whom records are to be released, and a request for copies to the student, if desired. Southern Union will then transfer or grant access to the information. The established service fee for producing photocopies of the records will be assessed against the person whose record is involved.

Students' records may be available to the following persons under the conditions noted without written consent of the individual student:

1. Official representatives of federal departments or agencies or state education authorities for purposes of audits, evaluative studies, etc. Data collected will be protected to prevent personal identification except when specifically authorized by federal law. The data or copies that may be on file at Southern Union State Community College will be destroyed when no longer needed.
2. Financial aid officers when such information is relevant to financial aid needs analysis or other aspects of determining and/or renewing financial assistance to the individual student.
3. Recognized educational accrediting organizations.
4. Organizations conducting studies for administrative evaluation tests, etc.
5. Other appropriate persons in an emergency to protect the health and safety of the student or other individuals attending the institution.

A record of requests of access, the legitimate interest involved, and action taken will be placed in the student's file for all requests of the file, except those from school officials as noted in paragraph one.

Inspection of individual student records will be supervised by the appropriate record official, and the student's file shall not be removed from the designated record official's office. The student may obtain one unofficial copy of his academic record with a written request without charge. An unofficial copy is defined as copy that does not bear the official seal of the college impressed on the record, but otherwise a true copy when released by the college records official. Records officials will not copy or otherwise reproduce copies of official student transcripts and other information obtained from transfer students as official transfer requirements.

#### J. Records Retention and Disposal

All records at Southern Union State Community College are retained and disposed of in accordance with policies established by the Alabama Department of Archives and History and the Alabama State Board of Education. A records disposal schedule is available for students' information and inspection in the Dean of Student's office.

#### K. Changes in the Policy

This policy statement is subject to change by any additional federal regulations or court decisions that may modify and/or negate any portion of these regulations. This statement of policy will be published in the future in appropriate college publications.

## COLLEGE REGULATIONS

Southern Union State Community College is dedicated to the total development of all students and is confident that its students have developed mature behavior patterns and exhibit high standards of honor and personal conduct. The college proposes to treat students according to these beliefs, but also has the responsibility of protecting the individual rights, both academic and personal, of its personnel.

## STUDENT RIGHTS

The following statement is made in view of the fact that the College recognizes and desires to make provisions for the broadest possible participation of the college community in conducting the affairs of the college. The statement is also intended to provide a means for hearing the student voice in all affairs of the College, ranging from conditions to policy, but also to encourage students to exercise their freedom with responsibility.

*Statement on Student Rights and Responsibilities.* Southern Union State Community College is a part of the Alabama College System and adheres to the standards set forth for the system. This statement of rights and responsibilities is designed to clarify those rights which the student may expect to enjoy as a member of the student body of a community college and the obligations which admission to the College places upon the student.

- A. The submission of an application for admission to Southern Union represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the college and rules and regulations of the State Board of Education as administered by the Department of Postsecondary Education. College approval of the application, in turn, represents

the extension of a privilege to join the college community and to remain a part of it so long as the student meets the required academic and behavioral standards of the college system.

- B. Each individual student is guaranteed the privilege of exercising his/her rights without fear or prejudice. Such rights include the following:
1. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the College for curricula offered by the College.
  2. No disciplinary sanctions may be imposed upon any student without the recourse of due process, except as explained in the following sections.
  3. Free inquiry, expressions, and assembly are guaranteed to all students provided their actions do not interfere with rights of others or the effective operation of the institution.
  4. Academic evaluation of student performance shall be neither arbitrary nor capricious.
- C. The College recognizes the right of students to be provided with a means to have input into the affairs and conditions of their college lives. While the attention of the College is given to student grievances of all kinds, it should be emphasized that all students are expected to voice their grievances and make their suggestions through the following channels that are provided.
1. College Administration, Faculty, and Staff: The Student Services office is open to hear all student problems and suggestions. College administrators, deans and faculty members will hear student problems and assist or refer them to the appropriate persons and/or committee. The Residence Hall Coordinator and residence assistants are available for residence hall problems.
  2. College Committees: The college appoints committees whose responsibility is to establish policy. Students are represented on appropriate committees. Students may obtain a list of these committees from the Dean of Students, the Instructional Deans, Dean of Student Development, the College President, or the Student Government Association (SGA). All suggestions or complaints should be submitted, in writing, to the appropriate committee. The committee will review and make recommendations to the Dean. The Dean will follow-up with all responsible parties.
  3. Student Government Association: Meeting days and hours of the SGA are posted at the beginning of each semester, and all meetings are open. Any student desiring to bring a concern to the attention of the SGA may present his/her ideas in written during the regular business session. The SGA serves as the official governing body and representation for all students.
- D. General Student Complaints/Concerns
- Students are provided various opportunities to articulate opinions and to provide contributions into the evaluative and decision-making process of Southern Union State Community College. These avenues include the classroom/instructor evaluations, and administrative and services evaluations through the institutional effectiveness process; as well as the Student Government Association and other student organizations. The Office of the Dean of Students serves as an initial contact point for information and assistance. Likewise, students may visit the Office of the

