

**2019-2020  
OFFICIAL  
COLLEGE CATALOG**

**SOUTHERN UNION STATE  
COMMUNITY COLLEGE**

Web site: <http://www.suscc.edu>

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

**WADLEY CAMPUS**

750 Roberts Street  
Wadley, AL 36276  
(256) 395-2211  
FAX (256) 395-2215

**VALLEY CAMPUS**

321 Fob James Drive  
Valley, AL 36854  
(334) 756-4151  
FAX (334) 756-5183

**OPELIKA CAMPUS**

301 Lake Condy Road  
Opelika, AL 36801  
(334) 745-6437  
FAX (334) 749-5505 (Academic)  
FAX (334) 742-9418 (Administration)  
FAX (334) 745-6342 (Health Sciences)  
FAX (334) 745-5067 (Technical)

**OPELIKA CAMPUS (DOWNTOWN)**

701 South Railroad Avenue  
Opelika, AL 36801  
(334) 749-9100  
FAX (334) 745-5437

**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 Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Science, Associate in Applied Science and Associate in Occupational Technologies Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Southern Union State Community College.

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

**Associate Degree Nursing (ADN)** - Accredited by the Accreditation Commission for Education and Nursing (3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326; telephone (404) 975-5000; fax (404) 975-5020; website: [www.acenursing.org](http://www.acenursing.org)) and approved by the Alabama State Board of Nursing.

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

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

**Emergency Medical Services** - The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Education Programs for the EMS Professionals (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 Phone: (727) 210-2350 Website: [www.caahep.org](http://www.caahep.org)

**Machine Shop Technology** - The Machine Technology program is accredited by the National Institute for Metalworking Skills (NIMS). National Institute for Metalworking Skills 10565 Fairfax Blvd. Suite 203 Fairfax, Virginia 22030, [www.nims-skills.org](http://www.nims-skills.org)

**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** - Has continuing accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, Florida, 33756, Phone: 727-210-2350; Fax 727-210-2354 Website: [www.caahep.org](http://www.caahep.org)

**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), Accredited Test Facility

# SOUTHERN UNION STATE COMMUNITY COLLEGE

*An Equal Employment/Equal Educational Opportunity Institution.*

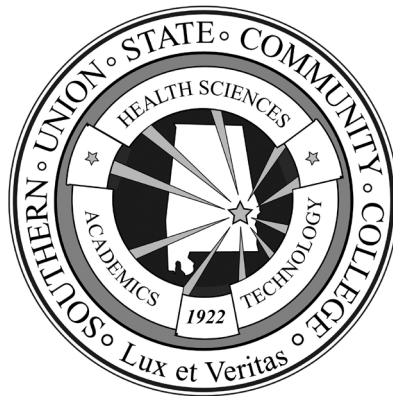
## EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

### 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. 5488. Grievance Procedure Forms are available in the President's Office at ext. 5352 and online at [www.suscc.edu](http://www.suscc.edu).

The non-discrimination policies, the compliance officers, and the grievance procedure are detailed beginning on page 13.



# Welcome to Southern Union!

We are pleased that you have made Southern Union State Community College a part of your educational journey.

Each of Southern Union's three campuses has its own unique characteristics. Yet, they share a common mission which is to provide quality academic, technical, and health sciences programs that are affordable, accessible, and responsive to the needs of the community, business, industry, and government. Whether your plan is to continue your college career at a four-year institution or to learn occupational skills to enhance your immediate employment opportunities, you will find Southern Union a great place to start.

There is more to college life than textbooks and classes. To make your college experience more memorable, we invite you to enjoy the variety of activities, clubs and academic honoraries in which you can participate.

We welcome you to the Southern Union family, and trust that you will leave with a firm educational foundation, enhanced personal growth, and memories that you will cherish for a lifetime.

*Todd Shackett*

President



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

## COLLEGE CALENDAR 2019-20

### Fall Semester 2019

78 Instructional Days

6 Faculty Duty Days

August 12	College Assembly - Wadley Campus/Faculty Duty Day
August 13	Professional Development/Faculty Duty Day
August 14, 15, 16	Faculty Duty Days
August 14, 15, 16	Walk-in Registration - All Campuses - Open until 3:00 p.m.
August 15	Residence Hall Move-in Day - Wadley Campus
August 19	Classes Begin (\$25 late registration fee applies); Drop/Add Begins
August 22	Drop/Add Ends; Last day for registration, course change, or change to Audit
September 2	Labor Day Holiday (College Closed)
October 10	Last day to apply for Fall Semester diploma and pay diploma fee
October 14	Mid-term Alerts
October 31	Last day to withdraw with a "W" for full-term classes
November 4	Spring Semester 2020 online registration (currently enrolled students only)
November 6	Spring Semester 2020 online registration opens for all students
November 11	Veterans Day Holiday (College Closed)
November 19, 20	Spring Semester 2020 early registration for new students - Opelika
November 21	Spring Semester 2020 early registration for new students - Wadley & Valley
November 25, 26	State Professional Development/Faculty Duty Days (No Classes)
November 27	Local Professional Development/Faculty Duty Day (No Classes)
November 28, 29	Thanksgiving Holidays (College Closed)
December 2-6	On-campus final exams for hybrid classes
December 6	Last Class Day
December 5-10	Final Exams for online classes
December 9-13	Final Exams for on-campus classes
December 13	Professional Development
December 16	Grades due to Records Office for processing by 9:00 am
December 16	Faculty Duty Day
December 17-20	Faculty Non-duty Days (College open: workday for Administrators/Staff)
December 23 thru January 1	Christmas & New Year's Break (College Closed)

### Spring Semester 2020

78 Instructional Days

7 Faculty Duty Days

January 1	New Year's Holiday (College Closed)
January 2, 3, 6	Faculty Duty Days
January 2	Residence Hall Move-in Day - Wadley Campus
January 3	Walk-in Registration - All Campuses - Open until 3:00 p.m.
January 6	Walk-in Registration - All Campuses
January 7	Classes Begin (\$25 late registration fee applies); Drop/Add Begins
January 13	Drop/Add Ends; Last day for registration, course change, or change to Audit
January 20	Martin Luther King, Jr. Day (College Closed)
February 21	Professional Development (8:00 am – 12:00 pm)
March 4	Mid-Term Alerts

**Spring Semester 2020 cont.'d**

March 9-13	Spring Break/Faculty Non-duty Days (Workdays for Administrators/Staff)
April 1	Last Day to withdraw with a "W" for full-term classes
April 6	Summer Semester 2020 online registration (currently enrolled students only)
April 8	Summer Semester 2020 online registration opens for all students
April 21-24	On campus final exams for hybrid classes
April 21-22	Summer Semester 2020 early registration for new students - Opelika
April 23	Summer Semester 2020 early registration for new students - Wadley and Valley
April 27	Last Class Day
April 23-28	Final Exams for online classes
April 28-30 & May 1,4	Final Exams for on-campus classes
May 5	Grades due to Records Office for processing by 9:00 am
May 5-7	Faculty Duty Days
May 7	Commencement/Graduation
May 11	Four-day Work Week Begins
May 11-14	Faculty Non-duty Days (Workdays for Administrators/Staff)

**Summer Semester 2020**

53 Class Days

1 Faculty Duty Days

May 14	Walk-in Registration - All Campuses
May 18	Classes Begin (\$25.00 late registration fee applies); Drop/Add Begins
May 19	Drop/Add Ends; Last day for registration, course change, or change to Audit
May 25	Memorial Day Holiday (College Closed)
June 11	Last day to apply for Summer Semester diploma and pay diploma fee
June 16,17	SOAR- Wadley
June 23-25	SOAR - Opelika
June 29	Mid-Term Alerts
July 2	Independence Day Holiday (College Closed)
July 7	SOAR - Valley
July 8	Last day to withdraw with a "W" for full-term classes
July 9	Fall Semester 2020 online registration (currently enrolled students only)
July 13	Fall Semester 2020 online registration opens for all students
July 28, 29	Fall Semester 2020 early registration for new students - Opelika
July 30	Fall Semester 2020 early registration for new students - Valley and Wadley
July 27, 28	On-campus final exams for hybrid classes
July 28	Last Class Day
July 27, 28	Final Exams for online classes
July 29,30	Final Exams for on-campus classes (Closed Friday, July 31)
August 3	Grades due to records office for processing by 9:00 am
August 4-6	Faculty Non-duty Days (Workdays for Administrators and Staff)
August 10	Five-Day Work Week Resumes

**2019-20 Mini Term Dates****Fall 2019 Mini Terms**

<b>Mini-Term 1</b>	<b>39 days</b>
August 19	Classes Begin
August 20	Last day to drop/add Mini-Term 1
September 19	Last day to withdraw with a "W" from Mini-Term 1
October 10	Final Exams
October 11	Mini-Term 1 ends

<b>Mini-Term 2</b>	<b>39 days</b>
October 14	Classes Begin
October 15	Last day to drop/add Mini-Term 2
October 31	Last day to withdraw with a "W" from Mini-Term 2
December 12	Final Exams
December 13	Mini-Term 2 ends

**Spring 2020 Mini Terms**

<b>Mini-Term 1</b>	<b>39 days</b>
January 7	Classes Begin
January 8	Last day to drop/add Mini-Term 1
February 5	Last day to withdraw with a "W" from Mini-Term 1
March 2	Final Exams
March 3	Mini-Term 1 ends

<b>Mini-Term 2</b>	<b>39 days</b>
March 4	Classes Begin
March 5	Last day to drop/add Mini-Term 2
April 8	Last day to withdraw with a "W" from Mini-Term 2
April 30	Final Exams
May 4	Mini-Term 2 ends

**Summer 2020 Mini Terms**

<b>Mini-Term 1</b>	<b>25 days</b>
May 18	Classes Begin
May 19	Last day to drop/add Mini-Term 1
June 10	Last day to withdraw with a "W" from Mini-Term 1
June 22	Final Exams
June 23	Mini-Term 1 ends

<b>Mini-Term 2</b>	<b>25 days</b>
June 24	Classes Begin
June 25	Last day to drop/add Mini-Term 2
July 15	Last day to withdraw with a "W" from Mini-Term 2
July 30	Final Exams
July 31	Mini-Term 2 ends

**Seven-Week Term 35 days**

June 1	M/W Classes Begin
June 2	Last day to drop/add Seven-Week Term - M/W Classes
June 2	T/TH Classes Begin
June 3	Last day to drop/add Seven-Week Term - T/TH Classes
July 8	Last day to withdraw with a "W" from Seven-Week Term
July 17	Final Exams/Seven-Week Term ends





# GENERAL INFORMATION

## MISSION

Southern Union State Community College, an open admission, public two-year college and member of the Alabama Community College System, provides quality and relevant teaching and learning academic, technical, and health science programs that are affordable, accessible, equitable, and responsive to the diverse needs of its students, community, business, industry, and government.

## 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 Lake Condy Road at the intersection of U.S. Highway 431 and U.S. Highway 29. There is also a downtown campus in Opelika located at South 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. 5488. Grievance Procedure Forms are available in the President's Office, at ext. 5352 and online at [www.suscc.edu](http://www.suscc.edu). 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  
Mr. Steve Spratlin  
Compliance Officer  
P.O. Box 1000  
Wadley, AL 36276  
(256) 395-2211

VALLEY CAMPUS  
Ms. Robin Brown  
Compliance Officer  
321 Fob James Drive  
Valley, AL 36854  
(334) 756-4151

OPELIKA CAMPUS  
Ms. Cydney Matthews  
Compliance Officer  
301 Lake Condry Road  
Opelika, AL 36801  
(334) 745-6437

## B. COMPLAINT RESOLUTION

Southern Union State Community College 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.

### 1. 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.

Faculty and Staff procedures can be found in the Employee Handbook.

#### A. Students.

1. **Complaint Related to Academic Matters.** All complaints involving academic disputes must follow the college's Academic Appeal Procedure.
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 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.

The college official to whom the complaint was made shall record and keep a written report of the complaint and the resolution of the complaint.

B. Plan of Resolution.

If the student'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.

C. VA Complaint Policy

Any VA complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

**2. Grievance Procedures.**

Faculty and Staff procedures can be found in the Employee Handbook.

Any 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. Grievance Procedure Forms are available in the President's Office, at ext. 5352 and online at [www.suscc.edu](http://www.suscc.edu). The written grievance statement 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.

### **3. 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.

#### **3.1 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 photo copies 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.

#### **3.2 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.

### 3.3 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.

### 3.4 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.

### 3.5 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.

## 4. Available Appeals

### 4.1 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

#### 4.2 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.

#### 4.3 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 Community College System 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:

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.

### 5. 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 system.

**6. 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.

**7. 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	Mr. Todd Shackett
Dean of Academics	Dr. Linda North
Dean of Student Development	Mr. Gary Branch
Dean of Students	Ms. Florence T. Sanders
Dean of Health Sciences	Ms. Rhonda Davis
Dean of Technical Education and Workforce Development	Dr. Darin Baldwin
Director of Adult Education	Ms. Derika Griffin
College Grievance Officer	Ms. Marty Kirby
ADA Grievance Officer	Ms. Cydney Matthews

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**

Ms. Cydney Mathews	Ms. Carol Howell	Ms. Robin Brown
Opelika Campus	Wadley Campus	Valley Campus
(334) 745-6437	(256) 395-2211	(334) 756-4151

**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.

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 new hire 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 Registrar 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, (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. The Southern Union Coordinator for Title IX Florence T. Sanders, Dean of Students, 256-395-2211.

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.

## **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  
 P. O. Box 1000  
 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 Student and Dean of Student Development.

## **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 Police	(334)328-4743
Campus Police - Evening	(334)328-9793
Florence T. Sanders, Dean of Students	(256)395-2211 ext. 5150
Steve Spratlin, Associate Dean of Instruction	(256)395-2211 ext. 5105

**Valley Campus**

Campus Police	(334)756-4151
Campus Police - Evening	(334)756-4151
Robin Brown, Campus Director,/Advising	(334)756-4151 ext. 5204
Florence T. Sanders, Dean of Students	(334)756-4151 ext. 5150

**Opelika Campus**

Campus Police	(334)324-3631
Campus Police - Evening	(334)328-9392
Linda North, Dean of Academics	(334)745-6437 ext. 5402
Florence T. Sanders, Dean of Students	(256)395-2211 ext. 5350
Rhonda Davis, Dean of Health Sciences	(334)745-6437 ext. 5511
Darin Baldwin, Dean of Technical Education and Workforce Development	(334) 745-6437 ext. 5380

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.
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 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.

Copies of the Emergency Preparedness Manual 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 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 May 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, DNP, RN. 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 school's 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 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 Supercomputer 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 is 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.**

**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 copy right. 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**

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by Southern Union is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on Southern Union properties. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented, or otherwise used by Southern Union. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on Southern Union properties. This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a Southern Union shall be smoke and tobacco-free.

**All Offenses for not following the Smoke-Free and Tobacco-Free Policy will result in a \$25 ticket. Students owing fines will have all college records placed on hold until fines are paid.**

#### **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 permit. If more than one vehicle is driven on campus regularly, each vehicle should have its own decal. Parking decals are \$20.00 and can be purchased online through the college website. Vehicles must first be registered through the website before a parking permit can be issued. Payment can be made in the Business Office or on the website after registration. Permits will be mailed after payment and registration process is complete. **All student parking permits expire at the end of summer term each year.**

Parking hangtags must be displayed on the rearview mirror. By doing so, 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 Campus Police on the Wadley and Opelika Campuses and from the Administrative Office on the Valley Campus.
4. Vehicles may not be parked in a "no parking" zone.
  - a. Vehicles parked improperly with or without a parking hangtag 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 from Campus Police.
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/or parking on the grass, sidewalks, or curbs.
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. Vehicles must be parked in designated parking 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.
15. All drivers must obey all "Rules of the Road" as described in Alabama Title 32, Traffic and Motor Vehicle Laws.

## W. LOST AND FOUND

Lost and found articles should be taken to the Campus Police. Items found and/or left with the Campus Police 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 Police 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. 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.

# 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 semester.

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  
P.O. Box 1000  
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

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

One primary form of documentation such as an unexpired 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.

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 copy of their original transcript(s), 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 should be submitted in person or by emailing a copy to [admissions@suscc.edu](mailto:admissions@suscc.edu).***



## 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 GED Diploma issued by the appropriate state education agency.

Students who meet one of the above criteria shall be classified as “Degree-Eligible.”

*First time applicants seeking admission to Southern Union State Community College must provide an official high school transcript. The transcript must be an official transcript or an official copy of their GED.*

**Note:** *Official Transcript(s) must be mailed to Admissions, P.O. Box 1000, Wadley, AL 36276. Southern Union will not accept hand-delivered transcript(s).*

## 2. 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 date.
- b. An official GED Diploma.

*First time applicants seeking admission to Southern Union State Community College must provide an official high school transcript or GED.*

**Note:** *Official Transcript(s) must be mailed to Admissions, P.O. Box 1000, Wadley, AL 36276. Southern Union will not accept hand-delivered transcript(s).*

### 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.

## 3. Conditional Admission

### A. Conditional Admissions 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 date.
- b. An official GED diploma.

*First time applicants seeking admission to Southern Union State Community College must provide an official high school transcript or GED.*

**Note:** *Official Transcript(s) must be mailed to Admissions, P.O. Box 1000, Wadley, AL 36276. Southern Union will not accept hand-delivered transcript(s).*

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, and the student cannot attend classes next semester.

### **B. Conditional Admissions of Transfer Students**

Transfer students who do not have on file official transcripts from all post-secondary 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.

## **4. Policy on Placement Testing**

Students are required to take the Accuplacer placement test in English and math prior to enrollment in classes unless appropriate exemptions are on file with the Admissions Office (see the Accuplacer section of this catalog). Prospective students are strongly urged to schedule and complete the placement test prior to registration, as results will be used to determine placement in courses at registration. Students whose Accuplacer scores indicate the need for developmental courses must register for the indicated developmental courses the first term. There is no fee for the first Accuplacer test, but students who retest must pay an \$8 fee and complete remediation. Students must get clearance from the Admissions Office and obtain a testing card prior to testing (see the Admission Requirements section of this catalog).

The following students are exempt from all or part of the placement test requirements:

- students within five years of high school graduation who present official documentation of ACT/SAT scores.  
(To check scoring guidelines, visit the Assessment Center website at [www.suscc.edu/prospective-students/placement-testing.cms](http://www.suscc.edu/prospective-students/placement-testing.cms) and click the “Course Placement Guidelines” link);
- 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 for which English or mathematics is not required;
- students who have completed equivalent developmental course work at another Alabama Community College System institution within the last five years;
- students who have documentation of assessment and acceptable scores on the Accuplacer or COMPASS within the last five years;
- transient students;
- audit students;
- senior citizens;
- students who are taking non-credit courses only.

### **Re-Testing**

A student who has not attended a developmental English or math class may retest one time per calendar year provided there is evidence the student has completed remediation. Additional preparation includes academic boot camps or online study aids.

Southern Union will charge a one-time fee of \$8.00 per retest. Students will report to the Assessment Center to complete an ACCUPLACER Retest Form before going to the Business Office to pay the \$8.00 retest fee. Placement test scores will be valid for five years from the date of the retest assessment.

Students may not retake the ACCUPLACER if they have previously been unsuccessful in the developmental course within the last five years.

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

Applicants who have previously attended another regionally 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 placed on one-year academic suspension from another institution for academic or disciplinary reasons must wait one full semester before being considered for admission.**

### **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 accredited institutions attended, official high school transcripts 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, unless applying to Health Science programs. (*See Health Science admission for more information.*)
- c. Transfer students will be subject to placement testing as detailed in the section “Policy on Placement Testing.”

*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 must be submitted for evaluation prior to enrolling.*

***Note: Official Transcript(s) must be mailed to Admissions, P.O. Box 1000, Wadley, AL 36276. Southern Union will not accept hand-delivered transcript(s).***

### **2. 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 GPA at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted 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.

### 3. 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 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 equivalent 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 at all institutions. This does not apply for English, math or science courses. 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

Students are eligible for in-state tuition if the student resides in the state and county, and attends the designated campus noted below: **PLEASE NOTE THAT DESIGNATIONS ARE BY THE INDIVIDUAL CAMPUS.**

#### 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 admissions application; and b) an official transient letter from the institution the student 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. Students must present the transient letter prior to registering 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. 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, all international students must request an International Student Information Packet.

Prior to being issued an I-20 form, all international student applications must be submitted no less than 3 months prior to the beginning of the semester for which the applicant hopes to gain admittance.

**ALL International Students must present the following:**

1. a college application for general admission;
2. \*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 Educational Credential Evaluators or Josef Silny & Associates and a copy of their original transcript(s);
4. 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. a signed, notarized statement that declares that the student will be fully responsible for his/her financial obligations while attending college;
6. documentation demonstrating adequate health and life insurance which is inclusive of a repatriation benefit and which must be maintained during all periods of enrollment;
7. a letter of financial support that is required to be on file at the College;
8. official college transcripts from a college or university in the United States if applying as a transfer student. A transfer student Clearance Form must also be submitted for international 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.

When all documentation is completed, it must be forwarded to the international student coordinator.

*\*Note: International student applications are not eligible for conditional admissions status.*

### **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., Education Credential Evaluators or JS&A (Josef Silny & Associates). 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 at all institutions 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 first time students.
- Transfer students will be subject to placement testing as detailed in the section "Policy on Placement Testing".

### **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.

## **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. Admission is available to students attending public, private, parochial or church/religious schools and to students who are receiving instruction from a home school/private tutor(s) entity.

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

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

- a. The student has submitted a college application and identification for general admission;
- b. The student has met the entrance requirements established by Southern Union;
- c. The student has completed the 10th grade;
- d. The student has written approval from the local principal or his/ her designee certifying that the student has a minimum cumulative 3.0 grade point average on a 4.0 scale and recommends that the student be admitted under this policy;
- e. The student has completed the high school prerequisites for the courses in which the student wants to enroll.

Exceptions may be granted by the Chancellor of the Alabama Community College System for a students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12. 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 for Dual Credit agreements with local educational agencies in the College's service area. The College may also establish agreements with private, home school/private tutor, parochial or church/religious secondary entities. Dual Enrollment for Dual Credit is available for academic, career and technical, and health science courses/programs. A student is eligible for conditional admission as a dual enrollment for dual credit student if the student meets all of the following criteria:

- a. The student has submitted a college application and identification for general admission;
- b. The student has met the entrance requirements established by Southern Union;
- c. The student is in the 10th, 11th, or 12th grade. An exception may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12;
- d. The student has a minimum cumulative 2.5 grade point average on a 4.0 scale;
- e. The student provides written approval from the appropriate principal or career and technical education program representative and counselor. Students enrolled in private, home school/private tutor, parochial or church/religious secondary educational entities must provide written approval from the appropriate school official.

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.

Students who meet the criteria for initial admission and eligibility requirements for the Dual Enrollment for Dual Credit program will maintain **continuous eligibility** so long as they earn a grade of C or better in attempted college courses. Students who fail to meet this minimum requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer semester. The student may not re-enroll until the suspension has been served. The student may reapply to the program and must meet the minimum 2.5 grade point average requirement.

*Note: Three semester credit hours at the postsecondary level equals one credit at the high school level in the same or related subject.*

#### **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.

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

In addition to the required documents for admission to the College, an applicant to Nursing, Radiologic Technology, EMS, Surgical Technology or Therapeutic Massage 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 online at [www.suscc.edu](http://www.suscc.edu). Applications can be 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. Students must submit an official form of identification to Admissions either in person or by emailing [admissions@suscc.edu](mailto:admissions@suscc.edu).
  - c. 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 online at [www.suscc.edu](http://www.suscc.edu). Applications can be 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. Students must submit an official form of identification to Admissions either in person or by emailing [admissions@suscc.edu](mailto:admissions@suscc.edu).
  - c. 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.
  

**Note:** *Official Transcript(s) must be mailed to Admissions, P.O. Box 1000, Wadley, AL 36276. Southern Union will not accept hand-delivered transcript(s).*

  
3. Readmission Students
  - a. An applicant previously admitted but who did not enroll will be required to complete a status update form. A former student, previously enrolled at Southern Union who has not been in attendance for more than one (1) year, will be required to complete an online readmission application or obtain a form from the College Records Office or from the College website ([www.suscc.edu](http://www.suscc.edu)).
  - 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. Students who have not attended for six or more terms must resubmit all previous college transcripts.
  - 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 wishing to return to Southern Union after being placed on one-year suspension must wait one full semester before being considered for readmission. Students can

apply for readmission, after waiting the appropriate time, 30 days prior to the start of the following term after serving their suspension. The appeal will be considered by the Academic Suspension Appeals Committee and decisions of the Committee are final.

- d. Students seeking readmission who have not been enrolled for more than two academic years will be admitted under the current catalog requirements.

**Note:** *Official Transcript(s) must be mailed to Admissions, P.O. Box 1000, Wadley, AL 36276. Southern Union will not accept hand-delivered transcript(s).*

#### 4. Transient Students

- a. Complete an application form online at [www.suscc.edu](http://www.suscc.edu). Applications can be 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 non-credit 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 Director of Workforce Development or the Dean of Technical Education and Workforce Development.

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 080, ENR 094, MTH 090, and MTH 098 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 by the designated payment due date set by the institution for the term in order to have their names placed on class rolls and to attend class. Payment may be in any combination of cash, check, Visa, MasterCard, Discover Card, grants, direct student loans, 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 by designated payment due dates are not considered a registered student.
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. <u>Credit Hours</u>	<u>Alabama Residents</u>	<u>Non-Alabama Residents</u>
1	160.00	291.00
2	320.00	582.00
3	480.00	873.00
4	640.00	1,164.00
5	800.00	1,455.00
6	960.00	1,746.00
7	1,120.00	2,037.00
8	1,280.00	2,328.00
9	1,440.00	2,619.00
10	1,600.00	2,910.00
11	1,760.00	3,201.00
12	1,920.00	3,492.00
13	2,080.00	3,783.00
14	2,240.00	4,074.00
15	2,400.00	4,365.00
16	2,560.00	4,656.00
17	2,720.00	4,947.00
18	2,880.00	5,238.00
19	3,040.00	5,529.00
20	3,200.00	5,820.00

**\*In-state tuition is \$131.00 per semester hour; facility fee and technology fee are \$9.00 each per semester hour; bond surety is \$1.00 per semester hour; special building fee is \$10.00 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>ACCUPLACER</b>	
<b>Retest Fee:</b>	\$8.00
<b>PED Classes:</b>	Golf, bowling, and crossfit 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.
<b>Online Fee:</b>	\$20.00 Proctor U Fee (per online class)

## 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 three 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 Community 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 licenses, 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.
- E. Southern Union State Community College is in compliance with Section 702- Tuition under Veteran's Access Choice and Accountability Act of 2015, providing for resident (in-state) tuition and fees for the following:
1. A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill - Active Duty Program) or Chapter 33 (Post 9/11 G.I. Bill), of Title 38, United States Code, who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service;
  2. Anyone using transferred Post - 9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service;
  3. A spouse or child using benefits under the marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311) (b) (9) who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school



within three years of the service member's death in the line of duty following a period of active duty service;

4. Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either Chapter 30 or Chapter 33, or Title 38, United States code.

## 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. Students are eligible for in-state tuition if the student resides in the state and county and attends the designated campus 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 Students 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 applicable

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. Cable Television service..... Included
- 5. Wireless Internet service ..... Included
- 6. Telephone Service (long distance service) is available through CenturyTel. Students must contact and contract directly with the company.
- 7. Single room supplement..... \$100.00  
Single rooms are rarely available, especially during Fall Term, and must be requested through the Coordinator of Student Life.
- 8. Overnight guest lodging ..... \$15.00  
Overnight guests must be approved in advance through the Coordinator 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. Students may also withdraw from the college online under the student portal at [www.suscc.edu](http://www.suscc.edu). Refund 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 \$100.00. **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 and 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 bookstore offers new, used, digital, and rental books to help students save money. The bookstore also carries Southern Union apparel, gifts, class supplies, office supplies, snacks, and drinks year round. Please visit <http://susccopelika.bncollege.com>, [www.facebook.com/SUBookstore](http://www.facebook.com/SUBookstore), [@SUSCCBookstore](https://twitter.com/SUSCCBookstore) (on twitter).

### 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 store credit will be issued in the form of a B&N giftcard/store credit.

### 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 valid Southern Union Student ID*.
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 Alabama Community College System.