Campus Director on the Valley Campus with questions, concerns, and to receive the appropriate referral and assistance. The Dean of Students can also be contacted through this office on the Valley Campus as well. If a student wishes to disclose or submit a complaint or express a concern, he or she may contact the Dean of Students to receive specific procedures and assistance aimed at resolving the complaint or concern through the proper channels.

If a student wishes to disclose or submit a complaint or express a concern, he or she may contact the Dean of Students to receive specific procedures and assistance aimed at resolving the complaint or concern through the proper channels. Academic, administrative, compliance, and student issues are examined through established channels of communication. Based upon the nature of the complaint/comment, the student should select and follow the appropriate channel of communication as listed below:

1. Academic Issues
  - A. Instructor
  - B. Department Chairperson
  - C. Dean of Instruction
2. Student Issues
  - A. Chief of Police
  - B. Dean of Students
  - C. President
3. Administrative Issues
  - A. Administrative Supervisor
  - B. Dean of Instruction/ Dean of Students
  - C. President
4. Compliance Issues
  - A. Compliance Officer
  - B. President
  - C. Chancellor, Alabama Dept. of Postsecondary Ed. (Title IX complaints only)

### **Non-Discrimination Policy**

It is the official policy of the Alabama State Department of Education and Southern Union State Community College that no person in Alabama shall, on grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

### **GRIEVANCE PROCEDURE**

SOUTHERN UNION STATE COMMUNITY COLLEGE complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973 and Americans With Disabilities Act of 1990. Inquiries concerning this policy may be directed to the ADA Coordinator ext. 5351. The grievance procedure is described beginning on page 13 of the *Catalog*. Grievance Procedure Forms are available in the President's or Vice-President's Office, at ext. 5352. Compliance Officers are identified below:



<b>WADLEY CAMPUS</b>	<b>VALLEY CAMPUS</b>	<b>OPELIKA CAMPUS</b>
Mr. Steve Spratlin	Ms. Robin Brown	Mr. Gary Branch
Compliance Officer	Compliance Officer	Compliance Officer
P.O. Box 1000	Fob James Drive	1701 Lafayette Parkway
Wadley, AL 36276	Valley, AL 36854	Opelika, AL 36801
(256) 395-2211 ext. 5813	(334) 756-4151 ext. 5204	(334) 745-6437 ext. 5351

### **Freedom of Access to Higher Education**

Within the limits of its facilities on all campuses, Southern Union is open to all persons without regard to sex, race, creed, disability, or national origin. It is the responsibility of the College to publish its educational objectives and to make available the criteria it shall use in evaluating student success in all programs. It is the responsibility of the student to avail himself of a knowledge of these objectives and criteria as published and set forth by Southern Union College. Provided they are used in a manner appropriate to the academic community and in compliance with college standard policies, the facilities and services of the College will be open to all of its enrolled students.

### **Freedom of Expression**

The instructor in the classroom and in conference will encourage free discussion, inquiry, and expression where relevant and appropriate to the educational objectives of the course. Students' grades will not be influenced by opinions expressed in the classroom or outside the classroom.

In the classroom, students are invited to air their views on matters pertaining to the subject matter. With the freedom of attending class comes the responsibility of being well informed of the required class material and content. All students have the right of question, through orderly procedures, regarding academic evaluation. A student's grade will be based solely on academic achievement, unless otherwise specified by the professor in writing at the first class meeting.