### 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;
- 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;
- g. 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 <https://fafsa.ed.gov>. The school code to use for Southern Union is 001040. Students and parents of dependent students should first create a FSA User ID and password to complete FAFSA online.

Applications received by June 1 receive priority consideration for Pell and/or loans for the upcoming fall semester. Students who have not completed all the required paperwork by June 1 cannot be assured that Pell and/or loans 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. Students can check their student portal for documents needed in order to process their award. When all required information is received, eligible students will receive an award notification from the Financial Aid Office.

All questions relating to the verification process or awarding of financial aid can be sent to [financialaid@suscc.edu](mailto:financialaid@suscc.edu).

### 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/she is eligible; you are 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 William D. Ford 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. Grade Point Average Standard: Each student will be expected to meet or exceed the following GPA at the indicated points in his/her program of study:

<u>Credit Hours</u>	<u>Minimum Cumulative GPA</u>
12 - 21 semester hours	1.50
22 - 32 semester hours	1.75
33 + semester hours	2.00

\*Transfer credits, if applicable, are not included in GPA calculation.

3. Pace Standard: Each student must earn two-thirds of all the hours he/she attempts in order to complete a program in the allotted time frame. 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. Developmental hours taken will be included when determining a

- student's grade point average and pace standards 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. All hours attempted at Southern Union and all transfer hours accepted in all programs are counted in the maximum time frame allowed for the student's current program of study.
  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. The student must submit a completed Financial Aid Appeal Form and supporting documentation of the extenuating circumstances. The student will be allowed to appeal one time. All appeals will be reviewed by the Financial Aid Committee and the decision of the committee is final. Each student will be notified in writing as to the outcome of his/her appeal. An approved appeal is void after three (3) consecutive semesters of non-enrollment.
  10. **The Pell Grant duration of eligibility will be 600%, which is the equivalent of 12 full-time semesters. The Pell Lifetime Eligibility Used (LEU) limit of 600% will apply to all Pell recipients regardless of when they first began receiving Pell Grant funds.**
  11. **The PELL Recalculation Dates (PRD) are established for each term of the academic year. The day after the published drop/add date is considered the PRD for the term. At that point, your award is based on how many credit hours you are currently enrolled in. If enrolled in multiple terms, the latest PRD is taken into account.**

## 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 award ranges are based on Congressional appropriations. 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**

On July 6, 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112-141) was enacted. MAP-21 added a new provision to the Direct Loan statutory requirements (see HEA section 455(q)) that limits a first time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans.

**Note:** *Only first-time borrowers on or after July 1, 2013 are subject to the new provision. Generally, a first-time borrower is one who did not have an outstanding balance of principal or interest on a Direct Loan or on a FFEL Program Loan on July 1, 2013.*

Students must complete the FAFSA to be considered for a Direct Loan. A “Loan Offer Letter” will be sent to notify students of eligibility amounts of subsidized and/or unsubsidized Direct Student Loans. The student must follow all requirements listed on the Loan Offer Letter in order to be awarded available aid.

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 months after the student graduates or drops below half-time enrollment status.

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

Students who have financial need may receive a *Subsidized* Direct 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* Direct 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 Loan 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. In order to be considered for Presidential Academic, Technical, Ambassador, or Performing Arts Scholarships, applicants must meet all admissions requirements and submit a complete scholarship application packet.

Institutional scholarships will pay for a limited number of credit hours. Students may have tuition and required fees for up to 57 credit hours per academic year paid for by their institutional scholarship. The scholarship will pay for up to 82 total credit hours or the length of the program, whichever is shorter, 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. The scholarship application deadline is March 1, unless otherwise noted. Applicants are evaluated based on numerical GPA and ACT score. These scholarships pay tuition and required 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.

**Technical Scholarships**

Technical Scholarships are primarily awarded to students who express an interest in a technical program. Applications are available in the Financial Aid Office and on the Southern Union website. The scholarship application deadline is March 1, unless otherwise noted. Qualified applicants will be interviewed in March. 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. One term technical scholarships are non-renewable.

**Ambassador Scholarships**

Ambassador Scholarships are awarded to students graduating from high school who have a desire to represent the College in a responsible, ethical, and professional manner, while portraying a positive image of the institution. Services provided by the Ambassadors may include: conducting campus tours, hosting campus activities, recruiting students, assisting with registration, graduation and orientations, and welcoming groups to the campus. The scholarship deadline is March 1, unless otherwise noted. To be considered for this scholarship, applicants must meet all Southern Union admission requirements and submit a complete scholarship application packet. Each applicant will be evaluated by the Ambassador Scholarship Committee based on their academic achievement, outgoing personality, professional appearance and communication skills.

**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. Applications are available on the Southern Union website. 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.

**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**

Any student meeting institutional admission requirements who is 60 years of age or older is eligible for the Senior Adult Scholarship Program, which covers tuition only. This waiver (scholarship) can be used for developmental and credit courses. Scholarships are limited based on availability of space. 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. The program is restricted to those courses which support the institution's approved associate degree and certificate programs. The program is not extended to continuing education, personal enrichment, recreation, or leisure classes.

## 5. Veterans' Assistance

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 Student Veterans Resource Center on the Opelika campus.

### A. Application Procedures:

1. For veterans or dependents of disabled veterans, apply online at [www.ebenefits.va.gov](http://www.ebenefits.va.gov) for federal VA benefits.
2. For dependents of Alabama disabled veterans, go to local VA office. Visit [www.va.alabama.gov](http://www.va.alabama.gov) for more information and to locate a VA office in each county.
3. A National Guard or Reservist eligible for tuition assistance must log on to [GoArmyEd.com](http://GoArmyEd.com) to establish an account and submit their schedule with exact courses and costs of said courses prior to registration. Student must submit approved tuition assistance form to the SCO no later than 7 days after the first day of each semester.
4. Official transcripts from all institutions previously attended must be submitted. Military transcripts can be obtained by going to JST or Joint Service Transcripts and should be submitted by the completion of the students' second term of enrollment at the college.
5. Student must complete the Statement of Understanding (SOU) each academic year and complete the Enrollment Certification Request Form (ECR) each semester to confirm enrollment that will be submitted to the VA on the student's behalf. Forms can be found online at <https://www.suscc.edu/va-forms.cms> or in the Veterans Resource Center located on the Opelika \ campus.

### B. Enrollment Certification:

1. The first semester of the student's enrollment will be certified /billed with the VA once documentation of entitlement is submitted to the SCO in the financial aid office.
2. To continue enrollment certifications for subsequent semesters, a student must submit the VA Statement of Understanding form every academic year authorizing the SCO to certify / bill the VA.
3. Certification will be granted only for registered students. Tuition and all applicable fees must be paid in full using VA benefits or by other means of financial aid.

4. Certification will be granted only for those courses required for the student's declared program of study.
5. Certification will be granted only for those repeat courses where credit was not previously earned.
6. Certification will not be granted for courses audited.
7. Students should promptly notify the SCO of any change in enrollment status as this could result in overpayment of VA benefits.

**C. State VA Educational Benefits:**

1. **Alabama GI Dependent Scholarship Program**  
The veteran must meet the necessary qualifications to establish eligibility of his/her dependents. A dependent is defined as a child, stepchild, spouse or the un-remarried widow(er) of the veteran. Please visit [www.va.state.al.us](http://www.va.state.al.us) to learn more about this program.
2. **Alabama National Guard Educational Assistance Program**  
ANGEAP is a program established by the legislature of the state of Alabama and is designed to provide financial assistance to active Alabama National Guard members who are enrolled in degree programs at accredited postsecondary institutions of higher learning located within the State of Alabama. Students must complete the Free Application for Federal Student Aid online at <https://fafsa.ed.gov> in order to be considered for the ANGEAP program.
3. **Purple Heart Waiver**  
The Purple Heart Waiver is a waiver of undergraduate tuition and fees for Purple Heart recipients. A public institution of higher education may waive undergraduate tuition and fees for each veteran who is the recipient of the Purple Heart and who satisfies all of the following:
  - a. Is enrolled as a full-time, part-time, or summer school student in an undergraduate program that culminates in a degree or certificate.
  - b. Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart, a resident of this state.
  - c. Submits to the public institution of higher education the DD-214 form issued at the time of separation from service as documentation that he or she has received the Purple Heart.

**D. Federal VA Education Benefits:**

1. **Federal Tuition Assistance** (i.e. GoArmyEd or Navy WAWF) Tuition Assistance (TA) is a Department of Defense (DOD) program. VA does not administer TA. TA rules vary by branch of service and can even vary between units depending on whether the unit is active, reserve, or National Guard.
2. **Chapter 31 Vocational Rehabilitation**  
A veteran may be eligible for Vocational Rehabilitation (Chapter 31) benefits if he or she:
  - a. Received, or will receive, a discharge other than dishonorable conditions;
  - b. Incurred or aggravated a service-connected disability which entitles him or her to VA disability compensation; and
  - c. Is in need of vocational rehabilitation because his or her disability creates an employment handicap.
3. **Chapter 30 Montgomery GI Bill Active Duty** (MGIB-AD)  
The Montgomery GI Bill (Active Duty), also known as Chapter 30, is a program of education benefits generally for individuals who enter active duty for the first time after June 30, 1985, and have contributed to the College Fund. When using this benefit, all tuition and fees must be paid at the time of registration.
4. **Chapter 33 Post 9-11**  
The Post 9/11 GI Bill is a program for individuals who served on active duty on or after September 11, 2001. The benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date.
5. **Chapter 1606 Montgomery GI Bill Selected Reserves** (MGIB-SR) This program provides benefits for members of the Selected Reserve and National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985.
6. **Chapter 35 Survivors and Dependents Education Assistance (DEA)**  
Sons, daughters and spouses of veterans may be eligible for educational assistance if the veteran died while in service, died as a result of a service connected disability, became permanently and totally disabled as a result of a service-connected disability, or died while disability was in existence. Benefits are paid at the single rate.

7. **Military Spouse Career Advancement Accounts (MyCAA)**  
MyCAA is a Department of Defense program that provides up to \$4,000 of financial assistance for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields.
8. **Additional Benefits**  
Any additional benefits are subject for review by the Veteran Affairs Office, Financial Aid Office, and Business Office prior to using benefits at Southern Union State Community College.

**E. Work-Study**

The Work-Study program allows a VA student to earn the Federal or state minimum wage (whichever is higher) for up to 1,300 hours per year. The benefit is tax free and allows each VA student to “earn while he/she learns,” while he/she is pursuing an approved post-secondary program of education on at least a three-quarter time basis. The VA Work-Study student may only perform VA related work. This work might include preparing and processing VA enrollment certifications, checking VA student attendance records or checking for course changes. Students who are eligible for Federal VA education benefits may be eligible for work study.

**F. Shopping Sheet/College Financing Plan**

Southern Union State Community College has agreed to comply with Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (E.O. 13607), with a commitment to use the Financial Aid Shopping Sheet (Shopping Sheet). The Shopping Sheet/College Financing Plan will provide each prospective veteran and service member students with a personalized form that contains standardized information describing the cost of the educational program and the amount of that cost that may be covered by available Federal educational benefits and financial aid.

**G. In-State Tuition Rates**

Southern Union State Community College is in compliance with Section 702-Tuition under Veteran’s Access Choice and Accountability Act of 2015 by providing resident in-state tuition and fee rates for students who meet the said requirements listed in this catalog under “Guidelines for Determining Eligibility for “In-State” Tuition Rates”.

**Note:** For additional information and application procedures for each benefit, visit the Southern Union State Community College Veterans Assistance webpage at [www.suscc.edu](http://www.suscc.edu) under the About SUSCC tab.



**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 authorization form which can be found on the Southern Union website. The completed form must indicate which term(s) the student intends to use PACT during the academic year. 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". Tuition and fee rates are determined by the PACT program and are subject to change each year. Students will be responsible for paying any difference between the PACT payment and their current tuition and fee obligation.

**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 Innovation & Opportunity Act (WIOA) \*
- 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.

**E. Attendance**

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. A calculation will be performed at the time of withdrawal for all students who withdraw or are administratively withdrawn from all of their classes prior to completion of 60% of the semester in order to determine return of Title IV funds.

A copy of the “Return of Title IV Funds” calculation worksheet is available in the Financial Aid Office.

**F. 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 financial aid program.

**G. Student Notification**

Students are responsible for checking their SUSCC-Bison email accounts on a regular basis. Students will be notified of their financial aid status by way of student email and/or regular mail.

**DEGREE PROGRAMS****Associate in Science (AS)**

All Campuses

**Associate in Applied Science (AAS)**

MST	Business Management and Supervision	All Campuses
CHD	Child Development	All Campuses
CIS	Computer Science	Opelika
OAD	Office Management	All Campuses
	<i>Options in: Accounting, Administrative Office Management, or Medical Administrative Office Management</i>	
EMS	Emergency Medical Services - Paramedic	Opelika
MAT	Medical Assistant Technology	Valley
NUR	Associate Degree Nursing	Opelika
RAD	Radiologic Technology	Opelika
SUR	Surgical Technology	Opelika
DDT	Engineering and Design Technology	Opelika
ILT	Industrial Electricity Technology	Valley
INT	Advanced Manufacturing Technology	Opelika
	<i>Concentrations in Additive Machine Repair, Mechatronics, Plastic Injection Molding, Welding, or Machining</i>	

**Certificate (CER)**

MST	Business Management and Supervision	All Campuses
	<i>Option in: Entrepreneur</i>	
CHD	Child Development	All Campuses
CIS	Computer Science	All Campuses
OAD	Office Management	All Campuses
	<i>Options in: Accounting, Administrative Office Management, or Medical Administrative Office Management</i>	
EMS	Emergency Medical Services - Paramedic	Opelika
LPN	Practical Nursing	Wadley & Opelika
MAT	Medical Assistant Technology	Valley
SUR	Surgical Technology	Opelika
ASC	Air Conditioning and Refrigeration	Opelika
AUM	Automotive Service Technology	Opelika
COS	Cosmetology	Opelika
INT	Advanced Manufacturing Technology	Opelika
	<i>Options in Mechatronics, Machine Shop Technology, or Welding Technology</i>	

**Short-Term Certificate (STC)**

MST	Business Management and Supervision	All Campuses
	<i>Options in: Business Education</i>	
CHD	Child Development	All Campuses
	<i>Options in: Child Development Associate</i>	
CIS	Computer Science	Opelika
	<i>Options in: Computer &amp; Network Support, Computer Hardware &amp; Software Support, or App Development with Swift</i>	

CRJ	Criminal Justice	All Campuses
OAD	Office Management	Opelika
	<i>Options in: Accounting, Administrative Office Management, Medical Billing Specialist, Medical Transcription, or Word Processing</i>	
EMS	Emergency Medical Technician	Opelika
EMS	Advanced Emergency Medical Technician	Opelika
FSC*	Fire Science	
MRI	Magnetic Resonance Imaging	Opelika
CT	Computed Tomography	Opelika
NAS/HH	Nursing Assisting/ Home Health Aide	Opelika
ASC	Air Conditioning and Refrigeration	Opelika
AUM	Automotive Service Technology	Opelika
DDT	Engineering and Design Technology	Opelika
ILT	Industrial Electricity Technology	Valley
INT	Advanced Manufacturing Technology	Opelika
	<i>Options in: Mechatronics, Plastics Injection Molding Technology, Machine Shop Technology, or Welding Technology</i>	
MSG	Therapeutic Massage	Opelika
PBL	Phlebotomy	Valley
MCT	Multi Care Technician	Valley
AMA	Administrative Medical Assistant	Valley
PEW	Wellness	All Campuses
AMA	Wellness Personal Trainer	All Campuses
GES	General Education	All Campuses

\*Inactive

### **Associate in Occupational Technologies Degree**

ASC	Air Conditioning and Refrigeration	Opelika
	<i>With minor in: Business Management and Supervision or Industrial Electricity Technology</i>	
AUM	Automotive Service Technology	Opelika & Valley
	<i>With minor in: Industrial Electricity Technology</i>	
COS	Cosmetology	Opelika
	<i>With minor in: Business Management and Supervision</i>	

### **Short Term Certificates offered outside of the Associate Degree. These short term certificates are not eligible for title IV funding.**

Robotics and Automated Controls	Opelika
Conventional Machining	Opelika
Die Mold Maintenance and Repair	Opelika
Cosmetology Instructor Training	Opelika

**STUDENT  
DEVELOPMENT  
& ACADEMIC  
POLICIES**

## 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

Students are required to take the Accuplacer placement test in English and math prior to enrollment in classes unless appropriate exemptions are on file with the Admissions Office (see the Accuplacer section of this catalog). Prospective students are strongly urged to schedule and complete the placement test prior to registration, as results will be used to determine placement in courses at registration. Students whose Accuplacer scores indicate the need for developmental courses must register for the indicated developmental courses the first term. There is no fee for the first Accuplacer test, but students who retest must pay an \$8 fee and complete remediation. Students must get clearance from the Admissions Office and obtain a testing card prior to testing (see the Admission Requirements section of this catalog).

### 2. Accuplacer

- A. Students included in any one of the following categories are required to take the ACCUPLACER prior to registering for classes:
1. Students who have not previously attended college, and do not provide proof of appropriate ACT/SAT/GED scores, or high school GPA of 2.75 and minimum course grade of “C” for English IV or Math IV (Algebra II, Algebra II with Trigonometry, Pre-Calculus, or Calculus). Scores, high school GPA, and grades may not be more than five years old.
  2. Transfer students who have not successfully completed a college-level English or math with a “C” or higher.
  3. Students whose successful completion of a college-level English or math course at a regionally accredited institution cannot be verified with a transcript, faxed transcript, or a student grade report at registration. (Unofficial transcripts or reports are only used for registration purposes. All official transcripts must be received before the end of the first term of enrollment.)
  4. Accelerated high school students and high school students enrolling for dual credit who do not have appropriate ACT/SAT scores for the course(s) in which the student wishes to enroll.
  5. Students who have acceptable ACT scores as designated in the Placement Guidelines and/or high school transcripts on file but wish to improve their course placement.

### B. Exemptions

The following students are exempt from taking the ACCUPLACER.

1. Students who have the required scores on the ACCUPLACER, SAT, ACT, or GED test that are less than five years old.
2. Students who have a 2.75 high school GPA or higher and a grade of “A,” “B,” or “C” in English IV and Math IV that are less than five years old.

3. Transient students who submit a completed transient form.
4. Students who enroll as non-credit students (Training for Business and Industry and Continuing Education).
5. Students who successfully completed a college-level English or math course with a “C” or better at a regionally accredited institution as verified by official transcripts, faxed transcripts, or student grade reports. (Unofficial transcripts or reports are only used for registration purposes. All official transcripts must be received before the end of the first term of enrollment.)
6. Students scoring 510 or above on the SAT verbal or a 17 or above on the English component of the ACT are exempt from the ACCUPLACER for English.
7. Students scoring 510 or above on the SAT math or a 17 or above on the math component of the ACT are exempt from the ACCUPLACER for math.
8. Students who provide documentation of successful completion (“C” or higher) of developmental course(s) which determine eligibility for English 101 and/or college-level math from a regionally accredited institution.
9. Students who have an associate degree or higher from a regionally accredited institution that demonstrates successful completion of college-level English and/or math courses.
10. Students who enroll to audit a course.
11. Students who score 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED.
12. Students who are enrolling for personal enrichment purposes only.

During registration, unofficial transcripts, faxed transcripts, or student grade reports will be accepted to determine eligibility for English and math. However, official transcripts must be on file before the student can register for a second term.

### **3. General Educational Development (GED) Testing**

Southern Union is designated by the Alabama State Department of Education as a test center for the General Educational Development (GED) test. 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 on the Opelika, Valley, and Wadley campuses.

Southern Union is pleased to offer the 2014 GED test (a computer-based test only) at all of our campuses. Visit [www.gedcomputer.com](http://www.gedcomputer.com) or call 1-877-EXAM-GED (392-6433) to register, schedule, and pay for the GED test. Credit and debit cards are acceptable forms of payment. The 2014 GED test consists of four content areas, and the cost per content area is \$30. You must bring a valid photo ID (driver’s license, state identification card, military ID, or passport) with you on test day. For step-by-step instructions on the registration and scheduling processes, please visit the GED Testing Service tutorial page.



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 tutoring 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 (1) of the following requirements:

A. Students Sixteen (16) Years of Age

State approval must be granted based on the following:

1. Individuals Who Dropped Out of a Public School
  - a. Student must present a notarized Certificate of Exemption from his/her last school system attended AND a notarized and signed Parental Permission Form.
  - b. Student must have TABE test scores [in all three (3) sub-skill tests at a minimum of ASE Low with a grade equivalent of 9.0 or higher OR official GED Ready test scores in Math and RLA of “Likely to Pass”.
  - c. Student must provide proof of Alabama residency.
2. Individuals Who Dropped Out of a Private School, Church School, or Private Tutoring Program (Home-School Program)
  - a. Student must present a notarized and signed letter (Parental Permission Form) from his/her parent or legal guardian naming the school, providing the drop-out date, and stating the student has dropped out of school and has permission to be administered the GED test. Evidence of withdrawal from school must be included.
  - b. Student must have TABE test scores in all three (3) sub-skill tests at a minimum of ASE Low with a grade equivalent of 9.0 or higher OR official GED Ready test scores in Math and RLA of “Likely to Pass”.
  - c. Student must provide proof of Alabama residency.

B. Students Seventeen (17) Years of Age

State approval must be granted based on the following:

1. Individuals Who Dropped Out of a Public School
  - a. Student must have participated in an exit interview with his/her high school administration and provide a signed Exit Interview Form. NOTE: The student’s refusal to participate in the scheduled exit interview should be documented by school personnel on the Exit Interview Form.

- b. Student must provide a notarized and signed letter (Parental Permission Form) from his/her parent or legal guardian naming the school, providing the drop-out date, and providing parental permission for the student to be administered the GED test.
  - c. Student must provide proof of Alabama residency.
2. Individuals Who Dropped Out of a Private School, Church School, or Private Tutoring Program (Home-School Program)
    - a. Student must provide a notarized and signed letter (Parental Permission Form) from his/her parent or legal guardian naming the school, providing the drop-out date, and providing parental permission for the student to be administered the GED test. Evidence of withdrawal from school must be included.
    - b. Student must provide proof of Alabama residency. Interested persons may contact the Assessment Center at (334) 745-6437, ext. 5416, 5557, or 5563.

#### 4. 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 Assessment Center for the schedule by calling (256) 395-2211, ext. 6416 or 5416.

##### B. Health Sciences Admissions Testing

The Assessment Center provides scheduled testing services for admission for certain programs in the Health Sciences Division. The ACT National or the ACT Residual test is required for admission to the Associate Degree Nursing, Practical Nursing, and Radiologic Technology 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.

##### C. WorkKeys Testing

The Assessment Center administers the ACT WorkKeys assessments for individuals who are seeking employment as paraprofessionals in area school systems that require applicants have the WorkKeys Proficiency Certificate for Teacher Assistants. The Assessment Center is also a certified testing site for the National Career Readiness Certificate (NCRC). Based on test scores, testers will be issued a National Career Readiness Certificate (NCRC) at the platinum, gold, silver, or bronze level. Some area employers require an NCRC for employment candidates, and some students enrolled in a technical program are also required to take this test. Finally, the Alabama Peace

Officers Standards and Training Commission (APOSTC) has adopted ACT WorkKeys as the Basic Ability Test (BAT) for law enforcement and correctional officer applicants. Interested persons should contact the Assessment Center at (334) 745-6437, ext. 5563 or 5557 - or email the Assessment Center at [testing@suscc.edu](mailto:testing@suscc.edu).

### C. SPECIAL NEEDS COUNSELING/ ADA ACCOMMODATIONS

Counseling is provided or referrals are made in the areas of educational, vocational, personal, and social needs. Students with a documented disability are eligible to receive services for educational accommodations on all campuses. Students are required to meet with the ADA Coordinator on the campus where they attend classes and submit supporting documentation from their medical provider in order for the ADA Coordinator determine eligibility for accommodations. In most cases, a high school IEP or 504 Plan will not be sufficient to document a learning disability or attention deficit disorders. Also, depending on the disability, medical documentation age limits range from 1-3 years. Students who have documented disabilities and need special accommodations should contact Cydney Mathews on the Opelika campus at (334) 745-6437, Dr. Fred Williams on the Wadley campus at (256) 395-2211, or Robin Brown on the Valley campus at (334) 756-4151. For more information on services to our students with disabilities, please visit the SUSCC website at [www.suscc.edu](http://www.suscc.edu).

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.

### D. ORIENTATION ACTIVITIES

#### 1. SOAR - Student Orientation and Registration

During the months of June and July, a pre-college program is offered called SOAR. All new and transfer students 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. SOAR for entering students consists of a three-hour session available on all campuses.

New students, after being accepted for Fall semester enrollment to the college, may register for SOAR sessions on the SUSCC website at [www.suscc.edu](http://www.suscc.edu).

#### 2. Orientation to College (ORI 101) and Student Success Skills (ORI 105)

Orientation is a one credit hour course designed to introduce beginning students to college life. This course provides an 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 and ORI 105. It is incumbent on the student to verify the 12 semester/15 quarter hours at the time of registration.

### 3. **Online Learning Basics (ORI 111)**

ORI 111 is a one-credit hour course designed to familiarize students with the Canvas Learning Management System and to help them be more successful in online and hybrid/blended courses. ORI 111 is a co-requisite to a student's first online or hybrid/blended class at Southern Union State Community College. Students must complete the class with a grade of C or higher by the published deadline, usually 3-4 weeks after the beginning of the term. Students who fail to complete the course with a grade of C or higher will be required to repeat the course with their next online or hybrid/blended course enrollment.

Students must log into Canvas and complete the attendance verification assignment for ORI 111 and other online or hybrid/blended courses during the first week of classes to avoid being reported to the Financial Aid Office for non-attendance. Students receiving financial aid who are reported for non-attendance in ORI 111 will be administratively withdrawn from ORI 111 and all other online and hybrid/blended classes in which they are enrolled. Students may log into Canvas by clicking on the Canvas link on the home page at Southern Union's website ([www.suscc.edu](http://www.suscc.edu)). For Canvas login information, click on the Online Services link.

## **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). The Student Tutorial services on the Opelika campus are located in the Student Success Center in the Business Technology Center. 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; and (2) 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) purchase 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 and 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 (*AOT 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.

Graduation with Highest Honors	3.90 to 4.00 GPA
Graduation with High Honors	3.70 to 3.89 GPA
Graduation with Honors	3.50 to 3.69 GPA

##### 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.

#### I. 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 provide letters of good standing, insurance verifications, mid term alerts, and other specialized certifications.

#### J. 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 information form. Financial Aid counseling is available on all campuses.

## LEARNING RESOURCE CENTERS

Southern Union has a Learning Resource Center (LRC) located on each of the three college campuses; Wadley, Valley and Opelika. The mission of the Learning Resources Center (library) is support all programs of study, to facilitate and enhance learning by providing essential resources and services, provide access to innovative technology, instruction in library usage and provision of adequate facilities and personnel. This is done by providing users with monographs (print and electronic), databases, periodicals, and digital resources. Computers are available in all LRCs for student usage to locate resources as well as completing assignments and printing. Photocopying is available in each library for copying non-circulating materials and personal usage.

Students have access to the library's collection of more than 46,000 volumes through our online public access catalog (AG-Cat) accessible on campus or through the school's website by connecting to the library's page. This system allows students to search the library holdings on all campuses with results displaying the exact campus location(s). Students may request materials located on another campus allowing a three working day waiting period for delivery. Books circulate four weeks with a three renewal and ten book limit. Alabama Virtual Library (AVL) is also available from any computer on campus or remotely by using the following link <http://www.avl.lib.al.us>. The database provides an array of research sites including: eBooks, articles (full text and citations), maps, graphs, book reviews, and literary critiques. If a user is unable to access the AVL from a remote location, notify a library employee.

Students must obtain a Southern Union Student Identification Card prior to borrowing materials from the collection. These cards are attainable on each campus in the library and are only issued in the name the student is registered by. The first ID card and expired cards are provided at no charge to the student. Lost or stolen cards carry a \$10 replacement fee. For information on obtaining a student ID, visit the Southern Union website at [www.suscc.edu](http://www.suscc.edu) under the Prospective Students tab.

Students will lose their borrowing privilege in Learning Resource Centers when materials are overdue or fines are unpaid. The use of cellular phones, food and loud talking is prohibited in all libraries. If there are any questions concerning library policies, available resources or AVL access, contact Michelle Wimbish at [mwimbish@suscc.edu](mailto:mwimbish@suscc.edu).



## ACADEMIC POLICIES

### A. CLASS SCHEDULING

#### 1. Class Schedules

Class schedules are distributed prior to registration dates and provide students with information needed while 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 of credit (or credit hour) is based upon the average number of hours of instruction taught weekly. The ratio of weekly contact hours to credit hours varies with the type of instruction being used and the division of the College. State Board of Education Procedure 705.01 outlines six general categories of types of instruction: (1) Theory, (2) Experimental Laboratory, (3) Practical Application Laboratory, (4) Clinical Practice, (5) Preceptorship, and (6) Internship.

A variety of class meeting schedules fall within this structure and are offered within the Academic, Health Science and Technical Divisions of the College. 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 online or by obtaining a “Drop/Add Form” from the Records Office. 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.

***Note:** Students may not drop a course in which a final grade has been earned prior to the published date to withdraw.*

### **8. Withdrawal From the College**

A student may withdraw from the College online or by obtaining a “Withdrawal Request Form” from the Admissions Office. Any withdrawal before the deadline specified in the calendar will result in a grade of “W” in all courses.

### **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**

Course forgiveness will be automatically implemented for repeated courses. Students will be notified via Southern Union email that course forgiveness has been applied. Course forgiveness does not influence aid nor transfer GPA. 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 for courses taken prior to Fall 2018-17 by completing a "Request for Course Forgiveness" form in Student Records.

## 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. Course credit earned as a transient student does not influence Southern Union cumulative GPA.

## 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 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 who 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 who have been dropped for failure to attend may submit, in writing, an appeal to the course faculty member.
- Faculty members 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 student records office 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 written appeal to the appropriate instructional dean. The decision of the instructional dean 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 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 academic 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. 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 transcript(s) can be submitted online 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. ACADEMIC APPEAL PROCEDURE

The College has established a grade appeal procedure to be used if a student has a valid reason to believe that a grade he/she received for an examination, a written/oral presentation, a clinical, a lab, or a project is inaccurate or an inaccurate grade has influenced the final grade in the class. This procedure will be followed for all students whether enrolled in courses held on campus in a traditional classroom setting or courses that are delivered via distance learning formats.

Formal appeals are accepted only when a student believes the instructor did not assign the grade correctly based on the syllabus guidelines. Students may also appeal the final grade in the class if he/she believes the final grade is inaccurate.

To initiate the formal Academic Appeal process, a student must file the Academic Appeal Form **within ten (10) days of the College's *scheduled faculty duty days*** after the student has received the grade in question. If the student is appealing the final course grade, the ten (10) *scheduled faculty duty days* period will begin on the first class day of the next academic term for full term or second mini term classes or the first class day of the second mini term for first mini term classes.

The student will initiate the formal appeal by following the procedure outlined below. The student must demonstrate proof that the instructor did not assign the course grade correctly based on the syllabus guidelines. The burden of proof is the responsibility of the student when appealing a grade. A student who receives a failing grade because he/she was unaware of the procedure or deadline for withdrawing from a course does not have the right to appeal the grade.

Thereafter, each subsequent appeal must occur **within ten (10) of the College's scheduled faculty duty days** after the respective decision is emailed to the student's official SUSCC email address (SUSCC will use the institutional student email as its official form of communication). If a student does not meet the deadline for appealing a grade, the right to appeal will be waived.

### **Appeal Procedure:**

In appealing a grade, the student may have his or her concern about the grade reviewed through the following procedures:

#### **1. Initiation of appeal**

To initiate a grade appeal, the student must complete the Grade Appeal Form Level 1, and include a written statement describing why he/she believes that the grading procedures outlined in the class syllabus were not appropriately followed, attaching all relevant evidence to the form.

The completed form and evidence must be submitted in person or by email to the Assistant or Secretary to the Dean of Academic, Health Sciences, or Technical Services, as appropriate, The **ten (10) scheduled faculty duty days** period will begin on the first class day of the next academic term for full term or second mini term classes or the first class day of the second mini term for first mini term classes.

The assistant/secretary will log the appeal into the database and give a copy of the student's form to the course instructor.

#### **2. Instructor response:**

The instructor will prepare a written response **within (10) scheduled faculty duty days** of the receipt of the grade appeal and submit the response to the appropriate Dean's secretary or assistant.

The Instructional Dean's Assistant/Secretary will notify the student of the response from the instructor via the college email system and/or the phone number supplied by the student on the Academic Appeal Form.

The student may pick up a copy of the instructor's response from the Assistant/Secretary to the Instructional Dean or the response will be sent to the SUSCC email address.



### 3. Department Chair/Program Director response:

If the student does not feel the issue has been resolved by the instructor, he/she may submit a written request using the Academic Appeal Form, Level 2, for the department chair/program director to review the appeal to the appropriate dean's assistant/secretary ***within 10 scheduled faculty duty days*** of notification of the instructor's response. The completed appeal form may be emailed to the correct assistant/secretary by reviewing the list on the Appeal Form.

The dean's assistant/secretary will deliver copies of all documents to the department chair/program director who will analyze the appeal and provide a written response to the secretary/assistant ***within (10) scheduled faculty duty days***.

The chairperson/director has the authority to call in the instructor, to ask for the assistance of another SUSCC instructor or seek the opinion of an expert in the subject area under review.

The assistant/secretary will deliver the response from the department chair/program director to the student in the same manner indicated above.

### 4. Dean's/Academic Appeal Committee Decision:

If the student still believes there is a problem, he/she has ***(10) scheduled faculty duty days*** from notification of the chair/director's response to request in writing a review by the instructional dean.

The student has the choice for the appeal to be considered either by the instructional dean or by the Academic Appeal Committee. The preference of the student should be indicated on the Academic Appeal Form, Final Level. The Committee will have a representative from the instructional area but not the department or discipline in question, unless a subject matter expert is requested by the committee. If a choice is not indicated, the decision of whether to use a committee will be made by the instructional dean.

The dean's assistant/secretary will give a copy of all materials that had been submitted by the student, instructor, and chair/director by the appropriate dead line to either the appropriate dean or to the Appeal Committee.

If chosen, the committee will review documents and make a recommendation to the dean. The dean's assistant/secretary will deliver the response from the dean/Appeal Committee to the student in the same manner indicated in step 2 listed above. The instructional dean/Appeal Committee's written decision can not be appealed under the Academic Appeal Policy.

*\*The student may investigate the College Grievance process outlined in the College Catalog for additional options or the Appeal Process of the Alabama Community College System.*

### **Grade Appeal Decision: Subsequent Terms**

If the grade being appealed was earned in a full-term class during the fall, spring, or summer, the succeeding semester will be considered to be the spring, summer, or fall, respectively. If the grade being appealed is for a first split-term course, the

succeeding semester will be considered to be the second split-term of that semester. If the grade being appealed is for a second split-term course, the succeeding semester will be considered to be the same as if it were a full-term course.

If the grade appeal is in a course which is a prerequisite to a follow-up course for which the student is enrolled in the succeeding semester, the student will be allowed to enroll in the follow-up course if the student signs a statement that says:

I acknowledge that I am being allowed to enroll in <name of follow-up course(s)> pending the outcome of my grade appeal for <appealed course>. I understand that if my grade appeal for <appealed course> does not result in a change of grade that would qualify me to take <name of follow-up course(s)> I will be administratively withdrawn from the follow-up course(s) with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the follow-up course(s) is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully responsible for returning any financial aid refunds if withdrawal from courses results in a reduction in my aid amount.

If an unsuccessful grade appeal would result in the student being placed on academic suspension, the student will be allowed to enroll in the succeeding semester if the student signs a statement saying:

I acknowledge that I am being allowed to enroll in <term> pending the outcome of my grade appeal for <name of course>. If the grade appeal does not result in a change of grade that would preclude suspension, I will be administratively withdrawn from the college with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the courses I was enrolled in for <term> is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully responsible for returning any financial aid refund associated with <term>.

- Once the student has exhausted all the SUSCC appeal processes the student may choose to appeal to the Alabama Community College System. The student must use the System's official Student Complaint Form, which is available online at the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:

Alabama Community College System  
Attention: Division of Academic and Student Affairs  
P.O. Box 302130  
Montgomery, AL 36130-2130

- The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.
- The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
- If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

## 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 12 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 12 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; or
- 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).

#### **Suspension**

##### **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 through the Academic Suspension Appeals Committee.

Students on suspension for one year may file an Academic Suspension Appeal with the Admissions Committee. The appeal should include an Academic Suspension Appeal Form (available online or in the Record’s office), a detailed summary of consideration, supporting documentation, and a current unofficial copy the student’s college transcript.

### **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. Students who have been suspended for one year must serve at least one semester of the suspension before an appeal can be filed. If, upon appeal, the student is readmitted, the transcript will read **SUSPENDED—ONE YEAR/READMITTED UPON APPEAL**.

**Note:** *Students wishing to return to Southern Union after being placed on one-year academic suspension must wait one full semester before being considered for readmission. Students can apply for readmission, after waiting the appropriate time, 30 days prior to the start of the following term after serving their suspension.*

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.
- d. Transfer students on suspension may file an Academic Suspension Appeal with the Dean of Students. This appeal should include an Academic Suspension Appeal Form (available online or in the Dean's office), a detailed summary of consideration, supporting documentation, and a current unofficial copy of the student's college transcript.

## 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 Academic Suspension Appeals Committee with supporting documentation no later than one week prior to the first day of class. During the meeting of the Academic Suspension Appeals 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 Academic Suspension Appeals 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 40% 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 registrar.

### 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 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. A minimum score of 4 on the English Language/Composition Advanced Placement test is required to receive credit for English Composition I (ENG 101). 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. **Articulated Credit**

The purpose of Articulated Credit is to provide high school students who have successfully completed approved career 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 Dean of Technical Education and Workforce Development and the Dean of Academics.



#### **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 an official military transcript to the College Records office for evaluation.

Military transcripts can be obtained through the Joint Services Transcript website at [www.jst.doded.mil](http://www.jst.doded.mil). Once military transcripts are received the student should contact an academic adviser for a full evaluation of prior credit.

#### **5. Nursing and Emergency Medical Services Non-Traditional Credit Option**

Students transferring in to the ADN Program who have completed the LPN Program and are currently licensed in Alabama will be awarded 15 non-traditional hours after successful completion of the NUR 209 Concepts for Healthcare Transition Students.

Students transferring into the ADN program who have completed the Paramedic program and are currently licensed as a paramedic can be awarded 15 non-traditional hours at the completion of the NUR 209 Concepts for Healthcare Transition Students.

Students transferring in to the EMS Program from a non-accredited EMT Program will be awarded 10 hours of non-traditional credit upon completion of EMS 108 Directed Studies course (if they are entering the Advanced Medical Emergency Technician level), or EMS 156 Advanced Medical Technician Clinical (if they are entering the Paramedic level)

#### **6. 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.

## 7. **Credit Awarded Through Non-Traditional Means**

Southern Union recognizes that learning occurs in a variety of ways. As such, college credit may be awarded for learning obtained through non-traditional means, including, but not limited to credit awarded for prior learning, military training credit, and local and state-wide articulation agreements.

Prior Learning Assessment (PLA) is a means for a student to receive college-level credit for learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. PLA relies heavily on aligning learning gained through experience with outcomes found in traditional courses of higher education.

Credit awarded through nontraditional means may be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PREP, DSST, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Alabama Community College System.

### Process Overview

- The student must be admitted to the institution and meet all requirements for the program in which credit for prior learning is being sought.
- The student must make application to the institution for prior learning through the PLA contact for the program in which the credit is being sought.
- The PLA contact will guide the student through the process and will be the point of contact for all questions concerning PLA.

- A portfolio evaluation will be required for prior learning assessment. The student must compile a portfolio that includes a detailed summary of individual experiences applicable to college-level learning. The portfolio should include a description of experiences, and the skills learned from these experiences. The portfolio must contain a brief life history, statement of individual's career goals, description of experiences (work and non-work related) and related learning matched to courses for which credit is being sought, and any supporting documentation (e.g., licensures, certifications, continuing education units, training records, employer statements).
- A program area instructor will evaluate the portfolio for student's knowledge, skills, and experience in the program field to determine if the student should be considered for PLA credit.
- Upon completion of portfolio evaluations, the candidate will be informed of recommendations for award of credit or coursework needed. A \$25.00 portfolio assessment fee is required for each portfolio evaluation.
- All documentation of the PLA process, including evaluation results, will be maintained in the student's file by the Records Office.

## 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

An instructional program is defined as a combination of courses and experiences that is designed to accomplish a predetermined objective or set of allied objectives such as preparation for advanced study, qualification for an occupation or range of occupations, or simply the increase of knowledge and understanding. Southern Union State Community College is authorized to award the Associate in Science (AS) degree, the Associate in Applied Science (AAS) degree, the Associate in Occupational Technologies (AOT) degree as well as certificates in specified occupational areas.

Students desiring to earn an Associate in Science degree and then continue their education at a senior institution should schedule an appointment with an academic advisor. The academic advisor can provide information to the student concerning the college and program in which they wish to transfer. Southern Union State Community College provides transfer guides and agreements for state colleges and universities through the STARS program.

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.

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. Certificates are awarded to students who successfully complete the requirements of specific technical or occupational programs. These programs vary in length from one to four 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. 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.

## GENERAL EDUCATION CORE COMPETENCIES

The following competencies are the expected outcomes for graduates of degree programs at Southern Union State Community College.

*COMMUNICATION:* Degree graduates will demonstrate the ability to effectively communicate in academic, work, community, and social settings.

*CRITICAL THINKING:* Degree graduates will demonstrate the ability to evaluate information, apply reasoning to make a decision, and employ an action.

## 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 database 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 STARS guide is followed and the student retains a copy of the official STARS agreement, the guide will be honored by all Alabama public institutions of higher education that offer a program in the specified discipline for four years from the date of printing by the student, as recorded on the guide. 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 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.*

## ACADEMIC DIVISION

Dr. Linda North, Dean of Academics

The Academic Division at Southern Union State Community College offers the Associate in Science (AS) and Associate in Applied Science (AAS) degrees. Students may also earn certificates in some curriculum areas. Academic Division departments include Business, Child Development, Fine Arts, Language Arts, Mathematics, Science, and Social Science. The Learning Resource Centers and Adult Education 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.

### PROGRAM ABBREVIATIONS AND AWARDS

#### I. Associate in Science (AS)

The Associate in Science degree is an undergraduate award signifying successful completion of a prescribed course of study (60 to 64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree in the sciences or a specialized professional field.

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

The Associate in Applied Science degree is an undergraduate award signifying successful completion of a prescribed course of study (60 to 76 semester credit hours) designed for students who wish to prepare for a career and at the same time enjoy the rewards of college general education. 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, Administrative Office Management, or  
Medical Administrative Office Management

#### III. Certificate (CER)

The Certificate prepares students for employment in specific occupational fields. A student who completes the requirements of a prescribed course of study (30 to 60 semester credit hours) as outlined in the Catalog is awarded a Certificate. Certificates are offered in the following programs:

MST Business Management and Supervision

With options in: Entrepreneur

CHD Child Development

CIS Computer Science

OAD Office Management

With options in: Accounting, Administrative Office Management, or  
Medical Administrative Office Management

#### IV. CTE Short-Term Certificate (STC)

The CTE Short-Term Certificate is an undergraduate award signifying the successful completion of a prescribed course of study (9 to 29 semester credit hours) equipping the student with a focused set of skills for an entry-level position in business or industry. CTE Short-Term Certificates are not designed for transfer to a senior institution. CTE Short-Term Certificates are offered in the following programs:

MST	Business Management and Supervision With options in: Business Education
CHD	Child Development With options in: Child Development Associate (CDA)
CIS	Computer Science With options in: Computer & Network Support, Computer Hardware & Software Support, or App Development with Swift
CRJ	Criminal Justice
OAD	Office Management With options in: Accounting, Administrative Office Management, Medical Billing Specialist, Medical Transcription, or Word Processing

#### V. General Education Short-Term Certificate

The General Education Short-Term Certificate is an undergraduate award signifying completion of a prescribed course of study (29 semester hours) designed to assist students in developing an academic foundation to earn credit toward the associate of arts or associate of science degree.

### GENERAL EDUCATION Short-Term Certificate

Stars Guide Area	Courses	Credit Hours
Area I	Written Composition I and II	6
*Area II	Humanities and Fine Arts	3-9 hours
**Area III	Natural Science & Mathematics	6-8 hours
***Area IV	History, Social, & Behavioral Sciences	6-9 hours
Area V	Electives (ORI 101 is required)	1-3 hours
		<i>29 hours required</i>

\*Core Humanities and Fine Arts include area/ethnic studies, art and art history, dance, ethics, foreign languages, music and music history, philosophy, religious studies, speech, and theater.

\*\* Core Natural Sciences include astronomy, biological sciences, chemistry, earth science, geology, physical geography, physics, and physical science.

\*\*\*Core History, Social, and Behavioral Sciences include anthropology, economics, geography, political science, psychology, and sociology.



**General Education Short-Term Certificate  
Curriculum Map Example  
First Semester**

Course Number	Course Name	Credit Hours
ENG 101	English Composition I	3
MTH 110	Finite Mathematics or	
MTH 112	Precalculus Algebra	3
PSY 200	General Psychology	3
ORI 101	Orientation to College	1
	Humanities or Fine Arts Elective	3
		<i>13 hours</i>

**General Education Short-Term Certificate  
Curriculum Map Example  
Second Semester**

Course Number	Course Name	Credit Hours
ENG 102	English Composition II	3
BIO 103	Principles of Biology I	4
HIS 101	History of Western Civilization I	3
SOC 200	Introduction to Sociology	3
SPH 106	Fundamentals of Oral Communication or	
SPH 107	Fundamentals of Public Speaking	3
		<i>16 hours</i>

**ASSOCIATE IN SCIENCE  
General Education Core**

**Area I: Written Composition** **6 Credit Hours**

Study in this area addresses effective written communication skills, which are essential in a literate society.

- *ENG 101 and ENG 102* (A minimum grade of C is required.)

**Area II: Humanities and Fine Arts\*** **12 Credit Hours**

Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. In addition to literature, disciplines in the humanities and fine arts include, but are not limited to, area/ethnic studies, art and art history, dance, ethics, foreign languages, music and music history, philosophy, religious studies, speech, and theater.

- \*\*Must complete a minimum of three (3) semester hours in Literature.  
*ENG 251 and/or ENG 252 or ENG 271 and/or ENG 272*
- Must complete a minimum of three (3) semester hours in Fine Arts.  
*ART 100, MUS 101, THR 120 or THR 126*

- The remaining six (6) semester hours to be selected from the following: *ART 100, ENG 271, ENG 272, GRN 101, GRN 102, HUM 101, MUS 101, REL 151, REL 152, SPA 101, SPA 102, SPH 106, SPH 107, THR 120, THR 126, SPH 106, SPH 107, and IDS 102*

### **Area III: Natural Sciences and Mathematics 11-12 Credit Hours**

Study in the natural sciences and mathematics emphasizes the scientific method and applies quantitative or inductive reasoning. In addition to mathematics, disciplines in the natural sciences include, but are not limited to, astronomy, biological sciences, chemistry, earth science, geology, physical geography, physical science, and physics.

- Must complete a minimum of three (3) semester hours in Mathematics at the Precalculus Algebra (MTH 112) or Finite Math (MTH 110) level or higher.
- Must complete eight (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 or CHM 104 and CHM 111 cannot be taken together to fulfill the science requirements of Area III.*

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

Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures, and economics. In addition to history, disciplines include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology.

- \*\*Must complete a minimum of three (3) semester hours in History. *HIS 101 and/or HIS 102 or HIS 201 and/or HIS 202*
- Must complete a minimum of nine (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 V: Pre-Professional, Major, and Elective Courses \*19-23 Credit Hours**

Area V is designated for courses appropriate to the degree/major requirements of the individual student.

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

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

*\*ENGINEERING EXCEPTIONS: For all engineering majors, the AGSC voted to allow the hour requirements in Area II to be reduced from 12SH to 9 SH and in Area IV to be reduced from 12 SH to 9 SH. This reduction allowed for additional hours (6 semester hours) to be added to Area V for engineering majors so that required math and science courses could be taken prior to transfer that would meet national engineering accreditation standards (ABET). The ACCS has adopted this exception. Engineering students may take 9 hours in Area II, 9 hours in Area IV, and 25 to 29 hours in Area V.*

*\*\*Must complete a 6 semester hour sequence either in Literature or in History. The sequences in Area II and IV in Literature or History need 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 Community College System are authorized to provide only 50 percent of that total (60-64 hours).*

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

**CONCURRENT ENROLLMENT PROGRAMS**

Concurrent Enrollment Programs allow students to enroll in Southern Union State Community College courses and in selected programs with four-year universities simultaneously. The students must be accepted in both colleges and must meet eligibility standards for the university program(s) in order to qualify for concurrent enrollment. Students in the concurrent enrollment programs will have access to facilities, academic advising, and other services at both colleges. Students benefit from concurrent enrollment programs by earlier exposure to a four-year campus and major courses, guaranteed admittance into designated programs or departments, and increased probability of graduating in four years.

**SATURDAY COLLEGE**

Saturday College offers students an opportunity to earn an Associate in Science degree in seven semesters or less by attending classes on Saturday. Student cohorts will begin each fall semester and will take a combination of onsite and online courses. Transfer options in Business, Communication, Early Childhood/Elementary Education, Psychology, or Social Work are available through Saturday College. Additionally, Health Sciences and Technical Academic Core options are available for the programs offered through Southern Union's Health Sciences and Technical Divisions. Saturday College is offered at Southern Union's Valley Campus (321 Fob James Drive).

## BUSINESS DEPARTMENT PROGRAMS

Business managers are employed in virtually every sector of the economy, working in positions as varied as customer service manager, office manager, 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, managers and 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 assess their progress toward meeting their objectives.

The Associate in Applied Science degree 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. While obtaining their degrees or certificates, students will also have the opportunity to acquire MOS (Microsoft Office Specialist) and NOCTI (National Occupational Competency Testing Institute) certifications. 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

<b>First Term</b>	<b>CR</b>
BUS 100 Introduction to Business	3
CIS 146 Microcomputer Applications	3
<b>ENG 101</b> <i>English Composition I</i>	<b>3</b>
<b>MTH 100</b> <i>Intermediate College Algebra or higher level math</i>	<b>3</b>
<i>Humanities or Fine Arts Elective**</i>	<b>3</b>
<b>Second Term</b>	
BUS 215 Business Communication	3
BUS 241 Principles of Accounting I	3
BUS 279 Small Business Management	3
<b>ECO 231</b> <i>Principles of Macroeconomics</i>	<b>3</b>
<b>SPH 106</b> <i>Fundamentals of Oral Communication or</i>	
<b>SPH 107</b> <i>Fundamentals of Public Speaking</i>	<b>3</b>
<b>Third Term</b>	
BUS 242 Principles of Accounting II or	
BUS 245 Accounting with Quickbooks	3
BUS 275 Principles of Management	3
BUS 276 Human Resource Management	3
<b>ECO 232</b> <i>Principles of Microeconomics</i>	<b>3</b>
<i>Natural Science Elective</i>	<b>4</b>

<b>Fourth Term</b>		<b>CR</b>
BUS 146	Personal Finance	3
BUS 263	Legal & Social Environment of Business	3
BUS 271	Business Statistics I or	
BUS 285	Principles of Marketing	3
<b>MTH 265</b>	<b>Elementary Statistics</b>	<b>3</b>
CIS 113	Spreadsheet Software Applications	3
<b>CREDIT HOUR TOTAL</b>		<b>61</b>

*Notes: Classes may be taken in any semester if prerequisites are met.*

*\*\*Speech/foreign language courses do not meet this humanities/fine arts requirement.*

### **BUSINESS MANAGEMENT AND SUPERVISION** **CTE Short-Term Certificate**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
BUS 275	Principles of Management	3
CIS 146	Microcomputer Applications	3
<b>ENG 101</b>	<b>English Composition I</b>	<b>3</b>
<b>Second Term</b>		
BUS 215	Business Communication	3
BUS 276	Human Resource Management	3
BUS 279	Small Business Management	3
<b>CREDIT HOUR TOTAL</b>		<b>21</b>

*Note: Classes may be taken in any semester if prerequisites are met.*

### **ENTREPRENEUR** **Certificate**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
BUS 275	Principles of Management	3
CIS 146	Microcomputer Applications	3
<b>ENG 101</b>	<b>English Composition I</b>	<b>3</b>
<b>Second Term</b>		
BUS 215	Business Communication	3
BUS 245	Accounting with Quickbooks	3
BUS 271	Business Statistics I or	
<b>MTH 265</b>	<b>Elementary Statistics</b>	<b>3</b>
BUS 276	Human Resource Management	3
<b>ECO 231</b>	<b>Principles of Macroeconomics</b>	<b>3</b>

<b>Third Term</b>		<b>CR</b>
BUS 263	Legal & Social Environment of Business	3
BUS 279	Small Business Management	3
BUS 285	Principles of Marketing	3
<i>ECO 232</i>	<i>Principles of Microeconomics</i>	3
<i>MTH 100</i>	<i>Intermediate College Algebra or higher level math</i>	3
<b>CREDIT HOUR TOTAL</b>		<b>45</b>

*Note: Classes may be taken in any semester if prerequisites are met.*

**BUSINESS EDUCATION**  
**CTE Short-Term Certificate**

<b>First Term</b>		<b>CR</b>
CIS 146	Microcomputer Applications	3
<i>ECO 231</i>	<i>Principles of Macroeconomics</i>	3
<i>ENG 101</i>	<i>English Composition I</i>	3
	BUS/OAD/CIS Elective	3
<b>Second Term</b>		
<i>ECO 232</i>	<i>Principles of Microeconomics</i>	3
	BUS/OAD/CIS Elective	3
	BUS/OAD/CIS Elective	3
<b>TOTAL HOURS</b>		<b>21</b>

*Note: Classes may be taken in any semester if prerequisites are met.*

**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. While obtaining their degrees or certificates, students will also have the opportunity to acquire CompTIA A+ and Certified Internet Web Professional (CIW) certifications. Students should contact an academic advisor regarding the transferability of specific courses to a four-year institution.

**COMPUTER SCIENCE**  
**Associate in Applied Science**

<b>First Term</b>	<b>CR</b>
CIS 130* Introduction to Information Systems	3
CIS 146 Microcomputer Applications	3
CIS 157 Introduction to App Development with Swift	3
CIS 255 Java Programming	3
<b>ENG 101 English Composition I</b>	<b>3</b>
<b>MTH 100 Intermediate College Algebra or higher level math</b>	<b>3</b>
<b>Second Term</b>	
CIS 220 App Development with Swift I	3
CIS 251 C++ Programming	3
CIS 256 Advanced Java Programming	3
CIS 268 Software Support	3
CIS 269 Hardware Support	3
<b>Speech Elective</b>	<b>3</b>
<b>Third Term</b>	
BUS 215 Business Communication	3
CIS 199 Network Communications	3
CIS 207 Introduction to Web Development	3
CIS 222 Database Management	3
CIS 227 App Development with Swift II	3
<b>Economics Elective</b>	<b>3</b>
<b>Fourth Term</b>	
CIS 151 Graphics for the World Wide Web	3
CIS 246 Ethical Hacking	3
CIS 277 Network Services Administration	3
<b>Humanities or Fine Arts Elective**</b>	<b>3</b>
<b>Natural Science Elective</b>	<b>4</b>
<b>CREDIT HOUR TOTAL</b>	<b>70</b>

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

\*CIS 130 may be challenged.

\*\*Speech/foreign language courses do not meet this humanities/fine arts requirement.