## **ACADEMIC CONDUCT**

### **Code of Conduct**

Southern Union expects all members of its academic community to perform according to the highest ethical and professional principles. The entire college population must be involved to ensure this quality of academic conduct. Whether or not academic misconduct occurred, and what classrooms sanctions, if any, are to be applied, are matters to be determined by the respective instructor. Any student who opposes the sanction imposed by an instructor may appeal the matter through judiciary procedures. Students who receive classroom sanctions for academic misconduct may be subject, at the instructor's discretion, to disciplinary action by the Dean of Students if the misconduct also violates the Student Code of Conduct and is reported by the instructor for such disciplinary action.

### **Academic Misconduct**

Academic misconduct undermines the purpose of education. Such behavior is a fundamental violation of the trust that must exist between the faculty and students in order for

the College to cultivate intellectual growth and development. Academic misconduct can commonly be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

**CHEATING:** use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer related information.

**PLAGIARISM:** claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying another's ideas.

**FABRICATION:** presenting as genuine falsified data, citations, or quotations.

**ABETTING:** helping another student commit an act of academic dishonesty. Examples include allowing a fellow student to copy quiz/examination answers or use one's work as his/her own.

**MISREPRESENTATION:** falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

### **Academic Penalties**

The following is a list of potential penalties that may be imposed upon any student found guilty of academic misconduct by the instructor:

1. Requirement to submit additional work or take additional examinations.
2. A lower or failing grade on the assignment or examination.
3. A lower or failing grade in the course.
4. Automatic "F" in the course
5. Referral to the Dean of Students

*Instructors may impose other appropriate penalties as outlined on their course syllabi.*

### **Possible Additional Penalties**

The following is a list of penalties that may be imposed by the Dean of Students in addition to those imposed by the instructor, as appropriate.

1. **Reprimand:** a written statement from the College expressing disapproval of conduct. This reprimand will be retained with the student's disciplinary record.
2. **Probation:** The notice of probationary status will be placed in the student's disciplinary record. Probation will be in effect for a period of one calendar year. Subsequent violations of the Code of Conduct while on probationary status will merit automatic suspension or dismissal from the College.
3. **Suspension:** Suspension from the College for a period of one year. The student will receive an F in the class where the academic misconduct occurred and be administratively withdrawn from other classes. The notice of suspension will be

retained in the student's disciplinary record. After a period of one year the student may apply for readmission to the College. Suspension from specific programs of study may be mandated on the first offense. Students should consult the policies of the program of study in which they are enrolled to determine the circumstances under which suspension can occur.

4. **Dismissal:** A permanent separation from the College. Students receiving this penalty are forever prohibited from readmission to the College. The notice of dismissal will be placed in the student's disciplinary record.

## STUDENT CODE OF CONDUCT

### RULES AND REGULATIONS

A student is subject to disciplinary action by the College, up to and including dismissal, for misconduct occurring on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored or conducted by the College, or in parking lots adjacent to areas or building where College functions are being conducted. Such misconduct shall include but is not limited to the commission of or the attempt to commit any of the following offenses.

The following (1-16) are prohibited and apply to all College property including residence halls and off-campus activities. Students found to be in violation of an offense will result in disciplinary action, which will typically be probation for one calendar year. The second violation of any rule (1-16) will result in suspension and/or expulsion from the College and/or the residence hall. If, in the opinion of the Dean of Students, the violation of rules 1-16 is sufficiently serious, suspension/expulsion from the College/residence hall is possible on the first offense.

1. Gambling in any form.
2. Pets.
3. Open element electrical appliances and microwave ovens.
4. Solicitation and sales without permission.
5. Weight-lifting apparatus.
6. Excessive noise determined to be disturbing to other residents.
7. Dartboards, darts, or any type of throwing knives.
8. Smoking inside campus buildings.
9. Use of profane language or verbal abuse toward any College employee.
10. Violation of residence hall visitation rules as published in College Catalog.
11. Candles, incense, or other flame-emitting articles in the residence hall.
12. Splicing into or otherwise "tampering" with existing electrical wiring in the residence hall.
13. Misuse of residence hall keys or outside entrance keys by loaning personal keys to another person.
14. The display of alcohol or drug-related materials including pictures, posters, or empty containers.
15. Lewd, indecent, pornographic, obscene behavior or expression. (This offense includes the use of verbal or symbolic expressions, which could be interpreted as insulting to one's race, gender, religion, national origin or disability.)
16. Unauthorized possession of College, state or federal property or supplies.

**The following rules (17-28) will merit automatic disciplinary suspension or expulsion from the College and the residence hall.**

17. Intentional misuse of any College fire alarm or fire-fighting equipment.
18. Possession or use of alcoholic beverages in the residence hall, all other areas of the campus, or at any off-campus function sponsored by the College.
19. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers to include displaying student ID.
20. Theft or intentional damage to property of the College or to the property of any members or visitors of the College community. Theft includes unauthorized use of cable service.
21. Actual, or threatened physical abuse of any person, including hazing, harassment, or any other act, which endangers the health or safety of any such person.
22. Use, possession, sale or distribution of drugs, as outlined by the statutes of the State of Alabama, except as expressly prescribed by a physician. **In an effort to ensure a drug-free campus, the College reserves the right to use trained dogs to search for contraband substances.**
23. Use, possession, sale or distribution of weapons or firearms (including pellet guns and air rifles), ammunition, fireworks, and incendiary or any type of explosive device or material.
24. Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid and assembling to raid College properties. This includes unauthorized interference with the use of or access to College facilities. This offense also includes in-class behavior which unduly disrupts the order of the respective class or any behavior determined to be disruptive to the educational process. Participants are defined as those persons actively engaged in the action.
25. Violation on campus of any federal, state, or local laws.
26. All forms of dishonesty including cheating and plagiarism and furnishing false information to the College.
27. Forgery, alteration or misuse of College documents, records or identification.
28. Unauthorized entry to or use of any College facility.

### **DISCIPLINARY ACTION**

College disciplinary action addresses conduct which adversely affects the pursuit of the objectives of the educational community. It is the student's responsibility to become familiar with the rules and regulations governing the entire College and the specific rules governing the residence hall for students living there. Failure to know the rules does not excuse the student from any policy established by the College. The College reserves the right to dismiss any student whose conduct and behavior is undesirable or harmful to the College.

### **Disciplinary Procedure**

College disciplinary procedures assure the student's right to procedural and substantive due process to safeguard the personal and confidential information concerning the student. These procedures may differ from court procedures in the interest of student welfare and confidence. Procedures and rules have been developed to assure fair hearing and appeal.

The Dean of Students makes disciplinary decisions at the administrative level and refers appropriate appeals to the College Judiciary Committee where the fundamental elements

of due process are followed through a fair and reasonable hearing. The Dean may suspend a student at any time pending a formal hearing if, in his/her opinion, the presence of a student on campus would seriously disrupt the normal operation of the College. The Dean of Students is responsible for coordinating all disciplinary procedures and for maintaining appropriate records of student conduct and disciplinary actions.

Alleged violations of College regulations must be filed in writing with the Chief of Police in order to initiate disciplinary review. Any student, faculty member, or staff member may register a complaint with the Chief of Police. The Chief of Police, after consulting with the Dean of Students, will then inform the accused in writing, will request a conference, and will render a decision to the student regarding the case in question. The decision will be one of the following:

1. Find the accused not guilty and dismiss the case.
2. Refer the student to to a counseling agency.
3. Find the student guilty as charged and apply the appropriate penalty(s) as stated under “Disciplinary Actions.”
4. Refer the case directly to the College Judiciary Committee.

If the student is found guilty and the penalty assigned, the Dean of Students will also explain the student’s rights to appeal the case to the Judiciary Committee. If the student wishes to appeal the case, s/he must give a written request, stating reasons for the appeal, to the Dean of Students within 48 hours. The Dean of Students will then have 48 business hours to refer the case to the Judiciary Committee along with his recommendation for disciplinary action. The Committee will conduct a hearing under the guidelines specified in “Hearing Procedures,” and will submit its decision in writing to the Dean of Students who will in turn notify the student.

### **COLLEGE JUDICIARY COMMITTEE**

Recognizing the right of students to be granted protection by the inclusion of due process in all matters of a disciplinary nature, the College assures due process through the action of the College Judiciary Committee.

The Judiciary Committee is composed of three (3) faculty/staff members, one of whom will serve as chair, the Student Government Association president, and the residence hall president. Committee members may be substituted with personnel chosen by the Dean of Students when necessary.

The purpose of the Judiciary Committee is as follows:

1. Hear charges and evidence concerning student misconduct and to direct action to be taken in cases appealed by students and referred to the Committee by the Dean of Students.
2. Review and make recommendations to the Dean of Students on student disciplinary policies and procedures.