**COMPUTER SCIENCE****Certificate**

<b>First Term</b>		<b>CR</b>
CIS 130*	Introduction to Information Systems	3
CIS 255	Java Programming	3
<b>ENG 101</b>	<b>English Composition I</b>	<b>3</b>
<b>MTH 100</b>	<b>Intermediate College Algebra or higher level math</b>	<b>3</b>
<b>Second Term</b>		
CIS 251	C++ Programming	3
CIS 256	Advanced Java Programming	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
<b>Third Term</b>		
CIS 146	Microcomputer Applications	3
CIS 199	Network Communications	3
CIS 207	Introduction to Web Development	3
CIS 222	Database Management	3
<b>Fourth Term</b>		
CIS 157	Introduction to App Development with Swift	3
CIS 246	Ethical Hacking	3
CIS 277	Network Services Administration	3
<b>CREDIT HOUR TOTAL</b>		<b>45</b>

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

*\*CIS 130 may be challenged.*

**COMPUTER & NETWORK SUPPORT****CTE Short-Term Certificate**

<b>First Term</b>		<b>CR</b>
CIS 130*	Introduction to Information Systems or	
CIS 146	Microcomputer Applications	3
CIS 199	Network Communications	3
CIS 255	Java Programming	3
<b>ENG 101</b>	<b>English Composition I</b>	<b>3</b>
<b>Second Term</b>		
CIS 246	Ethical Hacking	3
CIS 256	Advanced Java Programming	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 277	Network Services Administration	3
<b>CREDIT HOUR TOTAL</b>		<b>27</b>

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

*\*CIS 130 may be challenged.*



## COMPUTER HARDWARE & SOFTWARE SUPPORT CTE Short-Term Certificate

<b>Courses</b>	<b>CR</b>
CIS 130* Introduction to Information Systems or	
CIS 146 Microcomputer Applications	3
CIS 268 Software Support	3
CIS 269 Hardware Support	3
<b>CREDIT HOUR TOTAL</b>	<b>9</b>

**Note:** \*CIS 130 may be challenged.

## APP DEVELOPMENT WITH SWIFT CTE Short-Term Certificate

### First Term

CIS 157 Introduction to App Development with Swift	3
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### Second Term

CIS 220 App Development with Swift I	3
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### Third Term

CIS 151 Graphics for the World Wide Web	3
CIS 227 App Development with Swift II	3

<b>CREDIT HOUR TOTAL</b>	<b>12</b>
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**Note:** Courses may be taken in any semester if prerequisites are met.

## OFFICE MANAGEMENT

The Office Management programs are designed for the professional development of individuals who desire to upgrade their knowledge and skills of business and prepare themselves for administrative office positions. The Office Management programs are broken into three main options - Accounting, Administrative Office Management, and Medical Administrative Office Management. Associate degrees and certificates are available under each option. Short certificates are offered for those students who are seeking employment or to upgrade skills in the field of accounting, administrative office management, medical billing, or medical transcription. While obtaining their degrees or certificates, students will also have the opportunity to acquire MOS (Microsoft Office Specialist) and NOCTI (National Occupational Competency Testing Institute) certifications. Although some of the courses transfer to four-year institutions, students should contact an academic advisor regarding the transferability of specific courses.

**OFFICE MANAGEMENT - ACCOUNTING**  
**Associate in Applied Science**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
OAD 101*	Beginning Keyboarding	3
OAD 131	Business English	3
<b><i>MTH 100</i></b>	<b><i>Intermediate College Algebra or higher level math</i></b>	<b><i>3</i></b>
<b>Second Term</b>		
BUS 241	Principles of Accounting I	3
CIS 113	Spreadsheet Software Applications	3
<b><i>ENG 101</i></b>	<b><i>English Composition I</i></b>	<b><i>3</i></b>
OAD 103*	Intermediate Keyboarding	3
<b><i>SPH 106</i></b>	<b><i>Fundamentals of Oral Communications or</i></b>	
<b><i>SPH 107</i></b>	<b><i>Fundamentals of Public Speaking</i></b>	<b><i>3</i></b>
<b>Third Term</b>		
BUS 215	Business Communications	3
BUS 242	Principles of Accounting II	3
BUS 275	Principles of Management	3
CIS 117	Database Management Software Applications	3
<b>Fourth Term</b>		
BUS 245	Accounting with Quickbooks	3
OAD 138	Records & Information Management	3
OAD 218	Office Procedures	3
BUS 248	Managerial Accounting	3
BUS 263	Legal & Social Environment of Business	3
<b>Fifth Term</b>		
BUS 276	Human Resource Management	3
<b><i>ECO 231</i></b>	<b><i>Principles of Macroeconomics or</i></b>	
<b><i>ECO 232</i></b>	<b><i>Principles of Microeconomics</i></b>	<b><i>3</i></b>
	<b><i>Natural Science Elective</i></b>	<b><i>4</i></b>
	<b><i>Humanities or Fine Arts Elective**</i></b>	<b><i>3</i></b>
<b>CREDIT HOUR TOTAL</b>		<b>67</b>

*Notes: \* OAD101 and OAD103 may be challenged.*

*\*\*Speech/foreign language courses do not meet this humanities/fine arts requirement.*

**OFFICE MANAGEMENT -  
ADMINISTRATIVE OFFICE MANAGEMENT  
Associate in Applied Science**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
OAD 101*	Beginning Keyboarding	3
OAD 131	Business English	3
<b>MTH 100</b>	<b>Intermediate College Algebra or higher level math</b>	<b>3</b>
<b>Second Term</b>		
BUS 241	Principles of Accounting I	3
OAD 103*	Intermediate Keyboarding	3
<b>ECO 231</b>	<b>Principles of Macroeconomics or</b>	
<b>ECO 232</b>	<b>Principles of Microeconomics</b>	<b>3</b>
<b>ENG 101</b>	<b>English Composition I</b>	<b>3</b>
<b>SPH 106</b>	<b>Fundamentals of Oral Communications or</b>	
<b>SPH 107</b>	<b>Fundamentals of Public Speaking</b>	<b>3</b>
<b>Third Term</b>		
BUS 215	Business Communications	3
BUS 275	Principles of Management	3
OAD 125	Word Processing	3
	<b>Natural Science Elective</b>	<b>4</b>
<b>Fourth Term</b>		
CIS 117	Database Management Software Applications	3
OAD 138	Records/Information Management	3
OAD 200	Machine Transcription	3
<b>Fifth Term</b>		
BUS 276	Human Resource Management	3
CIS 113	Spreadsheet Software Applications	3
OAD 218	Office Procedures	3
OAD 233	Trends in Office Technology	3
	<b>Humanities or Fine Arts Elective**</b>	<b>3</b>
 <b>CREDIT HOUR TOTAL</b>		 <b>64</b>

**Notes:** \*OAD101 and OAD103 may be challenged.

\*\*Speech/foreign language courses do not meet this humanities/fine arts requirement.

**OFFICE MANAGEMENT -  
MEDICAL ADMINISTRATIVE OFFICE MANAGEMENT  
Associate in Applied Science**

<b>First Term</b>	<b>CR</b>
<i>BIO 201 Human Anatomy &amp; Physiology I</i>	<i>4</i>
<i>ENG 101 English Composition I</i>	<i>3</i>
OAD 101* Beginning Keyboarding	3
<i>MTH 100 Intermediate College Algebra or higher level math</i>	<i>3</i>
<b>Second Term</b>	
<i>BIO 202 Human Anatomy &amp; Physiology II</i>	<i>4</i>
BUS 241 Principles of Accounting I	3
<i>ECO 231 Principles of Macroeconomics or</i>	
<i>ECO 232 Principles of Microeconomics</i>	<i>3</i>
OAD 103* Intermediate Keyboarding	3
OAD 211 Medical Terminology	3
OAD 131 Business English	3
<b>Third Term</b>	
BUS 100 Introduction to Business	3
BUS 215 Business Communications	3
OAD 125 Word Processing	3
<b>Fourth Term</b>	
OAD 212 Medical Transcription	3
OAD 215 Health Information Management	3
<i>SPH 106 Fundamentals of Oral Communications or</i>	
<i>SPH 107 Fundamentals of Public Speaking</i>	<i>3</i>
<i>Humanities or Fine Arts Elective**</i>	<i>3</i>
<b>Fifth Term</b>	
CIS 113 Spreadsheet Software Applications	3
OAD 138 Records/Information Management	3
OAD 214 Medical Office Procedures	3
OAD 216 Advanced Health Information Management	3
<b>CREDIT HOUR TOTAL</b>	<b>65</b>

*Notes: \*OAD101 and OAD103 may be challenged.*

*\*\*Speech/foreign language courses do not meet this humanities/fine arts requirement.*

**OFFICE MANAGEMENT - ACCOUNTING****Certificate**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
OAD 101*	Beginning Keyboarding	3
OAD 131	Business English	3
<b><i>MTH 100</i></b>	<b><i>Intermediate College Algebra or higher level math</i></b>	<b>3</b>
<b>Second Term</b>		
BUS 241	Principles of Accounting I	3
CIS 113	Spreadsheet Software Applications	3
<b><i>ENG 101</i></b>	<b><i>English Composition I</i></b>	<b>3</b>
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
BUS 275	Principles of Management	3
CIS 117	Database Management Software Applications	3
<b>Fourth Term</b>		
BUS 248	Managerial Accounting	3
BUS 263	Legal & Social Environment of Business	3
BUS 245	Accounting with Quickbooks	3
OAD 218	Office Procedures	3
<b>CREDIT HOUR TOTAL</b>		<b>51</b>

**Note:** \*OAD101 and OAD103 may be challenged.

**OFFICE MANAGEMENT -  
ADMINISTRATIVE OFFICE MANAGEMENT****Certificate**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
<b><i>ENG 101</i></b>	<b><i>English Composition I</i></b>	<b>3</b>
<b><i>MTH 100</i></b>	<b><i>Intermediate College Algebra or higher level math</i></b>	<b>3</b>
OAD 101*	Beginning Keyboarding	3
OAD 131	Business English	3
<b>Second Term</b>		
OAD 103*	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
CIS 113	Spreadsheet Software Applications	3
OAD 125	Word Processing	3
OAD 200	Machine Transcription	3

<b>Third Term</b>		<b>CR</b>
BUS 215*	Business Communication	3
BUS 241	Principles of Accounting I	3
BUS 275	Principles of Management	3
CIS 117	Database Management Software Applications	3
OAD 218	Office Procedures	3
<i>SPH 106</i>	<i>Fundamentals of Oral Communication or</i>	
<i>SPH 107</i>	<i>Fundamentals of Public Speaking</i>	3
<b>CREDIT HOUR TOTAL</b>		<b>48</b>

*Note: \*OAD101 and OAD103 may be challenged.*

**OFFICE MANAGEMENT -  
MEDICAL ADMINISTRATIVE OFFICE MANAGEMENT  
Certificate**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
<i>ENG 101</i>	<i>English Composition I</i>	3
<i>MTH 100</i>	<i>Intermediate College Algebra or higher level math</i>	3
OAD 101*	Beginning Keyboarding	3
OAD 131	Business English	3
<b>Second Term</b>		
<i>BIO 201</i>	<i>Human Anatomy &amp; Physiology I</i>	4
OAD 103*	Intermediate Keyboarding	3
OAD 211	Medical Terminology	3
OAD 138	Records/Information Management	3
<b>Third Term</b>		
<i>BIO 202</i>	<i>Human Anatomy &amp; Physiology II</i>	4
OAD 212	Medical Transcription	3
OAD 215	Health Information Management	3
OAD 125	Word Processing	3
<b>Fourth Term</b>		
BUS 215	Business Communications	3
OAD 214	Medical Office Procedures	3
OAD 216	Advanced Health Information Management	3
<b>CREDIT HOUR TOTAL</b>		<b>50</b>

*Note: \*OAD101 and OAD103 may be challenged.*

**OFFICE MANAGEMENT - ACCOUNTING  
CTE Short-Term Certificate**

<b>First Term</b>		<b>CR</b>
BUS 275	Principles of Management	3
BUS 241	Principles of Accounting I	3
<i>MTH 100</i>	<i>Intermediate College Algebra or higher level math</i>	<i>3</i>
BUS 215	Business Communication	3
<b>Second Term</b>		
BUS 245	Accounting with Quickbooks	3
BUS 263	Legal & Social Environment of Business	3
OAD 131	Business English	3
BUS 242	Principles of Accounting II	3
CIS 113	Spreadsheet Software Applications	3
<b>CREDIT HOUR TOTAL</b>		<b>27</b>

**OFFICE MANAGEMENT -  
ADMINISTRATIVE OFFICE MANAGEMENT  
CTE Short-Term Certificate**

<b>First Term</b>		<b>CR</b>
BUS 100	Introduction to Business	3
OAD 131	Business English	3
OAD 125	Word Processing	3
<b>Second Term</b>		
BUS 215	Business Communications	3
CIS 113	Spreadsheet Software Applications	3
OAD 218	Office Procedures	3
OAD 138	Records/Information Management	3
<b>CREDIT HOUR TOTAL</b>		<b>21</b>

**OFFICE MANAGEMENT - MEDICAL BILLING SPECIALIST  
CTE Short-Term Certificate**

<b>First Term</b>		<b>CR</b>
OAD 131	Business English or	
<i>ENG 101</i>	<i>English Composition I</i>	<i>3</i>
OAD 211	Medical Terminology	3
OAD 215	Health Information Management	3
<i>BIO 201</i>	<i>Human Anatomy &amp; Physiology I</i>	<i>4</i>

<b>Second Term</b>			<b>CR</b>
<b>BIO 202</b>	<b><i>Human Anatomy &amp; Physiology II</i></b>		<b>4</b>
OAD 214	Medical Office Procedures		3
OAD 216	Advanced Health Information Management		3
<b>CREDIT HOUR TOTAL</b>			<b>23</b>

**OFFICE MANAGEMENT - MEDICAL TRANSCRIPTION**  
**CTE Short-Term Certificate**

<b>First Term</b>			<b>CR</b>
<b>BIO 201</b>	<b><i>Human Anatomy &amp; Physiology I</i></b>		<b>4</b>
OAD 131	Business English <i>or</i>		
<b>ENG 101</b>	<b><i>English Composition I</i></b>		<b>3</b>
OAD 211	Medical Terminology		3
<b>Second Term</b>			
<b>BIO 202</b>	<b><i>Human Anatomy &amp; Physiology II</i></b>		<b>4</b>
OAD 212	Medical Transcription		3
OAD 214	Medical Office Procedures		3
<b>CREDIT HOUR TOTAL</b>			<b>20</b>

**OFFICE MANAGEMENT - WORD PROCESSING**  
**CTE Short-Term Certificate**

<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 OAD103 may be challenged.*

**BUSINESS DEPARTMENT INTERNSHIPS**

In collaboration with local business and industry, the business department at Southern Union State Community College offers internships in Business Management and Supervision, Computer Science, and Office Management. The benefit to the students is real-world work experience that will assist the student in obtaining gainful employment



upon completion of their degree. It also provides students with an opportunity to further develop their classroom skills and increase their knowledge of their chosen career path. The potential benefit to the employer would be a value-added employee to consider for any further openings within their company.

Students who have completed at least two semesters of studies at Southern Union and meet the minimum internship requirements may apply to receive credit through this program.

For more information, please contact Dr. R. G. Taunton at [gtaunton@suscc.edu](mailto:gtaunton@suscc.edu) or (334) 745-6437 ext. 5392.

### **BUSINESS DEPARTMENT INDEPENDENT STUDY**

A student may request an independent study if they are in their last academic semester and must have the class to graduate.

Procedures for requesting an independent study are as follows:

1. The student must obtain the independent study request form from the department chair.
2. The student must meet with his/her advisor to obtain required information and signatures on the independent study request form.
3. The student must submit the completed form to the instructor for the class at least 10 faculty duty days prior to the first class meeting of the semester.
4. The student must sign a learning contract for the course.

For more information, please contact Dr. R. G. Taunton at [gtaunton@suscc.edu](mailto:gtaunton@suscc.edu) or (334) 745-6437 ext. 5392.

### **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 Associate in Applied Science degree exceeds the Alabama state minimum standard qualifications for director, program director, and teacher in a licensed childcare center. Students returning after a six or more consecutive term absence (including summer terms) are required to fulfill the current degree requirements.

**CHILD DEVELOPMENT**  
**Associate in Applied Science**

<b>First Term</b>		<b>CR</b>
CHD 100	Introduction to Early Care and Education of Children	3
CHD 203	Children's Literature and Language Development	3
<i>ENG 101</i>	<i>English Composition I</i>	<i>3</i>
<i>PSY 200</i>	<i>General Psychology</i>	<i>3</i>
 <b>Second Term</b>		
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
<i>MTH 100</i>	<i>Intermediate College Algebra or higher level math</i>	<i>3</i>
CIS 146	Microcomputer Applications	3
<i>SPH 106</i>	<i>Fundamentals of Oral Communications or</i>	
<i>SPH 107</i>	<i>Fundamentals of Public Speaking</i>	<i>3</i>
 <b>Third Term</b>		
CHD 204	Methods and Materials for Teaching Young Children	3
CHD 206	Children's Health and Safety	3
CHD 224	School-Age Childcare	3
<i>PHS 111</i>	<i>Physical Science I</i>	<i>4</i>
 <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
	<i>Humanities or Fine Arts Elective**</i>	<i>3</i>
 <b>Fifth Term</b>		
CHD 210	Educating Children with Exceptional Needs	3
CHD 215	Supervised Practical Experience in Child Development	3
BUS 100	Introduction to Business	3
HED 231	First Aid	3
<b>CREDIT HOUR TOTAL</b>		<b>67</b>

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

*\*\*Speech/foreign language courses do not meet this humanities/fine arts requirement.*

**CHILD DEVELOPMENT****Certificate**

<b>First Term</b>		<b>CR</b>
CHD 100	Introduction to Early Care and Education of Children	3
CHD 203	Children's Literature and Language Development	3
<b>ENG 101</b>	<b>English Composition I</b>	<b>3</b>
CIS 146	Microcomputer Applications	3
<b>Second Term</b>		
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
<b>MTH 100</b>	<b>Intermediate College Algebra or higher level math</b>	<b>3</b>
<b>SPH 106</b>	<b>Fundamentals of Oral Communications or</b>	
<b>SPH 107</b>	<b>Fundamentals of Public Speaking</b>	<b>3</b>
<b>Third Term</b>		
CHD 204	Methods and Materials for Teaching Young Children	3
CHD 206	Children's Health and Safety	3
CHD 224	School-Age Childcare	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
HED 231	First Aid	3
<b>CREDIT HOUR TOTAL</b>		<b>45</b>

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

**CHILD DEVELOPMENT**  
**CTE Short-Term Certificate**

<b>First Term</b>		<b>CR</b>
CHD 100	Introduction to 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 Young Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 206	Children's Health and Safety	3
CHD 209	Infant & Toddler Education Programs	3
HED 231	First Aid	3
<b>CREDIT HOUR TOTAL</b>		<b>27</b>

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

**CHILD DEVELOPMENT ASSOCIATE  
CTE Short-Term Certificate**

The following series of courses meets the educational requirement for students who are already employed in the field of child development and are seeking the Child Development Associate credential awarded by the Council for Professional Recognition.

<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>

**CRIMINAL JUSTICE**

The coursework for this certificate may provide a foundation for students desiring to further their education with an associate or bachelor's degree. Interested students should speak with an advisor for more information.

**CRIMINAL JUSTICE  
CTE Short-Term Certificate**

<b>First Term</b>		<b>CR</b>
CRJ 100	Introduction to Criminal Justice	3
CRJ 110	Introduction to Law Enforcement	3
<i>ENG 101</i>	<i>English Composition I</i>	<i>3</i>
PED 103	Weight Training	1
 <b>Second Term</b>		
CIS 146	Microcomputer Applications	3
CRJ 140	Criminal Law and Procedure	3
CRJ 150	Introduction to Corrections	3
PED	Elective (Activity)	1
 <b>Third Term</b>		
CRJ 160	Introduction to Security	3
POL 211	American National Government	3
<i>PSY 200</i>	<i>General Psychology or</i>	
<i>SOC 200</i>	<i>Introduction to Sociology</i>	<i>3</i>
<b>Total Credit Hours</b>		<b>29</b>

## DISTANCE EDUCATION

The Distance Education program at Southern Union offers students the opportunity to choose from an array of quality, affordable courses that may be completed at a time and place that conveniently fits in their lifestyle. Courses offered by distance education are the same quality courses as those taught traditionally in a classroom setting. Tuition and fees are equivalent to those for traditional courses, except for remote test-proctoring fees required in all online and some hybrid/blended courses.

Two forms of distance education courses are available at Southern Union -- online and hybrid/blended.

- Online courses deliver one hundred percent (100%) of the course content electronically. No on-campus attendance, meeting, or testing is required. Tests are proctored using a variety of digital means that require a student use a webcam and microphone during testing. This technology may also require the student download test security software to their personal computer. A minimal charge will be added to the tuition for online courses to cover the cost of an online proctoring service for the final exam.
- A hybrid/blended course is a classroom-based course that is heavily supplemented with web technology. Fifty percent (50%) or more of the course content is electronically delivered. Hybrid/blended courses require some on-campus attendance. For details about the attendance requirements for each hybrid/blended course, refer to the course notes in the class schedule. SUSCC also classifies some courses that are electronically delivered, but require on-campus testing, as hybrid. These courses are officially reported as online delivery courses.

Students may register for online or hybrid/blended courses in the same manner they register for other courses. Please note that ORI 111 Online Learning Basics is required prior to or concurrently with the first online or hybrid/blended class at Southern Union. Online and hybrid/blended classes follow the same semester time guidelines as other courses. All distance education courses at Southern Union are delivered through the Canvas Learning Management System (LMS).

Students enrolled in Internet courses or hybrid/blended courses should have a home computer with reliable high-speed Internet service. **Mobile devices are not recommended.** In an emergency, students may complete online work in the LRC computer labs available at every Southern Union campus, though open labs may not be used for proctored testing.

Distance education courses are not self-paced and assignment deadlines are set throughout the semester. Students are responsible for accessing Canvas courses on the published first day of class. Completing courses by distance education requires computer literacy and reading.

For more information about Distance Education, please refer to [www.suscc.edu](http://www.suscc.edu) and click on Programs of Study/Distance Education, or contact the Distance Education office at (334) 745-6437, extension 5516 or 5378.

## **Distance Education Students Residing Outside of Alabama**

Many states have regulations that require Southern Union to seek authorization to offer distance education courses to students who reside in those states. To assure that SUSCC meets these regulations, the college is a member of NC SARA ([www.nc-sara.org](http://www.nc-sara.org)). At this time, 49 states, with the exception of California, and several territories have entered into a reciprocity agreement through NC-SARA. Students residing in a state that is not a NC SARA member should contact the Distance Education department before enrolling in online classes.

Students who reside outside of Alabama and are seeking professional licensure (for example: nursing, teaching, cosmetology, radiologic technology, etc.) in their home state should be informed that Southern Union cannot confirm whether the course or program meets requirements for professional licensure in the student's state. Therefore, the student should contact the appropriate state licensing board to determine whether Southern Union's course and/or program meets requirements for licensure in the state where the student lives.

Students may access the Canvas LMS through a link on the web at [www.suscc.edu](http://www.suscc.edu) and use their SUSCC student email address and password to log into Canvas. For more detailed login information, click on the Online Services link on the SU webpage. After tuition payment has cleared, a link for each course in which the student is registered and paid will be available by the published first day of class for the semester. Please note that Canvas courses may not be available until the first day of class.

## **Canvas Learning Management System and Other Course Technologies**

The Canvas Learning Management System is used in all Southern Union courses. Canvas is used in the delivery of all online and hybrid/blended courses. In a traditional classroom, Canvas does not replace regularly scheduled class meetings; instead, it is used as a supplement to the class. Students in online, hybrid/blended, and traditional on-campus courses may be required to use Canvas and other forms of technology to complete course requirements. Every Southern Union campus has an open computer lab in the Learning Resource Center (library) with Internet access for students' use during operating hours.

Students may access the Canvas LMS through a link on the web at [www.suscc.edu](http://www.suscc.edu) and use their SUSCC student email address and password to login to Canvas. For more detailed login information, click on the Online Services link on the SU webpage. After tuition payment has cleared, a link for each course in which the student is registered and paid will be available by the published first day of class for the semester. Please note that Canvas courses may not be available until the first day of class.

## **Video Conference Courses**

Video conference courses use remote conferencing technology to allow students to enroll in a course held on another campus. Interactive video conference courses are conducted like traditional courses with regularly scheduled class meetings. The videoconference system enables users at multiple locations to interact as if the instructor and all classmates are in the same room.

## ADULT EDUCATION PROGRAM

The Adult Education (AE) Department and the General Education Development (GED) Testing Division assist Alabamians in achieving the basic skills and credentials they need to be productive workers, family members, and citizens. The Adult Education Department provides GED test preparation, English-language learner classes (ELL) for students not proficient in the English language, and workforce training. The GED Testing Division supervises all official GED testing, issues diplomas and transcripts, and serves as liaison between the Adult Education Department and the GED Testing Service.

The Adult Education Program at Southern Union State Community College is designed to provide assistance to adults who are seeking to achieve one or more of the following goals:

- Earn a GED
- Improve academic skills
- Improve English Language (EL) skills
- Earn the Career Readiness Certificate through WorkKeys testing
- Participate in Career Pathways to earn certificates or gain technical skills
- Earn a high school diploma through the Non-Traditional High School Diploma Option program

Adult Education classes are open entry and open exit. Students work at their own pace rather than in accordance with a set term limit. Instructors provide each learner with an individualized plan of instruction. This plan is based on the Test of Adult Basic Education (TABE) which each person is required to complete before entering classes. Classes are open to adults age 18 or above, as well as 16 or 17-year old individuals who have the proper documentation of withdrawal from public, private, church, or home schools.

Classes are available both mornings and evenings and are located on all Southern Union campuses as well as other locations in Chambers, Clay, Lee and Randolph counties. Online classes are also available for those who score ninth-grade level or above on the TABE. For more information about Adult Education schedules, locations, and registration, please call 334-749-8480.

## HEALTH SCIENCES DIVISION

Ms. Rhonda Davis, Dean of Health Sciences

The Health Sciences Division offers programs within the departments of Emergency Medical Services, Medical Assistant Technology, Nursing, Physical Education, Radiologic Technology, 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, Emergency Medical Technician, and Advanced Emergency Technician are taught on the Wadley Campus, while Associate Degree Nursing, Emergency Medical Technology (EMT, AEMT, and Paramedic), Fire Science, Radiologic Technology, Surgical Technology, Wellness, and Therapeutic Massage are taught on the Opelika Campus. The Medical Assistant Technology Program is offered on the Valley Campus, and the Nursing Assisting and Basic & Advanced EMT programs may be offered at Valley, Wadley, or Opelika. The Health Sciences Division offers programs leading to short term certificates, awards of achievement, 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 Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; telephone (404) 975-5000; fax (404) 975-5020; website: [www.acenursing.org](http://www.acenursing.org)) Approved by Alabama State Board of Nursing.

**Emergency Medical Technology** - The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Education Programs for the EMS Professionals (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756 Phone: (727) 210-2350 Website: [www.caahep.org](http://www.caahep.org). The Commission on Accreditation for Prehospital Continuing Education (CAPCE), 12300 Ford Road, Suite 35, Dallas, TX Phone: (972) 247-4442. The Alabama Department of Public Health, Office of EMS, The RSA Tower, 201 Monroe Street, Suite 1100, Montgomery, AL 36104.

**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** - has continuing accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, Florida, 33756, Phone: 727-210-2350; Fax 727-210-2354 Website: [www.caahep.org](http://www.caahep.org)



## PROGRAM ABBREVIATIONS AND AWARDS

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

The Associate in Applied Science Degree requires 63 to 75 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 developmental courses may be accepted as meeting any associate degree requirements. Associate in Applied Science Degrees include:

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

### II. Certificate

The 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 Certificate. Certificate programs include:

EMS	Emergency Medical Technology - Paramedic
LPN	Practical Nursing
MAT	Medical Assistant Technology
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
MAT	Medical Assistant Technology
MRI	Magnetic Resonance Imaging
CT	Computed Tomography
NAS/HHA	Nursing Assisting/ Home Health Aide

\*Inactive

### 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

## 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 sciences 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, mumps and rubella (MMR x2) tetanus with diphtheria and pertussis (Tdap), Hepatitis B, flu and chicken pox. If the students do not have the current immunizations, then they must have blood drawn for a titer to assess immunity. Clinical agencies also require that students complete a 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. Students receive directions for completing the clinical documents during orientation to the individual program or can be found on the Health Sciences section of the website.

#### Clinical Progression Requirements

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 progress through the program if the required clinical documents are not updated and submitted by scheduled deadlines. 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.**

### HIPAA – HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. In order to satisfy HIPAA compliance the Southern Union State Community College Health Sciences Programs requires all PDAs (iPod Touch) to be password protected, and all information to be de-identified. Due to the seriousness of this policy HIPAA violations will be considered a severe offense and therefore the consequences will be severe.

## CONFIDENTIALITY/ HIPAA

**All patient/client information is confidential.** Protecting patient confidentiality is the law. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 came into effect in April 2003. Noncompliance can result in monetary, civil and criminal penalties.