### **Hearing Procedure**

#### Attendance at Hearing

1. Judiciary Committee hearings shall be private and confidential and will be limited to persons officially involved. Persons present shall include Judiciary Committee members, the Dean of Students, the student requesting the hearing and his/her advisor, a recorder, and witnesses for both parties. Witnesses will be present only when giving testimony.

2. The student has the right to have one advisor present during the hearing. The advisor may not address the committee to give evidence on behalf of the student. In answering or asking questions, the student may seek advice from the advisor before proceeding.
3. Minutes of the proceedings will be recorded. Minutes will be filed in the office of the Dean of Students and will be kept confidential.

#### Order of Hearing

1. Opening remark by Chairman of Judiciary Committee.
2. Review of charges and action taken in the case by the Chief of Police or the Dean of Students.
3. Opening statement by the student requesting the hearing.
4. Testimony and questioning of witnesses.
 

Witnesses for the College will present testimony first. Both parties to the action and the members of the Judiciary Committee have the right to question witnesses. Following the testimony of all College witnesses, the student may call his/her witnesses.
5. Closing statement by the student.
6. Closing statement by the Chief of Police or the Dean of Students.
7. Deliberations.
 

The Judiciary Committee will conduct its deliberations in closed and confidential session and will direct action to be taken to the Dean of Students.
8. Any further consideration of the case must be through the President whose decision is final. Appeals must be in writing and submitted to the President within 48 business hours of the Judiciary Committee's decision. The appeal must identify or state the reason that the student believes the decision of the committee should be overturned.

#### Time Limit on Hearings

The Judiciary Committee will make a determination on the total time allotted for the hearing and may limit the time for all aspects of the hearing.

### **DISCIPLINARY ACTIONS DEFINED**

The following disciplinary actions will be administered according to the severity of the infraction as determined by the Dean of Students and/or the Judiciary Committee.

#### 1. DISCIPLINARY REPRIMAND

This may be an oral or written warning. It notifies a student that any further violation of college regulations may subject the student to more severe disciplinary actions.

#### 2. DISCIPLINARY PROBATION

This is designed to encourage and require a student to cease and desist from violating college regulations. Students on probation are notified in writing and are warned that any further misbehavior on their part will lead to a more severe action.

#### 3. DISCIPLINARY SUSPENSION

This excludes a student from the college for a designated period of time. While on suspension, a student will not be allowed to take any courses at the college. At the end of the designated period of time, the student must make formal reapplication for admission. Disciplinary suspension shall not result in a notation on the student's permanent record. A notice that a student is currently on suspension and ineligible to return to Southern Union until a certain date shall be attached to the student's file. When the student is eligible to return, the notice shall be removed.

#### 4. CLASS SUSPENSION

A student may be suspended from attending class for improper behavior. Class suspensions are for the remainder of the semester, and the student will be assigned a letter grade of “F”.

#### 5. LIBRARY SUSPENSION

A student may be suspended from using the library for improper or disruptive behavior in the library. Suspension will be for a period of time not to exceed the remainder of the semester.

#### 6. CAFETERIA SUSPENSION

A student may be suspended from using the cafeteria for improper or disruptive behavior in the cafeteria. Suspension will be for a period of time usually not to exceed the remainder of the semester.

#### 7. RESIDENCE HALL SUSPENSION

A student may be suspended from the residence hall for infraction of residence hall rules and regulations. Suspension will be for a designated period of time.

#### 8. DISCIPLINARY EXPULSION

This is the strongest disciplinary restriction. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who were guilty of chronic misbehavior or a major breach of conduct. Disciplinary expulsion shall not result in a notation on a student’s permanent record.

#### 9. RESTITUTION

Payment will be assessed in the amount necessary to repair damage caused by student behavior.

### PARKING AND DRIVING REGULATIONS

Any student who drives a car or other motorized vehicle on any campus, day or night, must have liability insurance and must secure and display a parking decal. If more than one vehicle is driven on campus regularly, each vehicle should have its own decal. Parking decals are free and will be issued to students registered at Southern Union. **All student parking permits expire at the end of summer term each year.**

Parking hang tags must be positioned on the rearview mirror. By securing and affixing the decal, the student agrees to abide by the following parking regulations:

1. The speed limit is not to exceed 10 mph on any campus.
2. The registered driver is responsible for his automobile regardless of who is driving.
3. Visitor’s Parking Permits are issued to non-student campus guests. Students experiencing car trouble or other extenuating circumstances that necessitate bringing an unregistered vehicle on campus may also qualify for a Visitor’s Parking Permit. A Visitor’s Parking Permit should be obtained immediately upon arriving on campus. Permits are available on campus from the Campus Police Office on Wadley and Opelika and from the Administrative Office on Valley.