Southern Union State Community College Health Sciences 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 Sciences courses at Southern Union. This policy consists of 3 levels of violations with repercussions outlined in each level.

Records of student violations of the SUSCC Confidentiality/ HIPAA policy will be maintained in the student's file.

### 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 patients name attached.
- Sharing passwords with other classmates.
- Not signing off of a computer in the clinical setting.
- Not password protecting any personal device that is used to record patient information.

The Level 1 violation will result in a student being given a reprimand (STA, Clinical unsatisfactory etc.) and counseling by instructor. A Level one violation carries over to subsequent semesters.

### LEVEL 2:

Repeat violation of a level one incident within the same semester or subsequent semester in a Health Science program (does not have to be the same incident) will result in a level two violation.

Intentional violation of the SUSCC Confidentiality/ HIPAA policy.

Examples of a level 2 violation include but are not limited to:

- Unauthorized access to patient records.
- The discussing of Patient's, Patient's family and or visitors' information with others not involved in the patient's care
- Discussing Patient, Patient's family and or visitors' information on social media sites
- Discussing of Patient's, Patient's family and or visitor's information where as others not involved in the direct care of the patient may overhear your conversation.

- Sharing/Discussing the identity of a Patient, Patient's family and or visitors outside of the clinical setting, even if not discussing information regarding their care.

The level 2 violation will result in the student receiving a clinical failure for the course that the offense took part in. Additionally the student will be academically withdrawn from all health sciences courses. The student will have to go through the application process for possible re-admission to the program. This offense will stay in the student's permanent file. If readmitted to a health sciences program, any further violation of the SUSCC HIPAA policy will automatically move the student to a Level 3 violation.

### LEVEL 3:

Additional violation of the SUSCC Confidentiality/ HIPAA policy after already receiving a Level 2 violation or a malicious offense used to cause harm to a person, or used for personal gain.

The level 3 violation will result in student receiving a clinical failure for the course that the offense took part in. Additionally the student will be academically withdrawn from all health sciences courses. The student will not have the option of returning to that program or any program of study in the Health Sciences Division.

The following are some general guidelines for students regarding HIPAA compliance

- Students should not discuss patient/client information with anyone except for clinical personnel and those in the Health Science program who are involved in your education and adhere to the same confidentiality (e.g., faculty, graduate colleagues).
- Client records should never leave the clinical agency.
- Students should never save patient/client sensitive information (with identifying information) on their computers.
- E-mail correspondence with faculty should also be treated confidentially and identifying information about patients/clients should not be included.
- All documentation related to clinical clients must be treated as a legal document and confidentiality respected and maintained.
- Client names should not be included in clinical paperwork, case presentations, or on notes.
- Photocopying of client records is NOT permitted in any clinical setting.
- Records should not have client's names or initials when turned in for clinical paperwork
- Students should NEVER discuss ANY information, no matter how insignificant it may seem, on any social media site.
- All violations of the SUSCC confidentiality/ HIPAA will remain active for two years after the incident or until the completion of the currently enrolled program (whichever is longer) regardless of the program. The active violation will transfer to any Health Science program from any other Health Science program

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

## ESSENTIAL FUNCTIONS/ TECHNICAL STANDARDS

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 and 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 disability, as the term “disability” is defined in 29 U.S.C. Section 706(8), shall, solely by reason of his or her disability, 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/clinical objectives and requirements including visualizing. Instruments used 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**

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 administratively withdrawn from the program.

### **Drug Screening**

Students are required to abide by the policies, procedures and rules of behavior of the situations from which the student obtains clinical laboratory experiences. Students will be required to undergo unannounced drug and alcohol testing prior to clinical. 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 administratively withdrawn from the Health Sciences 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, Advanced 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. 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.

**Note:** *Health records must be updated by the scheduled deadline for the term for which the student will be enrolled or the student will not be allowed to progress.*

### 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 testing, 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, Medical Assistant Technology,  
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. **Theory**

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* and *Nursing Handbook*.
3. Successful completion of prerequisite courses and program requirements.
4. Meet grade point average requirements of the particular program.
5. Letter of eligibility from previous program director or dean.
6. 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.
7. Completion of all health requirements, drug testing and drug screening as required by clinical agencies.
8. No more than one (1) semester in which a grade of D or F has been earned in program courses.

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 a comprehensive 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

### Associate in Applied Science Degree

Students enrolled in the Emergency Medical Technology Program may choose to earn a certificate or an Associate in Applied Science Degree in Emergency Medical Technology. Upon successful completion of the first semester of the EMS Program (EMT level), 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 successful completion of the second semester of the EMS Program (AEMT level), 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 level is the third level of the EMS program and is three semesters in length. The three levels of EMS lead to a Certificate or an Associate in Applied Science Degree. The Certificate option 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 EMS 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. verification of attendance at a Health Sciences Information session.
2. unconditional admission to the College.
3. minimum cumulative 2.0 grade point average (GPA) and enter College on clear academic status.
4. minimum 2.0 GPA at Southern Union
5. official transcripts from all postsecondary institutions attended.
6. eligibility for ENG101, MTH 100 and meet the reading requirement of the College.
7. age of 18 years or older within one (1) year of course completion.
8. ability to meet and comply with standards and policies in the current *College Catalog* and *Student Handbook* and *EMS Student Handbook*.
9. application for the Emergency Medical Technology Program.

#### **AEMT Level** requires:

1. completion of 1-7 as listed for EMT level.
2. current National Registry license for EMT.
3. application for the Advanced Emergency Medical Technician Program.
4. recommended enrollment in BIO 111, Survey of Human Biology (previously EMP 189), or BIO 201, Anatomy and Physiology I or previous completion with minimum grade of C.

#### **Paramedic Level** requires:

1. completion of 1-8 listed above for EMT and AEMT level admission requirements. (AEMT is not required for Track II.)
2. minimum 2.0 GPA on last semester credit hours of coursework completed at a regionally accredited college.
3. a current Alabama license as an AEMT. (Track I option only.)
4. completion of BIO 111 – Survey of the Human Biology (previously EMS189) or BIO 201 Anatomy and Physiology I with a minimum grade of C.
5. ability to meet and comply with standards and policies in the current *College Catalog* and *Student Handbook*.
6. application to the Paramedic Program.

### **Progression Requirements**

Progression through the EMS program requires:

1. a 2.0 cumulative GPA.
2. acceptance by ALL clinical agencies for clinical experience.
3. updated health records by deadline.
4. minimum grade of “C” in all required courses as listed in curriculum.
5. fulfillment of all course prerequisites.
6. completion of ENG 101, MTH 100 or higher math, and Biology 202 (if BIO 201 elected) with a minimum grade of “C” prior to the final semester of the Paramedic level.
7. no more than a 12 month interruption in matriculation through the Paramedic level course sequence.

Students who do not meet progression requirements will be administratively withdrawn from the program and must apply for readmission.

### **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, 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. readmission will depend on classroom and clinical space availability and is not guaranteed.
4. ability to meet and comply with standards and policies in the current *College Catalog* and *Student Handbook*.
5. completed program readmission form, submitted by deadline.
6. no more than a 12 month interruption in matriculation through the Paramedic level course sequence.

### **Transfer Policy**

Students desiring to transfer into the any level of the EMS program must meet minimum admission/progression standards for Southern Union’s 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 EMS program.
4. Provide a letter of eligibility 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 the EMS program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

7. Students transferring into the AEMT level who have completed a non-accredited EMT program must take EMS 108 Directed Studies in EMS I as a corequisite to EMS 156. Upon completion of EMS 108 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit.
8. Students transferring into the paramedic level who have completed a non-accredited AEMT program must take EMS 156, Advanced Emergency Medical Technician Clinical, as a corequisite to EMS 244. Upon completion of EMS 156 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit.
9. If a student has attended a non-credit program for both his/her EMT and AEMT, the student must take EMS 156 and EMS 108 as a corequisite to EMS 244. Upon completion of EMS 108 and EMS 156 with a grade of 75 or higher, the student will be awarded 20 hours of academic credit.

### EMS CURRICULUM Emergency Medical Technician (EMT)

#### Emergency Medical Technician (EMT)

Course Name	TH	LB	CL	CR
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)

Course Name	TH	LB	CL	CR
EMS 155 Advanced Emergency Medical Technician	4	3	0	7
EMS 156 Adv. Emer. Medical Technician Clinical	0	0	2	2
<b>TOTAL SEMESTER CREDITS</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>9</b>

**Total Clock Hours: 285**

#### **Track I - Paramedic Certificate General Education Prerequisites/Corequisites** **NREMT Advanced License is required to enter this track.**

*The following course must be completed prior to admission to paramedic program:*

Course Name	TH	LB	CL	CR
<b>BIO 111 Survey of Human Biology</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>

*The following courses must be completed prior to enrolling in the final semester of the paramedic program:*

<b>ENG 101 English Composition I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>MTH 100* Intermediate College Algebra</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

**1st semester**

<b>Course Name</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
EMS 241 Paramedic Cardiology	2	1	0	3
EMS 242 Paramedic Patient Assessment	1	1	0	2
EMS 244 Paramedic Clinical	0	0	1	1
EMS 257 Paramedic Applied Pharmacology	<u>1</u>	<u>1</u>	<u>0</u>	<u>2</u>
<b>Total Credits/Semester</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>8</b>
<b>Total Clock Hours/Semester: 240</b>				

**2nd semester**

EMS 245 Paramedic Medical Emergencies	2	1	0	3
EMS 246 Paramedic Trauma Management	2	1	0	3
EMS 247 Paramedic Special Populations	1	1	0	2
EMS 248 Paramedic Clinical II	<u>0</u>	<u>0</u>	<u>3</u>	<u>3</u>
<b>Total Credits/Semester</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>11</b>
<b>Total Clock Hours/Semester: 345</b>				

**3rd semester**

EMS 253 Paramedic Transition to the Workforce	1	1	0	2
EMS 254 Advanced Competencies for Paramedic	1	1	0	2
EMS 255 Paramedic Field Preceptorship	0	0	5	5
EMS 256 Paramedic Team Leadership	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
<b>Total Credits/Semester</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>10</b>
<b>Total Clock Hours/Semester: 390</b>				

**TOTAL EMS & AEMT COURSES CREDIT HOURS: 19****TOTAL PARAMEDIC COURSES CREDIT HOURS: 29****TOTAL GENERAL EDUCATION CREDIT HOURS: 10****TOTAL PARAMEDIC PROGRAM CLOCK HOURS: 975****TOTAL PARAMEDIC CERTIFICATE HOURS: 58****Track I Associate in Applied Science Degree Option**

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>
<b>BIO 201* Human Anatomy &amp; Physiology I</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>BIO 202 Human Anatomy &amp; Physiology II</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>PSY 200 General Psychology</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>SPH 107 Public Speaking (or SPH 106)</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>HUM Humanities Elective</b>	<u><b>3</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>3</b></u>
<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	09	19	N/A
Paramedic	29	58	71

**Track II - Paramedic Certificate General Education Prerequisites/Co-requisites****NREMT Basic License is required to enter this track***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>
<b>BIO 111 Survey of Human Biology</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>

*The following courses must be completed prior to enrolling in the final semester of the paramedic program:*

<b>ENG 101 English Composition I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>MTH 100* Intermediate College Algebra</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

**1st semester**

<b>Course Name</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
EMS 273 EKG Interpretation	2	0	0	2
EMS 241 Paramedic Cardiology	2	1	0	3
EMS 242 Paramedic Patient Assessment	1	1	0	2
EMS 257 Paramedic Applied Pharmacology	1	1	0	2
EMS 156 AEMT Clinical	0	0	2	2
EMS 244 Paramedic Clinical	0	0	1	1
<b>Total Credits/Semester</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>12</b>
<b>Total Clock Hours/Semester: 360</b>				

**2nd semester**

EMS 245 Paramedic Medical Emergencies	2	1	0	3
EMS 246 Paramedic Trauma Management	2	1	0	3
EMS 247 Paramedic Special Populations	1	1	0	2
EMS 267 International Trauma Life Support	1	0	0	1
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: 360</b>				

**3rd semester**

		<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
EMS 253	Paramedic Transition to the Workforce	1	1	0	2
EMS 254	Advanced Competencies for Paramedic	1	1	0	2
EMS 266	Advanced Cardiac Life Support	1	0	0	1
EMS 269	Pediatric Advanced Life Support	1	0	0	1
EMS 255	Paramedic Field Preceptorship	0	0	5	5
EMS 256	Paramedic Team Leadership	0	0	1	1

**Total Credits/Semester****4      2      6      12****Total Clock Hours/Semester: 420****TOTAL EMS COURSES CREDIT HOURS: 10****TOTAL PARAMEDIC COURSES CREDIT HOURS: 36****TOTAL GENERAL EDUCATION CREDIT HOURS: 10****TOTAL PARAMEDIC PROGRAM CLOCK HOURS: 1140****TOTAL PARAMEDIC CERTIFICATE HOURS: 56**

**Track II Associate in Applied Science Degree Option.** Additional Courses required for degree (in addition to Paramedic Certificate)

<b>Course Name</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
<b>BIO 201 Human Anatomy &amp; Physiology I</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>BIO 202 Human Anatomy &amp; Physiology II</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>PSY 200 General Psychology</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>SPH 107 Public Speaking (or SPH 106)</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>HUM Humanities Elective</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<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
Paramedic	46	56	69

**MEDICAL ASSISTANT TECHNOLOGY PROGRAM POLICIES**

*Note: Subject to change due to statewide standardization of medical assistant programs.*

**General Admission Requirements**

In addition to the general admission requirements for the College, admission to any nursing program requires:

1. Health Science Information Session Attendance Verification
2. unconditional admission to the College
3. 2.0 grade point average (GPA) or previous Southern Union students must have a minimum 2.0 GPA or higher at SUSCC

4. transfer students must enter SUSCC on clear academic status (cumulative 2.0 GPA)
5. official transcripts received by Records Office (Wadley Campus) from ALL post-secondary institutions attended (or official transcripts from high school/ GED scores for those who have never attended college)
6. meeting eligibility requirements for English 101 and Math 100 and satisfaction of the College reading requirement
7. submission of application for Medical Assistant Technology Program by deadline

Admission to the Medical Assistant Technology Program is competitive, and the number of students admitted is limited by the number of clinical facilities available, after meeting minimal application requirements. ***Meeting minimal requirements does not guarantee acceptance.***

### **Medical Assistant Progression Policies**

#### **Progression Requirements**

In order to continue in the program, the student must:

1. achieve a grade of C or better in all required general education and program courses.
2. be accepted by all clinical agencies for clinical experiences.
3. maintain program health requirements.
4. maintain ability to meet essential functions for program with or without reasonable accommodations.

#### *Definitions:*

**Reinstatement:** Students who have a withdrawal or failure in a program course and are eligible to return to that course will be considered for reinstatement to the program.

**Readmission:** Students not eligible for program reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student, the student must take or retake all program courses.

#### **Reinstatement Policy**

In order to progress in the program, the following policy should be followed:

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the program will result in dismissal from the program.
2. A student may be reinstated to the program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All Medical Assistant Technology program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

**MUTLI CARE TECHNICIAN****Short Term Certificate****20 to 21 Credit Hours**

<b>Courses</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
MAT 111 Clinical Procedures I for the Med. Asst.	2	1	5	3
MAT 125 Lab. Procedures I for the Med. Asst.	2	1	5	3
MAT 200 Management of Office Emergencies <b>or</b>	2	0	2	2
HED 231 First Aid	3	0	3	3
MAT 211 Clinical Procedures II for the Med. Asst.	2	1	5	3
MAT 215 Lab. Procedures II for the Med. Asst.	2	1	5	3
MAT 218 EKG Technician	2	1	5	3
MAT 239 Phlebotomy Preceptorship	0	3	9	3

**ADMINISTRATIVE MEDICAL ASSISTANT****Short Term Certificate****25-28 Credit Hours**

<b>Courses</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
SPH 106 Fundamentals of Oral Communication <b>or</b>	3	0	3	3
SPH 107 Fundamentals of Public Speaking	3	0	3	3
MAT 101 Medical Terminology <b>or</b>	3	0	3	3
OAD 211 Medical Terminology <b>and</b>	3	0	3	3
HSP 105 Medical Terminology	2	1	5	3
MAT 111 Clinical Procedures I for Medical Asst.	2	1	5	3
MAT 120 Med. Admin. Procedures I <b>or</b>	2	1	5	3
OAD 214 Medical Office Procedures	3	0	3	3
MAT 121 Med. Admin. Procedures II <b>or</b>	2	1	5	3
OAD 214 Medical Office Procedures	3	0	3	3
MAT 220 Medical Office Insurance <b>or</b>	2	1	5	3
OAD 215 and	3	0	3	3
OAD 216	3	0	3	3
MAT 229 Medical Assisting Practicum	0	3	15	3
MAT 216 Pharmacology for the Medical Office	3	1	6	4

**PHLEBOTOMY TECHNICIAN****Short Term Certificate****9 Credit Hours**

<b>Courses</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
MAT 125 Lab Procedures I	2	1	5	3
MAT 215 Lab Procedures II	2	1	5	3
MAT 239 Phlebotomy Preceptorship	0	3	9	3



**MEDICAL ASSISTANT  
Certificate  
52-59 Credit Hours**

<b>Academic Courses</b>			<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
ENG 101	English Coimposition I		3	0	3	3
IDS	Ethics		3	0	3	3
MTH 100	Intermediate College Algebra <i>or higher</i>		3	0	3	3
BIO 111	Survey of Human Biology <b>or</b>		3	1	6	4
BIO 201	<b>and</b>		3	1	6	4
BIO 202	Anatomy & Physiology II		3	1	6	4

<b>Courses</b>			<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
SPH 106	Fundamentals of Oral Communication <b>or</b>		3	0	3	3
SPH 107	Fundamentals of Public Speaking		3	0	3	3
MAT 101	Medical Terminology <b>or</b>		3	0	3	3
OAD 211	Med Term <b>or</b>		3	0	3	3
HPS 105	Med Term		2	1	5	3
MAT 111	Clinical Procedures I for Medical Assitant		2	1	5	3
MAT 120	Medical Admin. Procedures I <b>or</b>		2	1	5	3
OAD 214	Medical Office Procedures		3	0	3	3
MAT 216	Pharmacology for the Medical Office		3	1	6	4
MAT 125	Lab Procedures II for the Medical Asst.		2	1	5	3
MAT 200	Management of Office Emergencies <b>or</b>		2	0	2	2
HED 231	First Aid		3	0	3	3
MAT 211	Clinical Procedures II for the Medical Asst.		2	1	5	3
MAT 215	Lab Procedures II for the Med. Assistant		2	1	5	3
MAT 218	EKG Technician		2	1	5	3
MAT 220	Medical Office Insurance <b>or</b>		2	1	5	3
OAD 215	<b>and</b>		3	0	3	3
OAD 216			3	0	3	3
MAT 229	Medical Assisting Practicum		0	3	15	3
MAT 239	Phlebotomy Preceptorship		0	3	9	3

**MEDICAL ASSISTANT  
AAS Degree Curriculum  
66-67 Credit Hours**

<b>Academic Courses</b>			<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
ENG 101	English Composition I		3	0	3	3
SPH 106	Fundamentals of Oral Composition I <b>or</b>		3	0	3	3
SPH 107	Fundamentals of Public Speaking		3	0	3	3
IDS 102	Ethics		3	0	3	3
MTH 100	Intermediate College Algebra <i>or higher</i>		3	0	3	3
BIO 201	Anatomy & Physiology I		3	1	0	5
BIO 202	Anatomy & Physiology II		3	1	6	4
PSY 200	General Psychology		3	0	0	3

<b>Academic Courses (cont.'d)</b>			<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
MAT 101	Medical Terminology	<b>or</b>	3	0	3	3
OAD 211	Med Term	<b>or</b>	3	0	3	3
HPS 105	Med Term		2	1	5	3
MAT 111	Clinical Procedures I for Medical Assitant		2	1	5	3
MAT 120	Medical Admin. Procedures I	<b>or</b>	2	1	5	3
OAD 214	Medical Office Procedures		3	0	3	3
MAT 216	Pharmacology for the Medical Office		3	1	6	4
MAT 125	Lab Procedures II for the Medical Asst.		2	1	5	3
MAT 200	Management of Office Emergencies	<b>or</b>	2	0	2	2
HED 231	First Aid		3	0	3	3
MAT 211	Clinical Procedures II for the Medical Asst.		2	1	5	3
MAT 215	Lab Procedures II for the Med. Assistant		2	1	5	3
MAT 218	EKG Technician		2	1	5	3
MAT 220	Medical Office Insurance	<b>or</b>	2	1	5	3
OAD 215	<b>and</b>		3	0	3	3
OAD 216			3	0	3	3
MAT 229	Medical Assisting Practicum		0	3	15	3
MAT 239	Phlebotomy Preceptorship		0	3	9	3
MAT 228	Medical Assistant Review Course		1	0	1	1

**Electives: Choose a minimum of 3 credit hours.**

NAS 100	Long Term Care for Nursing Assistant	<b>or</b>
OAD 101	Keyboarding	<b>or</b>
CIS 146	Microcomputer Application	
PSY 210	Human Growth and Development	

## NURSING PROGRAM POLICIES

*Note: Subject to change due to statewide standardization of nursing programs.*

### General Admission Requirements

In addition to the general admission requirements for the College, admission to any nursing program requires:

1. Health Science Information Session Attendance Verification
2. unconditional admission to the College
3. 2.5 grade point average (GPA) calculated on completed academic core courses
4. current or previous Southern Union students must have a minimum 2.0 GPA or higher at SUSCC
5. transfer students must enter SUSCC on clear academic status (cumulative 2.0 GPA)
6. official transcripts received by Records Office (Wadley Campus) from ALL post-secondary institutions attended (or official transcripts from high school/ GED scores for those who have never attended college)

7. meeting eligibility requirements for English 101 and Math 100 and satisfaction of the College reading requirement
8. an official score on ACT National or ACT Residual with a minimum composite score of 18.
9. submission of application for Associate Degree Nursing Program by deadline

Admission to the Associate Degree Nursing Program is competitive, and the number of students admitted is limited by the number of clinical facilities available. After meeting minimal application requirements, applicants are rank-ordered for acceptance using a points system based on score on ACT National or ACT Residual (minimum composite score of 18) and quality points from selected college courses. Students may be eligible to earn additional points (Maximum of 10 points). See program application for details.

***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. maintain program health requirements.
4. maintain ability to meet essential functions for nursing with or without reasonable accommodations.

### **Definitions:**

***Reinstatement:*** Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

***Readmission:*** Students not eligible for program reinstatement may apply for program admission as a new student and must submit all new application criteria. If accepted as a new student, the student must take or retake all nursing program courses.

## **Reinstatement Policy**

In order to progress in the nursing program the following policy should be followed:

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
2. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

5. ADN students whose second unsuccessful attempt occurs in NUR211 or NUR221 may apply for the LPN Mobility program. These students must meet all admission requirements for Mobility, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.
6. Track II Mobility students who are unsuccessful in 211 may apply for the LPN Mobility Program. These students must meet all admissions requirements for mobility, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.

### **Process for Reinstatement**

1. Students who are unsuccessful or withdrawn from their first nursing course should schedule an appointment with the Health Sciences Advisor and/or Program Director to discuss eligibility for reinstatement.
2. Students who are eligible must apply for 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. Reinstated 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 must be submitted after reinstatement by the scheduled deadline.
6. Students applying for readmission will be required to demonstrate competency in clinical skills.
7. Students who are unsuccessful in NUR 112 or NUR 209 must apply for readmission as a new student to the program.

### **Transfer Policy**

Students desiring to transfer from their current nursing program 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 courses taken at other regionally accredited institutions 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.
7. Students admitted to a practical nursing program may not transfer into the associate degree of nursing (ADN) program; however, students may apply for admission to the ADN program as a new student.

8. No more than one (1) semester in which a grade of D or F has been earned in a nursing course.
9. Less than one (1) calendar year since enrolled in nursing course.

### 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 115: Evidence Based Clinical Reasoning and/or NUR 221: Advanced Evidence Based Clinical Reasoning.

## 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 Accreditation Commission for Education and Nursing (ACEN). 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 112 Fundamentals of Nursing	7	4	2	1	13
	14	10	3	1	21

*Note: After completion of NUR 112 with a "C" or higher, students may apply to take the Certified Nursing Assistant Examination and obtain license as a CNA in Alabama.*

### Second Term

<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
<i>PSY 210 Human Growth and Development</i>	3	3	0	0	3
NUR 113 Nursing Concepts	8	4	1	3	16
	18	13	2	3	27

### Third Term

NUR 114 Nursing Concepts	8	5	0	3	14
NUR 115 Evidence Based Clinical Reasoning	2	1	0	1	4
<i>SPH 106 Fundamentals of Oral Communication OR</i>					
<i>SPH 107 Fundamentals of Public Speaking</i>	3	3	0	0	3
	13	9	0	4	21

<b>Fourth Term</b>			<b>CR</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CT</b>
<i>BIO</i>	220	<i>General Microbiology</i>	4	2	2	0	6
NUR	211	Advanced Nursing Concepts	7	4	0	3	13
			11	6	2	3	19
<b>Fifth Term</b>							
		<i>Humanities Elective</i>	3	3	0	0	3
NUR	221	Adv. Evidence-Based Clinical Reasoning	7	3	0	4	12
			10	6	0	4	15

*Note: After completion of NUR 114 and NUR 115 with a “C” or higher, students may apply to take the NCLEX-PN Examination and obtain license as a LPN in Alabama.*

### **TOTAL HOURS - 66**

#### **Notes:**

- Classes in italics may be taken prior to entering nursing or taken in consecutive nursing semesters.
- BIO 201 is a prerequisite for BIO 202.
- NUR 114 and NUR 115 are co-requisites. NUR 115 may only be taken with NUR 114, or after the successful completion of NUR 114.

### **MOBILITY OPTION for LICENSED PRACTICAL NURSES Associate in Applied Science Degree**

LPNs may earn the Associate in Applied Science Degree in Nursing in three semesters by successfully completing one term of transition\* courses and the final two 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 Accreditation Commission for Education in Nursing.

*\*Note: Policies 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 general 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
ENG 101	English Composition I
MTH 100	Intermediate College Algebra (or higher)
PSY 210	Human Growth and Development
SPH 107	Fundamentals of Public Speaking (or SPH 106)

*\*BIO 201 is a prerequisite to BIO 202.*

**Total Prerequisites Required: 20 credit hours**

4. receipt of application for the Mobility Option.  
 5. an official score on ACT National or ACT Residual with a minimum composite score of 18.

**LPN to ADN MOBILITY CURRICULUM**  
**(See prerequisite listing under Admission Requirements.)**

<b>First Term</b>			<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CT</b>	<b>CR</b>
NUR	209	Concepts for Healthcare Transition Students	6	1	10	18	10

*After successful completion of NUR 209, the student will be awarded 15 hours of nontraditional credit in addition to the 10 hours for the course for a total of 25 hours.*

<b>Second Term</b>							
BIO	220	General Microbiology	2	2	0	6	4
NUR	211	Adv. Nursing Concepts	4	0	3	13	7

<b>Third Term</b>							
NUR	221	Adv. Evidence Based Clinical Reasoning	3	0	4	15	7

**Total Credit Hours: 46 Hours**

**Track II Option:**

(for graduates of Alabama Community College System PN programs)

Licensed Practical nurses who have completed the standardized statewide practical nurse curriculum from a college inside the Alabama Community College System within two (2) years and withing the new curriculum may apply for the LPN to ADN Track II Option. Students admitted to this program will not be required to take NUR 209 and will enter into the second term of the mobility curriculum. Applicants for this option must meet admission requirements as required for the LPN and ADN mobility program listed above. Qualified applicants are admitted as clinical space permits.

## **PARAMEDIC to ADN MOBILITY**

### **Associate in Applied Science Degree**

Paramedics may earn the Associate in Applied Science Degree in Nursing in three semesters by successfully completing one term of transition courses and the final two 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 Accreditation Commission for Education in Nursing.

***\*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 general admission requirements.
2. an unencumbered or nonrestricted license as a Paramedic in Alabama.
3. completion of prerequisite general education courses with a minimum grade of "C".

Courses are:

BIO 201*	Anatomy & Physiology I
BIO 202	Anatomy & Physiology II
ENG 101	English Composition I
SPH 107	Fundamentals of Public Speaking (or SPH 106)
MTH 100	Intermediate College Algebra or higher level
PSY 210	Human Growth and Development

*\*BIO 201 is a prerequisite to BIO 202.*

#### **Total Prerequisites Required: 20 credit hours**

4. application for Paramedic to Associate Degree Nursing Program.
5. an official score on ACT National or ACT Residual with a minimum composite score of 18.
6. Current licensure as a Certified Nursing Assistant (CNA) in Alabama.