4. Vehicles may not be parked in a “no parking” zone.
  - a. Vehicles parked improperly with or without a parking decal showing will be ticketed and a \$25.00 fine will be assessed. Students’ owing fines will have all college records placed on hold until fines are paid.
  - b. **Vehicles parked improperly can be towed from campus at owner’s expense.**
5. All users of handicapped parking spaces must validate their parking permit. Information on the validation process is available in the Office of Dean of Students.
6. No parking on yellow curbs.
7. All stop Signs must be obeyed.
8. Vehicles left on campus overnight must be registered with the Campus Police.
9. NO driving and parking on the grass and/or sidewalks.
10. Double parking is prohibited.
11. Blocking driveways, entrances, and exits to parking areas or buildings is prohibited.
12. Drivers must yeild to pedestrians in designated crosswalks.
13. In all lots that are marked with parking spaces, vehicles must be parked heading into the spaces.
14. Residential students (students living in the residence hall/dorm on the Wadley campus) must obtain a dorm decal to be attached to their SU hangtag. The decal should be placed in the center of the college seal.

## **RESIDENTIAL LIFE**

The College’s residence hall is located on the Wadley campus. Applications for housing may be obtained from the Student Services office on each campus or online at [www.suscc.edu](http://www.suscc.edu).

Residential Living at Southern Union State Community College will be a unique experience for many students and can prove to be a most educational and enjoyable experience. Rules are inherent in a community living situation. The College has established rules and regulations to provide instruction essential to personal freedom, academic achievement and residential harmony. By selecting Southern Union, a student also agrees to abide by the standards and regulations of the college. It is now his/her obligation to become familiar with the policies. Should a resident have any questions, concerns, comments, or recommendations they should address this issue with the residential hall council. Residential life policies are subject to change by the Dean of Students and/or the Judiciary Committee.

The College completes an annual Housing Disclosure report. This report is available from the Dean of Students, Cheif of Campus Police, Coordinator of Residential Life, and the College website at [www.suscc.edu](http://www.suscc.edu).

## **STAFF**

The staff of the residence hall seeks to provide educational, social, and cultural opportunities for the students. The goal is to provide a relatively homelike atmosphere along with the experiences in group living.

**COORDINATOR OF RESIDENCE LIVING:** The Coordinator is a full-time member of the Student Services Division. S/he is the administrative head of the residence hall and is directly responsible to the Dean of Students.



**RESIDENTIAL ASSISTANTS:** Residential Assistants are identified student leaders who are employed by the College to assist in maintaining a residence hall atmosphere conducive to study, relaxation, and homelike living. The Assistants' primary responsibility is their particular section of the residence hall, but they have authority anywhere in the building, the parking lot, or other campus areas as designated by the Dean of Students. Residence Hall Assistants report all violations of standards to the Coordinator and/or Dean of Students.

**RESIDENCE HALL COUNCIL:** The Residence Hall Council is made up of elected officers and individual representatives. The Council works closely with the Coordinator of Residence Living who serves as its advisor. This Council plans social events and recreational activities based on suggestions from the residents.

## GENERAL INFORMATION

Students must maintain **REGISTERED full-time** status to live in the residential hall. Residents having a car on campus, or other motorized vehicle, must obtain a parking hangtag. In addition, the hangtag must display a **residential decal**. The residential decals are available in the business office (Wadley Campus).

**APPLICATION:** All students must complete the proper documentation when submitting an application to live in residence halls. This will include a residence hall housing agreement, a personal information sheet, a medical form, and missing persons document.

There is a room reservation/deposit fee of \$200.00. This fee is non-refundable when rooms are available. The balance, less damage deduction, will be refunded when a student vacates the residence hall.

Students must maintain REGISTERED full-time status to live in the residence hall.

**TELEPHONE:** Telephone service is the responsibility of the student.

**OVERNIGHT GUESTS:** Residents' guests are welcome with the Coordinator's approval, provided there is space available. Guests are subject to the same regulations as students. The host resident is responsible for the actions of their guest. Guests will be charged a fee of \$10.00 per night. Overnight guests must sign-in and sign-out at the desk in the lobby. Children under the age of 18 are not allowed to stay overnight in the residence hall.