After meeting minimal requirements, applicants are rank-ordered for acceptance using a points system based on the preadmission examination score and quality points from selected college courses. Students may be eligible to earn additional points (maximum up to 10 points). See program application for details.



**PARAMEDIC to ADN MOBILITY CURRICULUM**

<b>First Term</b>		<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CT</b>	<b>CR</b>
NUR 209	Concepts for Healthcare Transition Students	6	1	1	18	10

*After successful completion of NUR 209, the student will be awarded 15 hours of nontraditional credit in addition to the 10 credit hours for the course for a total of 25 hours.*

**Second Term**

NUR 211	Advanced Nursing Concepts	4	0	3	13	7
<b>BIO 220</b>	<b>General Microbiology</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>4</b>

**Third Term**

NUR 221	Advanced Evidence Based Clinical Reasoning	3	0	4	15	7
	<b>Humanities Elective</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>

**Total Credit Hours** **46**

**PRACTICAL NURSING  
Certificate**

Upon completion of the Practical Nursing Program, a 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.

**Admission Requirements:**

Applicants must meet all nursing program general admission 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>
<i>MTH 100</i>	<i>Intermediate College Algebra (or higher)</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>3</i>
<i>BIO 201*</i>	<i>Anatomy and Physiology I</i>	<i>3</i>	<i>1</i>	<i>0</i>	<i>4</i>
NUR 112	Fundamental Concepts of Nursing	4	2	1	7
		13	3	1	14

*Note: After completion of NUR 112 with a "C" or higher, students may apply to take the Certified Nursing Assistant Examination and obtain license as a CNA in Alabama.*

<b>Second Term</b>			<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
<i>BIO</i>	<i>202</i>	<i>Human Anatomy &amp; Physiology II</i>	<i>3</i>	<i>1</i>	<i>0</i>	<i>4</i>
<i>ENG</i>	<i>101</i>	<i>English Composition I</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>3</i>
<i>PSY</i>	<i>210</i>	<i>Human Growth and Development</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>3</i>
NUR	113	Nursing Concepts	4	1	3	8
			13	2	3	18

<b>Third Term</b>						
NUR	114	Nursing Concepts II	5	0	3	8
NUR	115	Evidence Based Clinical Reasoning	1	0	1	2
SPH	106	Fundamentals of Oral Communication <b>OR</b>				
SPH	107	Fundamentals of Public Speaking	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	1	4	13

**Program Totals:**

**Credit Hours: 45 Hours**

**+Certificate Awarded: Eligible to apply to take NCLEX-PN**

**\* BIO 201 is a prerequisite for BIO 202.**

**Note:**

NUR 114 and NUR 115 are co-requisites. NUR 115 may only be taken with NUR 114, or after the successful completion of NUR 114.

## 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 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.

**Nursing Assisting  
(Award of Achievement)****COURSE**

NAS 100 Long Term Care Nursing Assistant                      Non-Collegiate Credit Hours - 4

**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. Health Sciences Information Session Attendance Verification. See Health Sciences Information Session information at [www.suscc.edu](http://www.suscc.edu).
2. unconditional admission to the College.
3. 2.0 cumulative grade point average (GPA) calculated on previous coursework and clear academic status at Southern Union.
4. official transcripts from all postsecondary institutions attended.
5. eligibility for English 101 and Math 100 and satisfaction of the College reading requirement.
6. application for the Nurse Assistant/Home Health Aide Program.
7. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
8. 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>ORI 101</b>	<b>Orientation to College</b>	<b>1</b>
<b>ORI 111</b>	<b>Learning Online Basics</b>	<b>1</b>
<b>Total Credit Hours</b>		<b>19</b>
<i>Note: The following course is optional:</i>		
NAS/HHA 115	CPR & Basic First Aid	2

**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 Radiologic Technology Programs.**

In addition to the general admission requirements for the College, admission to the Radiologic Technology Program REQUIRES:

1. unconditional admission to the College.
2. Health Sciences Information Session Attendance Verification. See Health Sciences Information Session information at [www.suscc.edu](http://www.suscc.edu).
3. 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.)
4. minimum of 2.5 cumulative GPA calculated on the last 24 semester credit hours of completed college coursework.
5. applicant to be eligible for placement into English 101, Math 100, and meet College reading requirement.
6. official score on the ACT National or Residual with a minimum composite score of 18 or higher.
7. applicant to be in good standing with the college.
8. applicant meets the Essential Functions required for Radiologic Technology Programs.
9. submission of **application packet** for the Radiologic Technology Program by application deadline.

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. submit documentation of clinical requirements as outlined by the Program by scheduled deadline dates.
6. maintain current professional liability insurance as required by the College.
7. 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.

8. maintain a personal radiation monitoring device and radiographic identification markers as outlined by the Program.
9. read and sign the Student Clinical Rotation Contract as outlined by the College.

*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 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 one (1) 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.
8. Students who have been out of Radiography classes more than one semester must repeat their criminal background check and drug testing.

*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. letter of good standing from Dean or Director of previous Radiologic Technology Program verifying eligibility to return to that program.
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.
9. completion of all clinical health requirements, background check and drug screening procedures as required by clinical agencies.

### **Pregnancy Policy for 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.

#### *Pregnancy Policy 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.
6. The student also has the option to withdraw their declaration of pregnancy. Withdrawal of declaration of pregnancy must be done in writing.

## 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</b>	<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
<i>MTH 100 Intermediate College Algebra or higher</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>3</i>
<i>BIO 201* Human Anatomy &amp; Physiology</i>	<i>3</i>	<i>1</i>	<i>0</i>	<i>4</i>
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	<u>0</u>	<u>0</u>	<u>2</u>	<u>2</u>
	12	3	2	17
<b>Second Term</b>				
<i>BIO 202 Human Anatomy &amp; Physiology II</i>	<i>3</i>	<i>1</i>	<i>0</i>	<i>4</i>
RAD 122 Radiographic Procedures II	3	1	0	4
RAD 125 Imaging Equipment	3	0	0	3
RAD 124 Clinical Education II	<u>0</u>	<u>0</u>	<u>5</u>	<u>5</u>
	9	2	5	16
<b>Third Term</b>				
<i>ENG 101 English Composition I</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>3</i>
RAD 135 Exposure Principles	2	1	0	3
RAD 136 Radiation Protection and Biology	2	0	0	2
RAD 134 Clinical Education III	<u>0</u>	<u>0</u>	<u>5</u>	<u>5</u>
	7	1	5	13
<b>Fourth Term</b>				
<i>ENG 102 English Composition II OR</i>				
<i>SPH 107 Fundamentals of Public Speaking OR</i>				
<i>SPH 106 Fundamentals of Oral Communication</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>3</i>
<i>PSY 200 General Psychology</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>3</i>
RAD 212 Image Evaluation and Pathology	1	1	0	2
RAD 214 Clinical Education IV	<u>0</u>	<u>0</u>	<u>8</u>	<u>8</u>
	7	1	8	16
<b>Fifth Term</b>				
RAD 227 Review Seminar	2	0	0	2
RAD 224 Clinical Education V	0	0	8	8
<i>HUM Humanities Elective</i>	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	5	0	8	13

**TOTAL CREDIT HOURS                    75**

### POST-RADIOLOGIC TECHNOLOGY CERTIFICATE

Southern Union State Community College offers two 24 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 ORI 111 Online Learning Basics.

### **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 ARRT registry eligible.

### **Clinical Experience Requirements**

The following information must be on file before registering for RAD 266, RAD 285, or RAD 265.

1. 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.
2. 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.
3. Submit Healthcare Provider verification of current CPR certification at the American Heart Association BLS-C level.
4. Documentation of Health requirements as required by clinical agencies submitted by scheduled deadline.

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)**

<b>Course</b>		<b>Theory</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
<b>First Semester</b>					
RAD 250	Advanced Patient Care	3	0	0	3
RAD 251	Cross Sectional Anatomy	3	0	0	3
RAD 283	Physical Principles	5	0	0	5
<b>Second Semester</b>					
RAD 284	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>24</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 ORI 111 Online Learning Basis.

**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 the first semester of the program and by the scheduled deadline.

1. 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.
2. 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.

3. Submit verification of current CPR certification at the American Heart Association BLS-C Healthcare Provider level.
4. Documentation of Health requirements as required by clinical agencies submitted by scheduled deadline.

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	3	0	0	3
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>24</b>

## **SURGICAL TECHNOLOGY**

### **Certificate or Associate in Applied Science**

The Surgical Technology program prepares graduates for entry-level employment in the surgical environment. This program prepares individuals, under the supervision of physicians and surgical staff, to maintain, monitor, and enforce the sterile field and adherence to aseptic technique by preoperative, intraoperative surgical team, and postoperative personnel. Includes instruction in instrument and equipment sterilization and handling; surgical supplies management; wound exposure and closure; surgical computer and robot operation and monitoring; maintenance of hemostasis; and patient and team scrubbing. 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 certificate curriculum requires three semesters; an optional semester is offered summer semester for students to gain additional and/or specialty clinical experiences. The Associate in Applied Science Degree requires five semesters. Program graduates are required to take the National Certification Exam from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) upon completion of program requirements for graduation. Graduating students must meet the requirement of 120 clinical cases achieved, based on criteria of the Surgical Technology Core Curriculum.

The Surgical Technology program has continuing accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), 254000 U.S. HWY 19 North, Suite 158, Clearwater, Florida, 33763, Phone: 727-210-2350; Fax 727-210-2354; [www.caahep.org](http://www.caahep.org)

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.

The student shall not be paid by the clinical affiliation site during the clinical component of the program, nor shall the student be substituted for paid personnel during the clinical component of the program.

#### **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. verification of Attendance at a Health Sciences Information Session.
3. 2.5 GPA calculated on last 24 semester credit hours of completed coursework *and* enter College on clear academic status.
4. minimum 2.0 GPA at Southern Union.

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, SUR 108 or HPS 114 and BIO 111 (previously 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 health 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****Certificate**

<b>First Term</b>		<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
<b>MTH 100</b>	<b>Intermediate College Algebra or higher</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<i>HPS 105</i>	<i>Medical Terminology</i>	2	1	0	3
<i>SUR 108</i>	<i>Pharmacology for the Surgical Technologist</i>				
	<b>OR</b>				
<i>HPS 114</i>	<i>Basic Pharmacology</i>	2	0	0	2
<i>SPH 107</i>	<i>Fundamentals of Public Speaking</i>	3	0	0	3
	<b>OR</b>				
<i>SPH 106</i>	<i>Fundamentals of Oral Communication</i>	3	0	0	3
					<i>11 hours</i>

**Second Term**

<b>ENG 101</b>	<b>English Composition I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
SUR 101	Introduction to Surgical Technology	3	0	0	3
SUR 102	Applied Surgical Techniques	2	0	2	4
<i>BIO 111</i>	<i>Survey of Human Biology (previously SUR 107)</i>				
	<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>
					<i>14 hours</i>

**Third Term**

		<b>TH</b>	<b>LB</b>	<b>CL</b>	<b>CR</b>
SUR 111	Clinical Procedures	3	0	2	5
SUR 105	Surgical Practicum	1	0	4	5
SUR 106	Role Transition in Surgical Technology	1	0	0	1
<b>BIO 202</b>	<b>Anatomy and Physiology II **</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<i>(if BIO201 elected)**</i>				<i>11-15 hours</i>

**TOTAL PROGRAM****32-41 hours****Optional Courses**

SUR 204	Surgical Practicum III	0	0	4	4
SUR 205	Surgical Practicum IV	1	0	4	5
					<i>9 hours</i>

**TOTAL PROGRAM WITH OPTIONAL COURSES 45-49 hours**

**\*\*Students who choose to take BIO 201 instead of BIO 111 (previously 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.**

**SURGICAL TECHNOLOGY CURRICULUM**  
**Associate in Applied Science Option**

First Term	TH	LB	CL	CR
<b>BIO 103</b> Principles of Biology				
<b>OR</b>				
<b>BIO 111</b> Survey of Human Biology	3	1	0	4
<b>MTH 100</b> Intermediate College Algebra or higher	3	0	0	3
<i>HPS 105</i> Medical Terminology	2	1	0	3
<b>PSY 200</b> General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	11	2	0	13
<b>Second Term</b>				
<b>BIO 201</b> Anatomy and Physiology I*	3	1	0	4
<b>ENG 101</b> English Composition I	3	0	0	3
<b>CIS 130</b> Introduction to Information Systems	3	0	0	3
<b>HUM</b> Humanities Elective	3	0	0	3
<b>SPH 107</b> Fundamentals of Public Speaking				
<b>OR</b>				
<b>SPH 106</b> Fundamentals of Oral Communications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	15	1	0	16
<b>Third Term</b>				
<b>BIO 202</b> Anatomy & Physiology II*	3	1	0	4
<b>BIO 220</b> General Microbiology*	2	2	0	4
<b>ENG 102</b> English Composition II	3	0	0	3
<b>OR</b>				
<b>CHM 104</b> Introduction to Inorganic Chemistry	<u>3</u>	<u>1</u>	<u>0</u>	<u>4</u>
	10	3-4	0	11-12
<b>Fourth Semester</b>				
<b>SUR 101</b> Introduction to Surgical Technology	3	0	0	3
<b>SUR 102</b> Applied Surgical Techniques	2	0	2	4
<i>SUR 108</i> Pharmacology for the Surgical Technologist	2	0	0	2
<b>OR</b>				
<i>HPS 114</i> Basic Pharmacology	2	0	0	2
<b>PSY 210</b> Human Growth and Development	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	11	0	2	12
<b>Fifth Semester</b>				
<b>SUR 111</b> Clinical Procedures	3	0	2	5
<b>SUR 105</b> Surgical Practicum (24 hrs. per week)	1	0	4	5
<b>SUR 106</b> Role Transition in Surgical Technology	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
	5	0	6	11

**TOTAL PROGRAM****63-64 hours**

**Optional Courses**

SUR 204	Surgical Practicum III	0	0	4	4
SUR 205	Surgical Practicum IV	1	0	4	5
		1	0	8	9

**TOTAL PROGRAM WITH OPTIONAL COURSES      72-73 hours**

**\*BIO 201 is a prerequisite to BIO 202.**

**\*\* *Completion of courses in italics is highly recommended prior to admission to Surgical Technology program.***

## **CENTRAL SERVICES and STERILE PROCESSING TECHNICIAN PROGRAM**

Central Services and Sterile Processing Technicians are a vital support to all patient care services in many health care facilities. They are responsible for decontaminating, cleaning, processing, assembling, sterilizing, storing, and distributing the medical devices and supplies needed in patient care, especially during surgery.

Training includes preparing special packages of equipment for specialty procedures. Central Supply is also the main inventory storage area of the hospital and technicians are responsible for processing, quality assurance, and storing the equipment and instrumentation so that it is available when needed.

Upon completion of the program, students can expect to find employment in hospitals and various outpatient surgical centers.

Students require 400 hours of hands-on experience which allows the student to practice what they have learned. Hands-on experience must be completed within the program or within 6 months of provisional certification.

### **Enrollment Requirements:**

1. Application for the program
2. Current immunizations including, but not limited to: HB Vaccination, negative TB Testing, influenza vaccination, background check and drug screen.
3. Ability to meet Essential Functions/Technical Standards.
4. Students will require surgical scrubs for the clinical rotation portion of the program, as well as comfortable, non-canvas shoes.

**Degree Earned:** Award of Achievement

**Length of Program:** 10-15 weeks in classroom. This does not include all of the 400 hours of hands-on experience required.

**Credentials Earned:** Certified Registered Central Services Technician (CRCST) following passage of the Central Service Technician Program and the Central Services Technician certification exam.



## **THERAPEUTIC MASSAGE**

### **Certificate 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.org](http://www.ncbtmb.org).

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. Verification of attendance at Health Science information session.
2. Unconditional admission to the college on clear academic status.
3. Student be minimum of 17 years of age.
4. 2.0 cumulative grade point average (GPA) at Southern Union.
5. Application for the Therapeutic Massage Program by published deadline.
6. Appropriate placement scores or grade of C or ANG 101 and MTH 100.
7. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
8. Ability to meet all health/lab requirements as stated in current Therapeutic Massage Student Handbook.
9. Clear criminal background check.
10. 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; or
2. taking a leave of absence from the program and later applying for readmission.

**THERAPEUTIC MASSAGE CURRICULUM**

<b>First Term</b>		<b>TH</b>	<b>LB</b>	<b>CR</b>
MSG 101	Introduction to Therapeutic Massage	2	0	2
MSG 102	Therapeutic Massage Lab I	0	3	3
MSG 103	Anatomy and Physiology	2	1	3
MSG 104	Musculo-Skeletal and Kinesiology	2	1	3
ORI 101	Orientation to College	<u>1</u>	<u>0</u>	<u>1</u>
		<b>7</b>	<b>5</b>	<b>12</b>
<b>Second Term</b>				
MSG 105	Therapeutic Massage Supervised Clinical I	0	2	2
MSG 202	Therapeutic Massage Lab II	0	3	3
MSG 204	Musculo-Skeletal & Kinesiology II	<u>2</u>	<u>1</u>	<u>3</u>
		<b>2</b>	<b>6</b>	<b>8</b>
<b>Third Term</b>				
MSG 201	Therapeutic Massage for Special Populations	1	1	2
MSG 200	Business and Marketing Plans	1	0	1
MSG 203	Pathology	3	0	3
MSG 205	Therapeutic Massage Supervised Clinical II	0	2	2
MSG 206	National Certification Exam Review	<u>1</u>	<u>0</u>	<u>1</u>
		<b>6</b>	<b>3</b>	<b>9</b>
<b>CREDIT HOUR TOTAL</b>		<b>29</b>		

**WELLNESS AND PERSONAL TRAINER**

The Wellness Certificate (18 credit hours) and Wellness and Personal Trainer Certificate (29 credit hours) are designed to give the student a basic foundation of course work needed to immediately work in a health club, fitness center, hospital, or gym. The programs are targeted towards individuals wishing to pursue a 4-year degree in exercise science, health promotions, health and physical education, athletic training, sports management, or a similar field. The Wellness Certificate is also a great foundation for individuals wishing to pursue a career in health science and other similar fields.

Fitness and wellness trainers lead, instruct, and motivate individuals or groups in exercise activities, including cardiovascular exercise (exercises for the heart and blood system), strength training, and stretching. Trainers work with people of all ages and skill levels. Employment of fitness trainers and instructors is expected to grow by 24% from 2010 to 2020, which is faster than average for all occupations.

In addition to the general admission requirements of the College, the student must also abide by the following to be able to receive the Wellness Certificate and Wellness and Personal Trainer Certificate:

1. See either the course advisor or Health and Wellness Coordinator to inform them that you are pursuing the Wellness and Personal Trainer certificate.
2. Have unconditional admission to the College on clear academic status..

3. Be 18 years of age upon completion of certificate.
4. Have 2.0 cumulative grade point average (GPA) at Southern Union.
5. Send transcripts from all postsecondary institutions attended (minimum 2.0 cumulative GPA is required).
6. Meet and comply with standards and policies in the current College Catalog and Student Handbook.

There is no application process for admission into the Wellness Certificate Program and the Wellness and Personal Trainer Certificate Program.

### WELLNESS CTE Short-Term Certificate

**Must take each of the following five (5) courses. (15 hours)**

HEC	140	Principles of Nutrition* or	
PED	224	Principles of Nutrition*	3
HED	221	Personal Health*	3
HED	222	Community Health*	3
HED	231	First Aid*	3
PED	100	Fundamentals of Fitness*	3

**Choose any of the following course(s). (3 hours)**

BUS	100	Introduction to Business*	3
HED	226	Wellness*	3
HED	232	Care and Prevention of Athletic Injuries	3
HED	266	Introduction to Health Occupations*	3
HPS	105	Medical Terminology*	3
PED	200	Foundations of Physical Education	3
PED	103	Beginner Weight Training	1
PED	104	Intermediate Weight Training	1
PED	105	Personal Fitness	1
PED	107	Beginner Aerobics (Zumba)	1
PED	108	Advanced Aerobics (Zumba)	1
PED	109	Jogging	1
PED	118	Beginner General Conditioning	1
PED	119	Intermediate General Conditioning	1
PED	121	Bowling (Beginning)	1
PED	121	Bowling (Intermediate)	1
PED	123	Golf (Beginning)	1
PED	124	Golf (Intermediate)	1
PED	127	Angling	1
PTA	100	Introduction to Physical Therapy	2

**CREDIT HOUR TOTAL** **18**

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

*\*Indicates course offered online.*

**WELLNESS AND PERSONAL TRAINER  
CTE Short-Term Certificate**

**Must take each of the following five (5) courses. (15 hours)**

HEC	140	Principles of Nutrition* or	
PED	224	Principles of Nutrition*	3
HED	221	Personal Health*	3
HED	222	Community Health*	3
HED	231	First Aid*	3
PED	100	Fundamentals of Fitness*	3

**Choose any of the following course(s). (3 hours)**

BUS	100	Introduction to Business*	3
HED	226	Wellness*	3
HED	232	Care and Prevention of Athletic Injuries	3
HED	266	Introduction to Health Occupations*	3
HPS	105	Medical Terminology*	3
PED	200	Foundations of Physical Education	3
PED	103	Beginner Weight Training	1
PED	104	Intermediate Weight Training	1
PED	105	Personal Fitness	1
PED	107	Beginner Aerobics (Zumba)	1
PED	108	Advanced Aerobics (Zumba)	1
PED	109	Jogging	1
PED	118	Beginner General Conditioning	1
PED	119	Intermediate General Conditioning	1
PED	121	Bowling (Beginning)	1
PED	121	Bowling (Intermediate)	1
PED	123	Golf (Beginning)	1
PED	124	Golf (Intermediate)	1
PED	127	Angling	1
PTA	100	Introduction to Physical Therapy	2

**Must take each of the following three (3) courses. (11 hours)**

BIO	201	Anatomy and Physiology I	4
BIO	202	Anatomy and Physiology II	4
PED	223	Methods of Instruction	3

**CREDIT HOUR TOTAL** **29**

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

*\*Indicates course offered online.*

## **TECHNICAL EDUCATION AND WORKFORCE DEVELOPMENT**

**Dr. Darin Baldwin, Dean of Technical Education and Workforce Development**

The mission of the Technical Education and Workforce Development Division of Southern Union State Community College is to prepare students to enter the workforce immediately upon completion of a program of study and to provide workforce training solutions for the business and industry community in the College's service area. Students may earn a degree or certificates in a wide variety of high-wage, high-skill, high-demand career and occupational programs.

### **Technical Education**

**Eric Sewell, Director of Technical Education**  
**(334) 745-6437 ext. 5492**  
**esewell@suscc.edu**

The Technical Division awards the Associate in Applied Science degree, the Associate in Occupational Technologies degree, the Certificate, and the Short-Term Certificate. The general education courses required in the Associates degree program may transfer to other colleges and universities (please see your advisor).

### **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 70 to 76 semester hours. A minimum of 15 semester hours of general education courses is required for all AAS programs. AAS degrees are offered in the following programs:

DDT	Engineering and Design Technology
ILT	Industrial Electricity Technology
INT	Advanced Manufacturing Technology
	Concentration in Additive Machine Repair
	Advanced Manufacturing Technology
	Concentration in Mechatronics
	Advanced Manufacturing Technology
	Concentration in Plastic Injection Molding
	Advanced Manufacturing Technology
	Concentration in Welding
	Advanced Manufacturing Technology
	Concentration in Machining

### **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 72 to 76 semester hours in length. A minimum of 15 semester hours of general education courses is required for all AOT programs, which are available in the following areas:

ASC	Air Conditioning and Refrigeration <i>with a minor in Business Management and Supervision or Industrial Electricity Technology</i>
AUM	Automotive Service Technology <i>with a minor in Industrial Electricity Technology</i>
COS	Cosmetology <i>with a minor in Business Management and Supervision</i>

### Certificate

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 a certificate. A minimum of six semester hours of general education courses is required for the certificate: 3 credit hours in ENG and 3 credit hours in MTH. A Certificate is available in the following programs:

ASC	Air Conditioning and Refrigeration
AUM	Automotive Service Technology
COS	Cosmetology
INT	Advanced Manufacturing Technology Mechatronics Machine Shop Technology Welding Technology

### Short Term Certificate

The following programs in the Technical Division have stackable short term certificates embedded within the Associate Degree program. These short term certificates may be taken as stand-alone Short Term Certificates or as part of the Associate Degree plan. The short term certificates are not eligible for title IV funding if taken outside of the Associate Degree program:

ASC	Air Conditioning and Refrigeration
AUM	Automotive Service Technology
DDT	Engineering and Design Technology
ILT	Industrial Electricity Technology
INT	Advanced Manufacturing Technology Mechatronics Plastics Injection Molding Technology Machine Shop Technology Welding Technology

The following Short Term Certificates are offered outside of the Associate Degree. Each short term certificate may be completed in one year provided prerequisites are met. These short term certificates are not eligible for title IV funding.

Robotics and Automated Controls  
Conventional Machining  
Die Mold Maintenance and Repair  
Cosmetology Instructor Training

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.

### **Essential Functions**

The following essential functions are required for programs in the Technical Division. Specific examples of the necessary criteria to meet the standards are available for each program. 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 disability 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 comprehend, analyze and use safety techniques in different situations.
- b. Physical mobility must be sufficient to fulfill classroom, laboratory, and program objectives safely and effectively. Physical disabilities must not pose a threat to the safety of the student, faculty or other students.
- c. Strength (gross motor skills) and endurance are sufficient to safely fulfill laboratory objectives and requirements.
- d. Fine motor skills and hand/eye coordination must be sufficient to safely fulfill laboratory objectives and requirements.

### **Articulation and Dual Enrollment/Dual Credit for High School CTE Students**

Articulated Credit and Dual Enrollment/Credit may be available for high school students participating in a planned sequence of study within a technical field that begins in high school. These two programs help provide linkages between high school Career Technical Education programs and Postsecondary programs. Information is presented in the admissions section of this catalog.

### **Workforce Solutions**

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. The Workforce Solutions department works one-on-one with companies to develop solutions to equip employees with the skills needed to increase efficiency and productivity. Southern Union's Workforce Solutions department can provide customized, flexible, cost-effective, and convenient training to local businesses and industries throughout the College's service area.

### **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 Technical Education and Workforce Development.

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 may require the purchase of lab uniforms, supplies and/or tools in addition to the cost of tuition, fees, and textbooks.

- Air Conditioning and Refrigeration
- Automotive Service Technology
- Plastics Injection Molding Technology
- Cosmetology
- Engineering Graphics and Design
- Industrial Electricity/Electronics Technology
- Machine Shop Technology
- Manufacturing Technology
- Welding Technology

### **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 Service Technology
- Plastics Injection Molding Technology
- Industrial Electricity Technology
- Advanced Manufacturing Technology
  - Additive Machine Repair
  - Mechatronics
  - Plastic Injection Molding
  - Machine Shop Technology
  - Welding Technology

## **Technical Career Services**

**Jeff Dyal**

**Director of Technical Career Services**

**(334) 745-6437 ext. 5396**

**[jdyal@suscc.edu](mailto:jdyal@suscc.edu)**

The mission of Technical Career Services at Southern Union State Community College is to enhance student success by providing comprehensive employment and career services. Our goals are to help students find their passion, shape their future and become leaders. The staff is committed to fostering individual growth, development and success by assisting students with their academic, employment and career needs. Partnerships and collaborative efforts have been and continue to be developed with local industry, businesses, organizations, colleges and universities to help students explore various employment and career opportunities. Technical Career Services believes career development is a lifelong process. Therefore, we will work to empower students through our programs and services so they can develop and implement a plan to achieve their current and future career goals

### **Orientation**

ORI 106, Orientation for Technical Students, is required for all technical students. This course is designed to promote student readiness for college and careers through a focus on career pathways. Students will have the opportunity to research, analyze, and explore their career and educational plans while they develop and enhance their technology skills. As a significant part of the course, students will design a personalized career research photo essay, a cover letter, and a resume.

### **Workplace Readiness**

Southern Union is committed to the success of its students. Part of our commitment for technical students is to evaluate and enhance workplace skills as a student completes technical training at the College. Workplace Readiness standards will be incorporated into the Technical Division's Programs of Study. Students will be measured on how well they demonstrate proficiency in several different areas, but the effort is primarily designated to address soft-skills. The topics include, but are not limited to: participation and punctuality, teamwork, problem solving, critical thinking, project-based learning, lean manufacturing skills, and communication skills. Southern Union will use various methods of delivery which may include online modules and cross curricular projects in addition to regular lab routines that incorporate these skill sets into the curriculum and training. These topics are not generally taught in the traditional college setting; however, area employers have stated that they believe applicants need these skills to be successful in today's job market.

### **Credentialing**

Students enrolled in the Technical Division are required to participate in third party industry recognized credentialing exams as part of the program requirements. The student will be responsible for the fees associated with the credentialing exams and assessments.

**Technical Division AOT and AAS Degree Plans General Education Electives**

Note: The following list may be used when planning applicable coursework to fulfill elective credit within Technical AOT and AAS degree programs as noted below:

**Humanities Electives:**

ART 100, MUS 101, ENG 251, ENG 252, ENG 271, ENG 272, HUM 101, IDS 102, REL 151, REL 152, THR 120 (No class may be repeated for additional credit.)

**Social/Behavioral Electives:**

HIS 101, HIS 102, HIS 201, HIS 202, ECO 231, ECO 232, POL 211, PSY 200, PSY 210, SOC 200 (No class may be repeated for additional credit.)

**Natural Science/Math Electives:**

AST 220, BIO 101, BIO 102, BIO 103, BIO 104, CHM 104, CHM 111, CHM 112, CHM 113, CHM 114, PHS 201, PHS 202, PHY 203, PHY 204, PHY 213, PHY 214 (No class may be repeated for additional credit.)

## AUTOMOTIVE SERVICE TECHNOLOGY

*with a Minor in Industrial Electricity Technology*

### Associate in Occupational Technology

The Automotive Service Technology program is designed to prepare individuals for employment in the automotive service industry. Students completing the program can pursue careers as automotive service technicians, service advisors, parts salespersons, or automobile specialists. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful entry level employment. Instructional opportunities enable students to develop academic, technical, and professional knowledge and skills which are necessary to keep abreast of the changing technology in the automotive field. The program helps prepare students for the nationally recognized industry credentials for Automotive Service Excellence (ASE) certification.

Note: all technical students are required to enroll in ORI 106

#### Automotive Service Technology

<b>First Term</b>			<b>STC</b>	<b>Certificate</b>	<b>AOT</b>
AUM	101	Fundamentals of Automotive Tech.	3	3	3
AUM	112	Electrical Fundamentals	3	3	3
AUM	162	Electrical and Electronic Systems	3	3	3
ILT	160/				
INT	101	DC Fundamentals			3
<b>MTH</b>	<b>116</b>	<b><i>Mathematical Applications</i></b>		<b>3</b>	<b>3</b>
<b>Second Term</b>					
AUM	121	Braking Systems	3	3	3
AUM	122	Steering and Suspension	3	3	3
AUM	124	Automotive Engines	3	3	3
AUM	239	Engine Performance	3	3	3
<b>ENG</b>	<b>101</b>	<b><i>English Composition I or</i></b>			
<b>ENG</b>	<b>131</b>	<b><i>Applied Writing</i></b>		<b>3</b>	<b>3</b>
<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
<b>CIS</b>	<b>146</b>	<b><i>Microcomputer Applications</i></b>			<b>3</b>
<b>SPH</b>	<b>106</b>	<b><i>Fundamentals of Oral Communication or</i></b>			
<b>SPH</b>	<b>107</b>	<b><i>Fundamentals of Public Speaking</i></b>		<b>3</b>	<b>3</b>

<b>Fourth Term</b>			<b>STC</b>	<b>Certificate</b>	<b>AOT</b>
AUM	220	Advanced Automotive Engines		3	3
AUM	244	Engine Performance and Diagnostics		3	3
AUM	246	Automotive Emissions		3	3
AUM	133	Motor Vehicle Air Conditioning			3
		<i>Humanities and Fine Arts Elective</i>			3
		<i>Natural Science and Mathematics Elective</i>			3
<b>Fifth Term</b>					
ILT	162	Solid State Fundamentals			3
ILT	163	Digital Fundamentals			3
ILT	166	Motors and Transformers			3
		<i>Social/Behavioral Science Elective</i>			3
		<b>Credit Hour Total</b>	<b>21</b>	<b>51</b>	<b>75</b>

## **AIR CONDITIONING AND REFRIGERATION**

*with a Minor in Business Management and Supervision, or  
Industrial Electricity/Electronics Technology*

### **Associate in Occupational Technology**

The Air Conditioning and Refrigeration program is designed to prepare individuals for employment as heating, ventilation, air conditioning, refrigeration technicians (HVACR). The program places an extreme emphasis on safety, thermodynamic principles, basic electrical and refrigeration theory and their applications to specific types of HVACR equipment. Students receive training in troubleshooting and service techniques needed to install, service, and repair many types of equipment. Specific equipment training includes, but is not limited to, residential and light commercial air conditioning, heat pumps, gas heating, electric heating, commercial ice makers, and commercial refrigeration. Students will also receive training in laws governing proper refrigerant handling procedures per the Environmental Protection Agency (EPA) Regulations. Students completing the air conditioning and refrigeration program will be required to participate in credentialing activities such as EPA Section 608 Refrigerant Handling, R-410a Refrigerant Safety Certification, Industry Competency Exam (ICE), and NOCTI.

### **Air Conditioning and Refrigeration**

<b>First Term</b>		<b>STC</b>	<b>Certificate</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
<i>MTH</i>	<i>116</i>	<i>Mathematical Applications</i>		3	3
		<i>Humanities and Fine Arts Elective</i>			3

<b>Second Term</b>		<b>STC</b>	<b>Certificate</b>	<b>AOT</b>
ASC 113	Refrigeration Piping Practices	3	3	3
ASC 123	HVACR Electrical Components	3	3	3
ASC 147	Refrigeration Transition & Recovery	3	3	3
<b>ENG 101</b>	<b>English Composition I or</b>			
<b>ENG 131</b>	<b>Applied Writing</b>		<b>3</b>	<b>3</b>
	<b>Humanities and Fine Arts Elective</b>		<b>3</b>	<b>3</b>

**\*Stackable Short Term Certificate: Helper - 18 hours**

<b>Third Term</b>				
ASC 112	HVACR Service Procedures	3	3	3
ASC 203	Commercial Refrigeration	3	3	3
ASC 210	Troubleshooting HVACR Systems	3	3	3
ASC 234	Ice Machines	3	3	3
<b>CIS 146</b>	<b>Microcomputer Applications</b>		<b>3</b>	<b>3</b>

**\*Stackable Short Term Certificate: - 12 hours**

<b>Fourth Term</b>				
ASC 119	Fundamentals of Gas Heating Systems		3	3
ASC 120	Fundamentals of Electric Heating Systems		3	3
ASC 148	Heat Pump Systems		3	3
ASC 128	Load Calculations		3	3
<b>SPH 106</b>	<b>Fundamentals of Oral Communication or</b>			
<b>SPH 107</b>	<b>Fundamentals of Public Speaking</b>		<b>3</b>	<b>3</b>
	<b>Natural Science and Mathematics Elective</b>			<b>3</b>

<b>Fifth Term</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>Social/Behavioral Science Elective</b>			<b>3</b>
<b>OR</b>				
ILT 162	Solid State Fundamentals			3
ILT 166	Motors and Transformers			3
ILT 167	AC/DC Machinery and Controls I			3
ELT 117	AC/DC Motors			3

**Credit Hour Total** **54** **75**

**COSMETOLOGY**  
*with Minor in Business Management and Supervision*  
**Associate in Occupational Technology**

The Cosmetology program is designed to prepare individuals to meet the rigorous standards outlined by the Alabama State Board of Cosmetology. Students completing the program will have been trained in a number of disciplines such as: shampooing, haircutting, hair straightening, permanent waving, wig and hairpiece enhancement and hair coloring. Students are also trained in the area of facials and facial make-up, specialized scalp treatments as well as providing manicures and pedicures. These disciplines are taught and observed using strict industry standards in hygiene and safety. This program helps prepare students to take their cosmetologist exams with the Alabama State Board of Cosmetology.

<b>First Term</b>	<b>Certificate</b>	<b>AOT</b>
COS 111 Introduction to Cosmetology	3	3
COS 112 Introduction to Cosmetology Lab	3	3
COS 137 Hair Shaping and Design Theory	3	3
COS 145 Hair Shaping Lab	3	3
<b><i>MTH 116 Mathematical Applications</i></b>	<b>3</b>	<b>3</b>
 <b>Second Term</b>		
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
<b><i>ENG 131 Applied Writing or</i></b>		
<b><i>ENG 101 English Composition I</i></b>	<b>3</b>	<b>3</b>
<b><i>Humanities and Fine Arts Elective</i></b>		<b>3</b>
 <b>Third Term</b>		
COS 117 Basic Spa Techniques	3	3
COS 118 Basic Spa Techniques Lab	3	3
COS 144 Hair Shaping and Design	3	3
<b><i>CIS 146 Microcomputer Applications</i></b>	<b>3</b>	<b>3</b>
 <b>Fourth Term</b>		
COS 123 Cosmetology Salon Practices Lab	3	3
COS 162 Special Topics in Cosmetology	3	3
COS 167 State Board Review	3	3
<b><i>SPH 106 Fundamentals of Oral Communication or</i></b>		
<b><i>SPH 107 Fundamentals of Public Speaking</i></b>	<b>3</b>	<b>3</b>
<b><i>Natural Science and Mathematics Elective</i></b>		<b>3</b>

<b>Fifth Term</b>	<b>Certificate</b>	<b>AOT</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><i>Social/Behavioral Science Elective</i></b>	<b>3</b>
	<b>Credit Hour Total</b>	<b>54</b>
		<b>75</b>

**Notes:**

- *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 who withdraw from the Cosmetology program must re-enter within a period of 12 months or start over with first term Cosmetology courses.*

**COSMETOLOGY INSTRUCTOR TRAINING**

Cosmetology instructor training is a teacher training program for licensed cosmetologists. Requirements for admission include an application to Southern Union State Community College, a managing cosmetology license, a high school diploma, or GED certificate, and an interview with a Cosmetology Instructor. This short term certificate is not eligible for Title IV funding.

<b>Course</b>	<b>CR</b>	
CIT 211	Teaching and Curriculum Development	3
CIT 212	Teacher Mentorship	3
CIT 214	Lesson Plan Methods and Development	3
CIT 221	Lesson Plan Implementation	3
CIT 222	Audio Visual Materials and Methods	3
CIT 223	Audio Visual Materials and Methods Applications	3
CIT 224	Special Topics in Cosmetology Instruction	3
CIT 225	Special Topics in Cosmetology Instruction	3

**CREDIT HOUR TOTAL** **24**



## ENGINEERING AND DESIGN

### Associate in Applied Science

The Engineering and Design program prepares students to become drafters. Drafters prepare drawings based on sketches, specifications, and calculations made by engineers, architects, and designers. These final drawings contain detailed views of an object, specifications for materials, and other information required to fully carry out the job. Students in this program use industry specific software to perform lab exercises such as AutoCAD®, Inventor®, Revit®, Solid Edge®, and ArcGIS®. Students also have the opportunity to prototype parts with large format printers, laser cutters and 3D printers. Students are required to participate in third party credentialing activities such as NOCTI as part of this curriculum.

\*This program has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

<b>Basic CAD Term</b>		<b>STC</b>	<b>AAS</b>
DDT 104	Basic Computer Aided Drafting and Design	3	3
DDT 111	Fundamentals of Drafting and Design Technology	3	3
DDT 144	Basic 3D Modeling	3	3
ADM 112	Orientation to Additive Manufacturing	1	1
MTH 100	Intermediate College Algebra or Higher		3

*\*Stackable Short Term Certificate: Basic CAD - 10 hours*

<b>3D Modeling Term</b>			
DDT 233	Intermediate 3D Modeling	3	3
DDT 125	Surface Development	3	3
DDT 127	Intermediate Computer Aided Drafting	3	3
ENT 217	Machine Design		3
<i>ENG 101</i>	<i>English Composition I</i>		3

*\*Stackable Short Term Certificate: 3D Modeling - 9 hours*

<b>Additive Manufacturing Term</b>			
ADM 160	Additive Manufacturing Production Techniques	3	3
ADM 161	Specialized Software Techniques	3	3
ADM 162	Additive Manufacturing Processes - Polymers	3	3
ADM 164	Additive Manufacturing Processes - Metal		3
	<i>Natural Science and Mathematics Elective</i>		3

*\*Stackable Short Term Certificate: Additive Manufacturing - 9 hours*

<b>Reverse Engineering Term</b>		<b>STC</b>	<b>AAS</b>
ADM 101	Precision Measurement	3	3
ADM 128	Plastics Material Processes	3	3
ADM 261	Reverse Engineering	3	3
	<i>Humanities and Fine Arts Elective</i>		3

*\*Stackable Short Term Certificate: Reverse Engineering - 9 hours*

<b>Civil/GIS Term</b>			
DDT 132	Architectural Drafting	3	3
DDT 133	Basic Surveying	3	3
DDT 228	Geographic Information Systems	3	3
DDT 260	Portfolio		3
	<i>Social/ Behavioral Science Elective</i>		3

*\*Stackable Short Term Certificate: Civil/ GIS - 9 hours*

<b>Credit Hour Total</b>	<b>67</b>
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## INDUSTRIAL ELECTRICITY TECHNOLOGY

### Associate in Applied Science

The Industrial Electricity Technology Program is designed to help students acquire skills needed to become an industrial electrician or an entry level electrician/electrician's helper. Students are also introduced to the theories and principles of the operation and installation of electrical equipment, machines, and the installation of motors, transformers, industrial controls, programmable logic controllers, and variable speed drives. Students are involved in an in-depth study of the National Electrical Code and preparation for credentialing testing. Students are required to participate in third party credentialing such as CET and third party assessments such as NOCTI prior to completion of this curriculum.

This program is designed to complement local electrical contractors' apprenticeship training program and has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

<b>Basic Electricity Term</b>		<b>STC</b>	<b>AAS</b>
WKO 110	NCCER Core	3	3
ILT 118	Construction Wiring NEC	3	3
ILT 160	DC Fundamentals	3	3
ILT 161	AC Fundamentals	3	3
<i>MTH 100</i>	<i>Intermediate College Algebra or higher</i>		3

*\*Stackable Short Term Certificate: Basic Electricity - 9 hours*

<b>Solid State Term</b>			<b>STC</b>	<b>AAS</b>
ILT 162	Solid State Fundamentals		3	3
ILT 167	AC/DC Machinery and Controls		3	3
ILT 166	Motors and Transformers I		3	3
ELT 117	AC/DC Motors		3	3
<b>ENG 101</b>	<b>English Composition I</b>			<b>3</b>

***\*Stackable Short Term Certificate: Solid State - 12 hours***

<b>Third Term</b>				
ILT 109	Electrical Blueprint Reading		3	3
ILT 231	National Electric Code		3	3
ELT 206	OSHA Safety Standards		3	3
ELT 110	Wiring Methods		3	3
	<b><i>Natural Science and Mathematics Elective</i></b>			<b>3</b>

<b>Fourth Term</b>				
ILT 115	Industrial Controls		3	3
ILT 209	Motor Controls I		3	3
ELT 131	Commercial and Industrial Wiring I		3	3
ELT 132	Commercial and Industrial Wiring II		3	3
	<b><i>Humanities and Fine Arts Elective</i></b>			<b>3</b>

<b>Fifth Term</b>				
ILT 104	Industrial Instrumentation		3	3
ILT 105	Industrial Instrumentation Lab		3	2
ILT 240	Sensors Technology and Applications		3	3
ILT 263	Certification Prep Lab		3	1
	<b><i>Social/ Behavioral Science Elective</i></b>			<b>3</b>

***\*Stackable Short Term Certificate: Industrial Instrumentation - 12 hours***

<b>Credit Hour Total</b>	<b>72</b>
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**WATER QUALITY and  
WASTEWATER TREATMENT MANAGEMENT  
Short Term Certificate**

The short term certificate in water and wastewater treatment management combines those skills acquired in electrical and industrial Process Control with engineering principles and technical skills in support of engineers and other professionals engaged in developing and using water storage, waterpower, and wastewater treatment systems. This certificate is subject to Title IV clock to credit hour conversion.

		<b>CR</b>
WMT 100	Water Supply and Wastewater Control	3
WMT 101	Introduction to Water Treatment Processes	3
WMT 102	Introduction to Wastewater Treatment Process	3
WMT 120	Sanitary Chemistry and Biology	3
WMT 213	Water and Wastewater Instrumentation and Controls	3
WMT 214	Basic Hydraulics for Water and Wastewater Technology	3
WMT 291	Municipal Internship	3
<b>Credit Hour Total</b>		<b>21</b>

**ROBOTICS AND AUTOMATED CONTROLS  
Short Term Certificate**

This short-term certificate is designed to provide skills in robotics, PLCs, and automated assembly systems. Students who earn this Certificate will have in-depth knowledge of FA-NUC robotics, Allen-Bradley PLCs, 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. This certificate program is subject to Title IV clock to credit hour conversion.

		<b>CR</b>
ILT 160/ INT 101	Concepts of Direct Current	3
ILT 161/ INT 103	Concepts of Alternating Current	3
ILT 194/ INT 184	Introduction to Programmable Logic Controllers	3
ILT 209/ INT 113	Motor Controls I	3
ILT 211/ INT 215	Troubleshooting Techniques	3
ILT 139/ INT 139	Introduction to Robotic Programming	3
ILT 148	Automatic Controls System	3
ILT 196/INT 284	Advanced Programmable Logic Controllers	3
<b>Credit Hour Total</b>		<b>24</b>

## ADVANCED MANUFACTURING TECHNOLOGY

### Associate in Applied Science

Today's advanced manufacturing environment has been revolutionized by the use of high tech equipment. This program is designed to provide the core knowledge of the manufacturing process while providing the opportunity to concentrate in one of five areas of specialization in advanced manufacturing with extensive hands-on laboratory and work based learning experiences. The technical core covers four key areas including: safety, quality practices and measurement, manufacturing processes and production and maintenance awareness. The five areas of specialization are: Additive Technician, Plastic Injection Molding, Advanced Machining, Mechatronics or Welding. Refer to the Success Guides for prerequisites and stackable short term certificates within each area of specialization within the program.

Note: All technical students are required to enroll in ORI 106.

### ADDITIVE TECHNICIAN

#### AAS Advanced Manufacturing

The Associate of Applied Science Degree in Advanced Manufacturing with a concentration in Additive Machine Repair will prepare graduates for employment as technician in Additive Manufacturing through classroom and hands on instruction.

<b>Basic CAD Term</b>	<b>STC</b>	<b>AAS</b>
ADM 112    Orientation to Additive Manufacturing	3	3
ADM 291    MSSC Safety	3	3
DDT 104    Basic Computer Aided Drafting and Design	3	3
DDT 144    Basic 3D Modeling	3	3
<b>MTH 100</b> <i>Intermediate College Algebra or Higher</i>		<b>3</b>
		<b>3</b>
		<b>3</b>

***\*Stackable Short Term Certificate: Basic CAD - 9 hours***

<b>Additive Manufacturing Term</b>	<b>STC</b>	<b>AAS</b>
ADM 160    Additive Manufacturing Production Techniques	3	3
ADM 161    Specialized Software Techniques	3	3
ADM 162    Additive Manufacturing Processes Polymers	3	3
ADM 292    MSSC Quality Practices and Measurement	3	3
<b>ENG 101</b> <i>English Composition</i>		<b>3</b>

***\*Stackable Short Term Certificate: Additive Manufacturing - 9 hours***

<b>Basic Electrical Term</b>		<b>STC</b>	<b>AAS</b>
ADM 293	MSSC Manufacturing Processes and Production	3	3
INT 101	DC Fundamentals	3	3
INT 103	AC Fundamentals	3	3
INT 158	Industrial Wiring	3	3
	<i>Natural Science or Mathematics Elective</i>		3

***\*Stackable Short Term Certificate: Basic Electrical - 9 hours***

<b>Industrial Motor Controls Term</b>			
ADM 294	MSSC Maintenance Awareness	3	3
INT 113	Industrial Motor Controls I	3	3
INT 117	Principles of Industrial Mechanics	3	3
INT 118	Fundamentals of Industrial Hydraulics & Pneumatics	3	3
INT 184	Introduction to Programmable Logic Control	3	3

***\*Stackable Short Term Certificate: Industrial Motor Controls - 9 hours***

<b>Industrial Systems Term</b>			
INT 215	Troubleshooting Techniques	3	3
INT 284	Advanced Programmable Logic Controllers	3	3
ELT 117	AC/DC Machines	3	3
	<i>Social and Behavioral Sciences Elective</i>		3

***\*Stackable Short Term Certificate: Industrial Systems - 9 hours***

<b>Credit Hour Total</b>	<b>73</b>
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## **PLASTIC INJECTION MOLDING**

### **AAS Advanced Manufacturing**

The Associate of Applied Science in Advanced Manufacturing with a concentration in Plastic Injection Molding provides training in the plastics industry including theory and hands on applications. Students are given practical instruction applicable to materials, processing, and design engineering. Injection molding machine setters and process technicians set up and tend machines that transform plastic compounds into a wide variety of consumer goods: such as toys, containers, and auto parts. They install plastic injection molds on the molding machine; make necessary connections of the electrical, hydraulic and cooling systems to the mold; insure that the correct plastic material, plastic melt temperatures, shot size, injection speed and pressures are set; and cycle the machine and adjust the molding parameters until acceptable parts are produced. This concentration area has a series of stackable short term certificates focused on specific skill sets an indi-

vidual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

<b>Basic Injection Molding Term</b>		<b>STC</b>	<b>AAS</b>
ADM 291	MSSC Safety	3	3
AUT 145	Introduction to Injection Molding	3	3
AUT 146	Introduction to Injection Molding Lab	3	3
INT 117	Principles of Industrial Mechanics	3	3
<b><i>MTH 100</i></b>	<b><i>Intermediate College Algebra or Higher</i></b>		<b>3</b>

***\*Stackable Short Term Certificate: Basic Injection Molding - 9 hours***

<b>Mold Setter Term</b>			
ADM 292	MSSC Quality Practices and Measurement	3	3
INT 112	Industrial Maintenance Safety Procedures	3	3
AUT 173	Injection Mold Setter Skills	3	3
AUT 175	Injection Mold Setter Skills Lab	3	3
<b><i>ENG 101</i></b>	<b><i>English Composition</i></b>		<b>3</b>

***\*Stackable Short Term Certificate: Mold Setter - 9 hours***

<b>Injection Mold Design Term</b>			
ADM 147	Injection Mold Design	3	3
ADM 293	MSSC Manufacturing Processes and Production	3	3
MTT 205	Mold Repair and Maintenance	3	3
INT 118	Fundamentals of Hydraulics and Pneumatics	3	3
	<b><i>Natural Science or Mathematics Elective</i></b>		<b>3</b>

<b>Injection Molding Process Term</b>			
ADM 294	MSSC Maintenance Awareness	3	3
INT 184	Introduction to Programmable Logic Control	3	3
AUT 273	Injection Mold Processing	3	3
AUT 275	Injection Mold Processing Lab	3	3
	<b><i>Humanities or Fine Arts Elective</i></b>		<b>3</b>

<b>Advanced Injection Molding Term</b>			
ADM 205	Advanced Injection Molding	3	3
AUT 200	Total Productive Maintenance	3	3
INT 139	Intro. to Robot Operation and Programming	3	3
	<b><i>Social/ Behavioral Science Elective</i></b>		<b>3</b>

***\*Stackable Short Term Certificate: Injection Mold Process Technician - 18 hours***

<b>Credit Hour Total</b>	<b>72</b>
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## Mechatronics

### AAS Advanced Manufacturing

The Associate of Applied Science in Advanced Manufacturing with a concentration in Mechatronics is designed to develop multi-craft technicians trained to diagnose and repair a variety of problems that can occur with electrical and mechanical systems found in today's high tech manufacturing and industrial environments. Students will be trained to perform preventative and predictive maintenance on a variety of systems to include, but not limited to, electric, hydraulic, pneumatic, and mechanical power transmission. Students completing the Manufacturing Technology program will be required to participate in third party credentialing from NOCTI and OSHA. This concentration area has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

<b>Basic Electricity Term</b>		<b>STC</b>	<b>AAS</b>
ADM 291	MSSC Safety	3	3
INT 101	DC Fundamentals	3	3
INT 103	AC Fundamentals	3	3
INT 158	Industrial Wiring	3	3
<b><i>MTH 100</i></b>	<b><i>Intermediate College Algebra or Higher</i></b>		<b>3</b>

***\*Stackable Short Term Certificate: Basic Electricity - 9 hours***

<b>Industrial Safety Term</b>			
ADM 292	MSSC Quality Practices and Measurement	3	3
INT 112	Industrial Maintenance Safety Procedures	3	3
INT 117	Principles of Industrial Mechanics	3	3
INT 129	Industrial Safety and Maintenance	3	3
<b><i>ENG 101</i></b>	<b><i>English Composition</i></b>		<b>3</b>

***\*Stackable Short Term Certificate: Industrial Safety - 9 hours***

<b>Industrial Motors Term</b>			
ADM 293	MSSC Manufacturing Processes and Production	3	3
INT 132	Preventative and Predictive Maintenance	3	3
INT 206	Industrial Motors I	3	3
INT 211	Industrial Motors II	3	3
	<b><i>Natural Science or Mathematics Elective</i></b>		<b>3</b>

***\*Stackable Short Term Certificate: Industrial Motors- 9 hours***

<b>Industrial Motor Controls Term</b>			
ADM 294	MSSC Maintenance Awareness	3	3
INT 113	Industrial Motors Controls I	3	3
INT 118	Fundamentals of Hydraulics and Pneumatics	3	3
INT 184	Introduction to Programmable Logic Control	3	3
	<b><i>Humanities or Fine Arts Elective</i></b>		<b>3</b>

***\*Stackable Short Term Certificate: CNC Turning***



<b>Industrial Systems Term</b>		<b>STC</b>	<b>AAS</b>
INT 139	Intro. to Robot Operation and Programming	3	3
INT 215	Troubleshooting Techniques	3	3
INT 284	Advanced Programmable Logic Controllers	3	3
	<i>Social/ Behavioral Science Elective</i>		3

**\*Stackable Short Term Certificate: Industrial Systems - 9 hours**

<b>Credit Hour Total</b>	<b>72</b>
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### **Computer Numerical Controlled (CNC) Machining AAS Advanced Manufacturing**

The Associate of Applied Science in Advanced Manufacturing with a concentration in Computer Numerical Control (CNC) Machining is designed to prepare individuals for employment in the industry as a CNC machinist. CNC Machinists produce precision metal parts, using machine tools such as lathes, drill presses, and milling machines. Also, machinists and 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. Students in the Advanced Machining program manufacture, assemble, and repair metal parts, subassemblies, and complete machines. Increasingly machines used to produce metal parts are computer numerically controlled (CNC) with 3, 4 and 5 axis programming. Students in this program are required to participate in 3rd party credentialing such as NIMS and NOCTI activities prior to graduation. This concentration area has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

<b>First Term</b>		<b>STC</b>	<b>AAS</b>
ADM291	MSSC Safety	3	3
MSP 104	Basic Machining Calculations	2	2
MSP 121	Basic Blueprint Reading for Machinist	2	2
MSP 127	Metrology	3	3
<b>MTH 100</b>	<b><i>Intermediate College Algebra or Higher Humanities and Fine Arts Elective</i></b>		3

<b>Second Term</b>		<b>STC</b>	<b>AAS</b>
ADM292	MSSC Quality Practices and Measurement	3	3
MTT 128	Geometric Dimensioning and Tolerancing I	3	3
MSP 111	Introduction to Computer Numerical Machining	2	2
CNC 142	Applied Geometry for CNC Machining	3	3
<b>ENG 101</b>	<b><i>English Composition</i></b>		3

<b>Third Term</b>		<b>STC</b>	<b>AAS</b>
ADM 293	MSSC Manufacturing Processes and Production	3	3
MTT 109	Orientation to Computer Assisted Manufacturing	3	3
MSP 112	Computer Numerical Control Turning	3	3
MSP 212	Computer Numerical Control Turning Lab	3	3
<i>Natural Science or Mathematics Elective</i>			3

<b>Fourth Term</b>			
ADM 294	MSSC Maintenance Awareness	3	3
MTT 140	Basic Computer Numerical Control Turning Programming I	3	3
MTT 243	CNC Turning Lab I	3	3
MSP 113	Computer Numerical Control Milling	3	3
CNC 213	Advanced Computer Numerical Control Milling	3	3

***\*Stackable Short Term Certificate: CNC Turning***

<b>Fifth Term</b>			
CNC 156	Jig and Fixture Construction Principles	3	3
CNC 223	Computer Numerical Control Graphics Milling <sup>3</sup>	3	
MTT 281	Basic Tool and Die	3	3
<i>Social/ Behavioral Science Elective</i>			3

***\*Stackable Short Term Certificate: CNC Milling***

<b>Credit Hour Total</b>	<b>72</b>
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### **Conventional Machining Short Term Certificate**

This short-term certificate is designed to provide skills in conventional or manual machining. Students who earn this Short Term Certificate will have an in-depth knowledge of manual metal working equipment; including but not limited to, manual knee mills, engine lathes and surface grinders. They will also gain skills in figuring feed and speeds calculations when using different types of ferrous and non ferrous materials as well as a basic understanding of blueprints. This short term certificate program is subject to Title IV clock to credit hour conversion

MSP 104	Basic Machining Calculations	2
MSP 105	Lathes	3
MSP 107	Milling Machines	3
MSP 121	Basic Blueprint Reading for Machinist	2
MSP 125	Introduction to Machining Technology	3

<b>Total Credit Hours</b>	<b>13</b>
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## **Die Mold Maintenance and Repair and Tool Making Short Term Certificate**

This short-term certificate is designed to provide advanced skills in die, mold maintenance and repair. Trainees will be required to have certain prerequisite skills in order to be accepted into the program. They must possess machine tool technology experience and/or have completed a two-year degree program in this skill set and some years of experience in machining. When they complete this program they will be highly skilled machinists and very well trained tool-makers and entry level Die Repair and Mold Repair Techs. Students who earn this Certificate will have in-depth knowledge of die, mold maintenance and repair. This certificate is subject to Title IV clock to credit hour conversion.