**LOSS OR DAMAGE:** **The College is not responsible for loss or damage to the personal property.** The college reserves the right to dispose of personal property that is left after fifteen (15) business days. All residents should record all valuables including appliances, musical instruments, electronics, and cell phones by model number, brand name, serial number or any other markings that might be used to properly identify one's property. Residents are urged to provide for the security of belongings by securing their room and by providing personal property insurance. Personal property insurance is not available through the college or campus police. Thefts should be reported to the Campus Police.

**SAFETY:** All residents are strongly urged to lock their doors at all times for personal privacy and safety. Residents are strongly encouraged to become familiar with the emergency plan. Evacuation plans and emergency information is posted behind the dorm room doors. The college emergency plan is available on the website ([www.suscc.edu](http://www.suscc.edu)) and in the Coordinator's office. Additional safety tips are available in the Residential Safety Brochure and on the campus police link on the Southern Union website.

**HOLIDAY/ OFFICIAL DORM CLOSING:** The residence hall is closed during official college closing dates. These dates are available on the college calendar. Students must vacate their rooms at these times unless authorized to remain by the Coordinator.

**MATTRESS COVERS:** Mattress covers are necessary for health and sanitation in the residence hall.

**KEYS:** Loss of room keys will result in a \$10.00 replacement charge.

**SALES AND SOLICITORS:** Sales and solicitations in the residence halls are prohibited.

**ROOM ASSIGNMENT POLICY:**

1. Every effort is made to honor all roommate requests. However, requests must be mutually accepted. (Example: If A requests B, B must also request A.)
2. All other roommate assignments will be assigned on a random basis.
3. First time students will be assigned a room on a random basis, contingent upon the date the completed application was received.
4. During the second week of classes, a designated day for room changes will be announced. Room changes must be approved by the Coordinator.

**RESIDENCE HALL WITHDRAWAL POLICY:** Residents should complete the following steps:

1. Obtain Residence Hall withdrawal form from the Coordinator.
2. Complete room check-out walk through with college official.
3. Return form and mailbox key to Coordinator.

All items must be removed and the room must be properly cleaned.

### **RULES AND REGULATIONS**

The Residence Hall at Southern Union is meant to be more than a place for sleep and study. It is meant to provide an environment for personal growth. The learning, which takes place outside the classroom, is of equal value to that within the classroom. By living together, students are exposed to people with different backgrounds, habits, ideas, personalities, and ways of meeting needs.

That's a valuable experience when you're out in the real world. At Southern Union residential life is integrated into the campus experience, and that makes it easy to meet people. It's another reason you'll like the Southern Union experience.

**HOUSEKEEPING:** Residents are responsible for the cleanliness of their own room and bathrooms. The College unconditionally reserves the right to inspect all portions of rooms at times convenient to its staff and to require minimum standards. Repairs should be reported to the Coordinator of Residence Living.

**RESIDENCE HALL MEETINGS:** All residence hall meetings scheduled by the Coordinator, Dean, or President are mandatory. These meetings are kept to a minimum and provide important information to the residents.

**CLOTHING:** All persons must be fully clothed when in the lounges, lobbies, and/or common areas.

**ROOM SEARCHES - COLLEGE JURISDICTION:** A room may be searched for the safety, security and maintenance of an educational atmosphere. Searches may be conducted if there is reasonable cause to believe that a student is using the room for a purpose in violation of federal laws, state laws, local laws, or college regulations. Room searches, except one conducted by law enforcement officers with duly issued search warrants, must be approved by the Chief of Police and/or the Coordinator of Residence Living.

**DAMAGES:**

1. Residents will be responsible for any loss or damage to his assigned room or to the furniture, fixtures, equipment, both inner and outer doors, and effects contained therein, and for any damage or loss caused by him/her to any part of the residence hall.
2. Where two or more residents are involved in damage to college property and it cannot be ascertained which student is responsible for the damage or loss, an assessment will be made against both or all equally.
3. The use of such materials as paste, glue, nails, tacks, staples, screws, etc., on walls, furniture and woodwork (including inside and outside doors) is prohibited.

**QUIET HOURS:** The first step toward success at Southern Union begins with good study habits. In the residence hall, there are QUIET HOURS set aside for this purpose. Reasonable QUIET TIME is expected in the residence halls at all times. Please display courtesy to other students; playing a musical instrument, radio, tape/CD player or a television loudly enough to be heard outside the room is prohibited.

**QUIET HOURS are in effect each night from 7:00 p.m. until 7:00 a.m. with the exception of Friday and Saturday.** On Friday and Saturday, QUIET HOURS begin at 12:00 midnight and end at 10:00 a.m. the following morning. Modified QUIET HOURS are observed at all times. This means that unnecessary noises and disturbances are not permitted. During exam week, all hours are considered QUIET TIME.

**VISITATION:** The residence lobby is for the use and convenience of students and their invited guests. This area is not designed for unscheduled group activities. Residents and guests are asked not to create unnecessary noise. Violators will be asked to leave the area.

**All non-resident visitors must sign-in and out at the desk in the lobby.**

**All Residents are required to:**

1. Sign in at visitation desk.
2. Leave student I.D. at the visitation desk.
3. Sign out at visitation desk.

**All Non-Residents are required to:**

1. Sign in at visitation desk.
2. Leave a picture I.D. at visitation desk.
3. Be escorted to room by host.
4. Be escorted back to visitation desk by host
5. Sign out at visitation desk.

***ALL guests and residents are required to comply with Southern Union policies and procedures.***

Open Visitation:

1. Open visitation hours are from 6:00 p.m. until 10:00 p.m. daily. (Times subject to change.)
2. Visitors are required to sign-in to a specific room and to remain in that room only. They must also leave identification with residence assistant at the lobby desk.
3. The host must meet the visitor in the lobby to sign them in and out of visitation.
4. Visitors must be accompanied by their host while in the resident hall at all times.
5. Visitors must be at least 18 years of age or Southern Union students or members of the student's immediate family.
6. Failure to comply with guidelines can result in disciplinary actions.

**OFF-LIMITS:** Outside areas around the campus are off limits to all persons (except residents returning) after 11:00 p.m.

**RESIDENTIAL HALL VIOLATIONS:** Residential hall disciplinary issues are adjudicated by the Coordinator of Student Life, Chief of Campus Police, and/or the Dean of Students.

## CAFETERIA POLICY

The College cafeteria serves attractive, nutritious, and varied meals at the lowest possible price to residents, commuting students, faculty, and staff.

Students living in residence halls are required to purchase a meal ticket. Meal tickets are non-transferable and must be presented at each meal. Food or equipment is not to be taken from the dining hall. Students are requested to return trays to the dish return. Students are invited to make suggestions regarding cafeteria operation to the Dean of Students.

## MISUSE OF MEAL TICKETS

Meal tickets are non-transferable and are for the exclusive use of the purchaser. The user of another's meal ticket will be fined twenty-five dollars (\$25.00), payable to the Business Office. If it is determined that the owner of the meal ticket has permitted use of the ticket knowingly and voluntarily, the owner will be fined \$25.00. Subsequent violators will face disciplinary action. Lost meal tickets should be reported immediately to the Business Office. The original owner will not be held responsible for its misuse.

**NOTE: All regulations, policies, procedures, and prices relating to the college residence halls and cafeteria are subject to change without prior notice by the college administration, Judiciary or Student Services Committee, and/or Student Government Association.**



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**X****Y****Z**

**Request for Additional Information about  
SOUTHERN UNION STATE COMMUNITY COLLEGE**

Date \_\_\_\_\_

Dear Sir:

I am interested in SOUTHERN UNION STATE COMMUNITY COLLEGE.

My name is \_\_\_\_\_

My address is \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

My high school (is, was) \_\_\_\_\_

(name)

in \_\_\_\_\_, \_\_\_\_\_

(city)

(state)

where I expect to graduate in \_\_\_\_\_, 20 \_\_, **or**

I graduated in \_\_\_\_\_, \_\_\_\_\_, **or** I received my GED on \_\_\_\_\_, \_\_\_\_\_.

(month)

(year)

(month)

(year)

I am thinking about entering college, starting in:

\_\_\_ Fall \_\_\_ Spring \_\_\_ Summer of 20 \_\_\_\_.

I would like to know more about \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please send me forms to apply for the following:*

\_\_\_ Admission \_\_\_ Financial Aid \_\_\_ Scholarship Aid \_\_\_ Residence Hall

Sincerely,

\_\_\_\_\_  
(Signature)

**Mail to:**  
**Recruiting Office**  
**Southern Union State Community College**  
**1701 Lafayette Parkway**  
**Opelika, Alabama 36801**