CNC 217	Tooling and Machining Data	3
CNC 233	Advanced Tool and Die	3
CNC 234	Precision Machining Practices	3
CNC 235	Basic Die Construction	3
CNC 161	Die Maintenance and Repair	3
MSP 142	Advanced Machining Calculations	3
MTT 205	Mold Maintenance and Repair	3
MTT 162	Precision Grinding	3
MTT 128	Geometric Dimensioning and Tolerancing	3
<b>Total Credit Hours</b>		<b>27</b>

## **WELDING AAS Advanced Manufacturing**

The Associate of Applied Science in Advanced Manufacturing with a concentration in Welding is designed to prepare individuals for employment in the field of welding. The program is a competency based program that includes both theory and hands-on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials. This includes, but may not be limited to, oxy-fuel cutting, carbon arc cutting, shield metal arc welding, gas tungsten arc welding, flux cored arc welding, gas metal arc welding, pipe welding, and plasma arc cutting. Students will also be trained in blueprint reading and interpreting weld symbols and joints. After completion of the program, the student will have covered skills designated by the AWS (American Welding Society) and will be prepared to take the AWS Entry Level Welder test. Students completing the Welding Technology program will also be required to participate in AWS Sense third party credentialing as part of the curriculum. This concentration area has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

<b>GMAW Term</b>		<b>STC</b>	<b>AAS</b>
ADM 291	MSSC Safety	3	3
WDT 110	Industrial Blueprint Reading	3	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3	3
WDT 124	Gas Metal Arc/Flux Cored Arc Welding Lab	3	3
<b>MTH 100</b>	<b>Intermediate College Algebra or Higherns</b>		<b>3</b>

**\*Stackable Short Term Certificate: Basic Gas Metal Arc Welding - 9 hours**

<b>SMAW Term</b>			
ADM 292	MSSC Quality Practices and Measurement	3	3
WDT 108	SMAW Fillet/OFC	3	3
WDT 122	SMAW Fillet/OFC Lab	3	3
WDT 109	SMAW Fillet/PAC/CAC	3	3
WDT 123	SMAW Fillet/PAC/CAC Lab	3	3
<b>ENG 101</b>	<b>English Composition I</b>		<b>3</b>

**\*Stackable Short Term Certificate: Basic Shielded Metal Arc Welding - 9 hours**

<b>SMAW Groove Term</b>			
ADM 293	MSSC Manufacturing Processes and Production	3	3
WDT 120	Shielded Metal Arc Groove	3	3
WDT 123	SMAW/Fillet/PAC/CAC Lab	3	3
WDT 125	Shielded Metal Arc Groove Lab	3	3
	<b>Natural Science or Mathematics Elective</b>		<b>3</b>

**\*Stackable Short Term Certificate: SMAW Groove - 9 hours**

<b>GTAW Term</b>			
ADM 294	MSSC Maintenance Awareness	3	3
WDT 115	GTAW Carbon Pipe	3	3
WDT 155	GTAW Carbon Pipe Lab	3	3
WDT 228	GTAW Fillet	3	3
	<b>Humanities and Fine Arts Elective</b>	<b>3</b>	<b>3</b>

**\*Stackable Short Term Certificate: GTAW Welding - 9 hours**

<b>SMAW Term</b>			
WDT 217	SMAW Carbon Pipe	3	3
WDT 257	SWAM Carbon Pipe Lab	3	3
WDT 218	Certification	3	3
	<b>Social and Behavioral Sciences Elective</b>		<b>3</b>

**\*Stackable Short Term Certificate: SMAW Carbon Pipe - 9 hours**

**Credit Hour Total**

**72**

## WORKFORCE SOLUTIONS DEPARTMENT

### Workforce Solutions

**Greg Leikvold**

**Director of Workforce Development**

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The Workforce Solutions Department has a dual purpose. 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. The Workforce Solutions Department offers non credit technical skill training to help employers or individuals seeking to upgrade or enhance their current skill sets. The Department can also work with companies to “customize” training which can be 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 companies. Whatever it takes to enhance the knowledge and workability for the local industry, SUSCC’s Workforce Solutions is a dedicated partner in conjunction with all the instructional units of the school to enhance the workforce development and economic growth.

The second part of the Department’s mission is the Skills Training Division. This portion of the mission is to assist non-credit students acquire skills through short-term training. The College offers three skills training programs: Tractor-Trailer Truck Driver Training, Ready-To-Work, and Manufacturing Production Technician. These three programs are explained below:

### **1. Tractor-Trailer Truck Driver Training**

The SUSCC Tractor-Trailer Truck Driver Program is a six-week, highly intensive occupational training program with the end result being employment in the field. This is a “Job Oriented” training program. Individuals interested in this 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” Learner’s Permit. The individual will be required to provide the Tractor-Trailer Truck Driver Training Department with copies of the long and short form of the CDL physical, proof of drug screen passage, original MVR and CDL Learner’s Permit prior to enrollment. All drug screens and MVRs must be dated within 30 days of class enrollment. Tuition and fees must be paid prior to the beginning of the class.

### **2. Ready to Work**

The Ready To Work (RTW) program is a non-credit program that provides training in basic skills and abilities required by most leading businesses and industries in Alabama. The program is offered at no cost to qualified participants. This program is grant funded through the Governor’s Office of Workforce Development and offered in partnership

with Southern Union and AIDT. The curriculum was designed by AIDT to build skills based on demands of local businesses and industries along with the nation-wide growth in technology, computer knowledge and employment availability.

Successful completers will receive an “Alabama Certified Worker” Certificate from AIDT as well as an Alabama Career Readiness Certificate giving them industry recognized credentials to compete for jobs in today’s competitive market.

To qualify for RTW, students must score at or above a level 3 on the pretest section of Applied Mathematics and Reading for Information utilizing the computer based WIN software program. These pretests will be administered during the Orientation Session. Students must also have a high school diploma or GED to enter RTW training. Students not scoring a level 3 on the pretests or having a GED or high school diploma may be referred to Southern Union’s Adult Education program until these requirements can be met.

### **3. Manufacturing Production Technician**

The Manufacturing Production Technician program is a non-credit 180 hour program. Individuals may enter the program without a high school diploma or GED; however, Southern Union as well as the credentialing agency strongly recommends that individuals enrolling in this program perform at a 9th-grade math and 10th-grade reading level as well as possess basic computer skills before enrolling in the Manufacturing Production Technician training program.

The purpose of the Manufacturing Production Technician program is to prepare individuals for the MSSC credentialing program and to recognize, through a series of assessments and certification, individuals who demonstrate mastery of the core competencies of manufacturing production at the front-line (entry-level through front-line supervisor) through successful completion of their certification assessments. The goal of the program is to raise the level of performance of production workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company’s productivity and that will help prepare an individual to sit for the MSSC Certified Production Technician certification assessments which, upon completion, will lead to a nationally recognized industry credential.

# 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
SOC	Sociology
SPA	Spanish
SPH	Speech
THR	Theatre Arts

Health Sciences Courses

EMP	Emergency Medical Paramedics
EMS	Emergency Medical Services
FSC	Fire Science
HEC	Home Economics
HED	Health Education
LPN	Practical Nursing
NAS	Nursing Assistant
NUR	Associate Degree Nursing



Health Sciences Courses (cont'd)

PED	Physical Education
PTA	Physical Therapy Assistant
RAD	Radiologic Technology
SUR	Surgical Technology
TCT	Telecommunication Technology

Technical Courses

ADM	Advanced Manufacturing
ASC	Air Conditioning and Refrigeration
AUM	Automotive Service Technology
AUT	Plastics Injection Molding Technology
COS	Cosmetology
DDT	Engineering and Design
ILT	Industrial Electricity/Electronics Technology
INT	Manufacturing Technology
MSP	Machine Shop Technology
WDT	Welding Technology

**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 course 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. Students must successfully complete the prerequisite before they are 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.*

### ADVANCED MANUFACTURING (ADM)

#### **ADM 101. PRECISION MEASUREMENT. 3 hrs. (2-1-3)**

This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques, reverse engineering, and related industry standards in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints, and apply basic reverse engineering techniques.

#### **ADM 112. ORIENTATION TO ADDITIVE MANUFACTURING. 1 hr. (1-0-1)**

Introduction to the basics of Additive Manufacturing (AM), including personal protective equipment (PPE), safety practices, general lab procedures and the proper use of equipment to perform basic manufacturing processes such as drilling, cutting, and finishing on commonly used material such as polymers, metals and composites. The course focuses on AM fundamentals, history, and terminology, but will also include introduction to materials, software, feedstock, and secondary AM processes. The advantages and disadvantages of various AM technologies will be discussed. The course includes printing a 3D object.

#### **ADM 123. PLASTIC MATERIAL PROCESSES. 3 hrs. (1-2-3)**

This course in plastic materials and processes includes the basic principles and methodology of various material types and manufacturing processes. Comparison of selecting the best type of manufacturing for product will be discussed. Student will learn proper instruction on safety operations, set-up and maintenance and production of parts on a Fused Deposition Manufacturing (FDM) printer or Rapid Prototype (RP) System. Emphasis is directed on 3D modeling software program (such as Solid works) and Insight software 2/3Dsketches. RP manufacturing technologies, FSM usages and processing with various types of manufactured plastics. Upon completion, students should be able to discuss and understand the significance of materials properties and structure, basic rapid prototyping and express and interpret material specifications and be able to select the best process for the type of product being produced.

#### **ADM 147. INJECTION MOLD DESIGN. 3 hrs. (3-0-3)**

Students learn to identify the components of an injection mold such as mold base, spruce brushing, runner system, gates, vents, cavities, inserts and ejection system. Students learn the purpose of each component of an injection mold. Student learn common materials used to build an injection mold.

#### **ADM 160. ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES. 3 hrs. (2-1-3)**

In this class students will utilize the various Additive Manufacturing (AM) design software to learn different techniques of building additively. Student will engage in using the software and build theory to discover best build for the part. Tool paths, angles, rotation and build support will be discussed. Additive process will include polymers and powders. Cost and build time will be calculated on the different build parameters.

#### **ADM 161. SPECIALIZED SOFTWARE TECHNIQUES. 3 hrs. (2-1-3)**

In this class students will learn techniques to design for 3D printing using a 3D modeling program. Students will also be able to manipulate STL files after receiving instruction on a software program such as "Materialize".

#### **ADM 162. ADDITIVE MANUFACTURING PROCESS. 3 hrs. (1-2-3)**

This course focuses on basic principles and methodology of different types of polymers and processes created with the Additive Manufacturing (AM) process. Comparison of selecting the best type of polymer for production will be discussed. Students receive proper instruction on safety operations, set-up, routine maintenance and production on the AM system. Students learn the various types of polymer AM systems; ie. Fused Deposition Manufacturing (FDM), Poly Jet and SLA. Students also learn the software used for each AM system. Upon completion, students will be able to describe the

different types of polymers available for the AM process including, but not limited to, ABS, PC, PC-ABS, ULT, PPS, and Nylon and explain what the benefits are for basic AM. They should be able to demonstrate the how to take the AM system apart from start to finish and be able to select the best process for the type of product being produced.

**ADM 164 ADDITIVE MANUFACTURING PROCESSES – Metals. 3 hrs. (1-2-3)**

This course focuses on the basic principles and methodology of different types of metal powders and processes created with the Additive Manufacturing (AM) process. Students receive instruction on safety operations, set-up and routine maintenance and production of the AM Systems. Students learn metal powder based AM with the use of the Direct Metal Laser Sintering (DMLS) system. Students also learn various design software programs used for a metal powder system. Upon completion, students will be able to describe the different types of metal powders including, but not limited to aluminum, stainless steel, cobalt, titanium, and nickel and explain what the benefits are of basic AM. They should be able to demonstrate how to take a “part” from start to finish on the AM system and be able to select the best process for the type of product being produced.

**ADM 205 ADVANCED INJECTION MOLDING. 3 hrs. (3-0-3)**

Students learn advanced applications in injection molding, including fill time, cycle time, melt temperature, part size and weight, injection pressure and clamp pressure. Students learn solutions for common part defects such as short shots, flash, warp, surface defects, color changes and shrinkage.

**ADM 261 REVERSE ENGINEERING. 3 hrs. (1-2-3)**

This course emphasizes reverse engineering techniques and quality control inspection of parts employing 3D printing, scanning, and Coordinate Measuring Machine (CMM technologies). The emphasis is on using applicable software to convert scanned images from point cloud data into 3D models. The process will allow using software to clean up point cloud data, create airtight 3D models, run a comparison analysis of collected data to solid, improve or reproduce a scanned part, print the part and then perform an inspection using CMM probe for additional analysis and comparison.

**ADM 291. MSSC SAFETY. 3 hrs. (3-0-3)**

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment.

**ADM 292. MSSC QUALITY PRACTICES AND MEASUREMENT. 3 hrs. (3-0-3)**

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment.

**ADM 293. MSSC MANUFACTURING PROCESSES AND PRODUCTION. 3 hrs. (3-0-3)**

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment.

**ADM 294. MSSC MAINTENANCE AWARENESS. 3 hrs. (3-0-3)**

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment.

## ART (ART)

*Studio courses must be taken in sequence except with the permission of the instructor*

**\*ART 100. ART APPRECIATION. 3 hrs.**

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 101 and/or as required by program.*

This course is a continuation of ART 101.

## **ASTRONOMY (AST)**

**\*AST 220. INTRODUCTION TO ASTRONOMY. 4 hrs.**

*PREREQUISITE: Eligible for ENG 101 and MTH 100.*

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. (1-4-3)**

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

**ASC 112. HVACR SERVICE PROCEDURES. 3 hrs. (1-4-3)**

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. (1-4-3)**

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 comprehend related terminology and be able to fabricate pipe, tubing, and pipe fittings.

**ASC 119. FUNDAMENTALS OF GAS HEATING SYSTEMS. 3 hrs. (1-4-3)**

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. (1-4-3)**

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. (1-4-3)**

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion, students should understand and be able to apply the basic principles of HVAC/R circuits and circuit components.

**ASC 122. HVACR ELECTRICAL CIRCUITS. 3 hrs. (1-4-3)**

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 and be able to construct various types of electrical circuits.

**ASC 123. HVACR ELECTRICAL COMPONENTS. 3 hrs. (1-4-3)**

This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation.

**ASC 128. LOAD CALCULATIONS. 3 hrs. (3-0-3)**

This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements.

**ASC 132 . RESIDENTIAL AIR CONDITIONING. 3 hrs. (1-4-3)**

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 134. ICE MACHINES. 3 hrs. (1-4-3)**

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 147. REFRIGERATION TRANSITION AND RECOVERY. 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. Upon completion, students should be prepared to take the EPA 608 certification examination.

**ASC 148. HEAT PUMP SYSTEMS. 3 hrs. (1-4-3)**

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 192. HVACR APPRENTICESHIP/INTERNSHIP. 3 hrs. (0-6-3)**

*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 203. COMMERCIAL REFRIGERATION. 3 hrs. (1-4-3)**

This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems.

**ASC 210. TROUBLESHOOTING HVAC/R SYSTEMS. 3 hrs. (1-4-3)**

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 SERVICE TECHNOLOGY (AUM)****AUM 101. FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY. 3 hrs. (1-4-3)**

This course provides basic instruction in Fundamentals of Automotive Technology.

**AUM 112. ELECTRICAL FUNDAMENTALS 3 hrs. (1-4-3)**

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. (1-4-3)**

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. (1-4-3)**

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. (1-4-3)**

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 AXLES. 3 hrs. (1-4-3)**

This course provides basic instruction in automotive drive trains and axles. 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. (1-4-3)**

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. (1-4-3)**

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. (0-2-1)**

*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, students should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

**AUM 220. ADVANCED AUTOMOTIVE ENGINES. 3 hrs. (1-4-3)**

*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. (1-4-3)**

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. (1-4-3)**

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. (1-4-3)**

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.

**AUM 244. ENGINE PERFORMANCE AND DIAGNOSTICS. 3 hrs. (1-5-3)**

*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. (1-4-3)**

*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 291. CO-OP. 3 hrs. (0-6-3)**

*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.

**BIOLOGY (BIO)****\*BIO 101. INTRODUCTION TO BIOLOGY I. 4 hrs.**

*PREREQUISITE: Eligible for ENG 101 and MTH 100.*

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: Eligible for ENG 101 and MTH 100.*

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 protists. 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 111. SURVEY OF HUMAN BIOLOGY. 4 hrs.**

*PREREQUISITE: Eligible for ENG 101 and MTH 100.*

This course is for non-science majors and covers an overview of human body functions with an emphasis on major organ systems. It covers the scientific method, cellular structures, bioenergetics, cell reproduction, and Mendelian and molecular genetics. Laboratory is required.

**BIO 201. HUMAN ANATOMY AND PHYSIOLOGY I. 4 hrs.**

*PREREQUISITE: Eligible for ENG 101 and MTH 100.*

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 or BIO 202 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 215. BUSINESS COMMUNICATION. 3 hrs.**

*PREREQUISITE: Eligible for ENG 101 or OAD 131 with a minimum grade of C.*

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.**

*PREREQUISITE: MTH 100 with a minimum grade of C.*

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 with a minimum grade of C.*

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. 245. ACCOUNTING WITH QUICKBOOKS. 3 hrs.**

*PREREQUISITE: BUS 241 with a minimum grade of C.*

This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing payroll. Additional procedures covered include setting up accounts, summarizing data, generating financial reports and banking transactions.

**BUS 248. MANAGERIAL ACCOUNTING. 3 hrs.**

*PREREQUISITE: BUS 242 with a minimum grade of C.*

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: MTH100 with a minimum grade of C.*

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 with a minimum grade of C.*

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.**

*PREREQUISITE: BUS 100 with a minimum grade of C.*

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.**

*PREREQUISITE: Eligible for ENG 101 or OAD 131 with a minimum grade of C.*

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.**

*PREREQUISITE: BUS 100 with a minimum grade of C.*

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

**BUS 296. BUSINESS INTERNSHIP. 3 hrs.**

*PREREQUISITION: Permission of instructor.*

This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

## CHEMISTRY (CHM)

**\*CHM 104. INTRODUCTION TO INORGANIC CHEMISTRY. 4 hrs.**

*PREREQUISITE: MTH 100 with a minimum grade of C and eligible for ENG 101.*

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 or CHM 111*

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 with a minimum grade of C and eligible for ENG 101.*

*COREQUISITE: CHM 121*

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 with a minimum grade of C.*

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 121. CHEMISTRY RECITATION I. 1 hr.**

*PREREQUISITE: MTH 112 with a minimum grade of C and eligible for ENG 101.*

*COREQUISITE: CHM 111*

This is a first semester course designed to improve student's ability to work chemistry problems. By the end of the course the student will be able to work chemistry problems appropriate to CHM 111 including solving measurement problems using dimensional analysts, writing chemical formulas and naming compounds, balancing chemical equations, solving stoichiometry, thermochemistry, gas law, and solution problems, and using Lewis Structures and VSEPR Theory to predict molecular structure, polarity, and hybridization.

**\*CHM 221. ORGANIC CHEMISTRY I. 4 hrs.**

*PREREQUISITE: CHM 112 with a minimum grade of C.*

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 with a minimum grade of C.*

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 TO EARLY CARE & EDUCATION OF CHILDREN. 3 hrs.**

*PREREQUISITE: Eligible for ENG 101.*

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, including infant and toddler and pre-school 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.**

*PREREQUISITE: Eligible for ENG 101.*

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.**

*PREREQUISITE: Eligible for ENG 101.*

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.**

*PREREQUISITE: Eligible for ENG 101.*

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 developmental 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 YOUNG CHILDREN. 3 hrs.**

*PREREQUISITE: Eligible for ENG 101.*

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, students will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments.

**CHD 205. PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN. 3 hrs.**

*PREREQUISITE: Eligible for ENG 101.*

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.**

*PREREQUISITE: Eligible for ENG 101.*

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.**

*PREREQUISITE: Eligible for ENG 101.*

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.**

*PREREQUISITE: Eligible for ENG 101.*

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 CHILDREN WITH EXCEPTIONAL NEEDS. 3 hrs.**

*PREREQUISITE: Eligible for ENG 101.*

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 211. CHILD DEVELOPMENT SEMINAR.**

*PREREQUISITE: Eligible for ENG 101.*

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.**

*PREREQUISITE: Eligible for ENG 101.*

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.**

*PREREQUISITE: Permission of advisor.*

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. Students must have permission of the Department Chair.

**CHD 224. SCHOOL-AGE CHILDCARE. 3 hrs.**

*PREREQUISITE: Eligible for ENG 101.*

This course is designed for caregivers/teachers providing programs for children age 5-12 in their before and after school care needs. The course provides information on developmental profiles, discusses family concerns, and includes a variety of activities that caregivers can adopt to provide an educational and stimulating program.

## COMPUTER SCIENCE (CIS)

**CIS 113. SPREADSHEET SOFTWARE APPLICATIONS. 3 hrs.**

This course provides students with hands-on experience using spreadsheets software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.

**CIS 117. DATABASE MANAGEMENT SOFTWARE APPLICATIONS. 3 hrs.**

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.

**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.**

*PREREQUISITE: Eligible for ENG 101.*

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 151. GRAPHICS FOR THE WORLD WIDE WEB. 3 hrs.**

This course provides an overview to the theory, tools, and techniques necessary for creating high-quality graphics using various design software tools. At the completion of this course students will be able to apply various software packages to create graphics for Web applications in raster or vector format.

**CIS 157. INTRODUCTION TO APP DEVELOPMENT WITH SWIFT. 3 hrs.**

This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with tools, techniques, and concepts needed to build a basic iOS system.

**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 220. APP DEVELOPMENT WITH SWIFT. 3 hrs.**

*PREREQUISITE: CIS 157 with a minimum grade of C.*

This is the first of two courses designed to teach specific skills related to app development using Swift.

**CIS 222. DATABASE MANAGEMENT. 3 hrs.**

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.

**CIS 227. APP DEVELOPMENT WITH SWIFT II. 3 hrs.**

*PREREQUISITE: CIS 220 with a minimum grade of C.*

This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps.

**CIS 246. ETHICAL HACKING. 3 hrs.**

*PREREQUISITE: CIS 199 with a minimum grade of C or permission of instructor.*

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.**

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 255. JAVA PROGRAMMING. 3 hrs.**

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.*

*COREQUISITE: CIS 269*

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 130 with a minimum grade of C.*

*COREQUISITE: CIS 268*

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 277. NETWORK SERVICES ADMINISTRATION. 3 hrs.**

*PREREQUISITE: CIS 199 with a minimum grade of C.*

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks.

**CIS 284. CIS INTERNSHIP. 3 hrs.**

*PREREQUISITE: Permission of instructor.*

This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience.

**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, 137, 145.*

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. (0-6-3)**

*COREQUISITE: COS 111, 137, 145.*

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping,

and hairstyling. Emphasis is placed on disinfection, 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, 137, 145 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, 137, 145 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, 137, 145 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, 137, 145 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, 163, 164.*

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, 163, 164.*

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, 163, 164 with minimum grade of "C" or permission of instructor.*

*COREQUISITE: COS 167, 125.*

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)**

*PREREQUISITE: COS 117, 118, 163, 164 with minimum grade of "C" or permission of instructor.*

*COREQUISITE: COS 123, 167.*

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 137. HAIR SHAPING AND DESIGN THEORY. 3 hrs. (3-0-3)**

*COREQUISITE: COS 111, 112, 145.*

This course introduces students to concepts related to the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines.

**COS 145. HAIR SHAPING LAB. 3 hrs. (0-8-3)**

*COREQUISITE: COS 111, 112, 137.*

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 163. FACIAL TREATMENTS. 3 hrs. (1-4-3)**

*PREREQUISITE: COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.*

*COREQUISITE: COS 117, 118, 164.*

This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type.

**COS 164. FACIAL MACHINE. 3 hrs. (0-6-3)**

*PREREQUISITE: COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.*

*COREQUISITE: COS 117, 118, 163.*

This is a course designed to provide a practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparatus, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.

**COS 167. STATE BOARD REVIEW. 3 hrs. (1-6-3)**

*PREREQUISITE: COS 117, 118, 163, 164 with minimum grade of "C" or permission of instructor.*

*COREQUISITE: COS 123, 125.*

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 191. CO-OP. 3 hrs. (0-9-3)**

*PREREQUISITE: Permission of instructor.*

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COSMETOLOGY INSTRUCTOR TRAINING (CIT)****CIT 211. TEACHING AND CURRICULUM DEVELOPMENT. 3 hrs. (3-0-3)**

This course focuses on principles of teaching, teaching maturity, professional conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.

**CIT 212. TEACHER MENTORSHIP. 3 hrs. (0-9-3)**

This course is designed to provide the practice through working with a cosmetology instructor in a



mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.

**CIT 214. LESSON PLAN METHODS AND DEVELOPMENT. 3 hrs. (1-6-3)**

During this course students have the opportunity to further apply knowledge and lesson delivery by using lesson plans they have developed from previous courses or this course. Emphasis is placed on the use of lesson plans in various classroom and laboratory settings. Upon completion, students will be able to teach a variety of cosmetology classes using various techniques. This course serves as a suitable substitute for CIT 221. If used as a suitable substitute, this course becomes a core class.

**CIT 221. LESSON PLAN IMPLEMENTATION. 3 hrs. (0-7-3)**

This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four-step teaching method.

**CIT 222. AUDIO VISUAL MATERIALS AND METHODS. 3 hrs. (3-0-3)**

This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, students should be able to prepare teaching aids and determine their most effective use.

**CIT 223. AUDIO VISUAL MATERIALS AND METHODS APPLICATIONS. 3 hrs. (0-6-3)**

This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan.

**CIT 224. SPECIAL TOPICS IN COSMETOLOGY INSTRUCTION. 3 hrs. (3-0-3)**

This course is designed to allow students to further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.

**CIT 225. SPECIAL TOPICS IN COSMETOLOGY. 3 hrs. (0-6-3)**

This course is designed to allow students to further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.

## **CRIMINAL JUSTICE (CRJ)**

**CRJ 100. INTRODUCTION TO CRIMINAL JUSTICE. 3 hrs.**

*Course is not part of Alabama General Studies Curricula and may not transfer to a four 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 examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

**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 of 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 Alabama General Studies Curricula and may not transfer to a four 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 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 reviews the various types of police reports, including incident, investigative, progress, and others. The course analyzes the different forms of written communications used in law enforcement.

**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.**

*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. 3 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, preparing the student for intermediate modern dance.

**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 instructor.*

This course is a continuation of DNC 140.

**DNC 142. FITNESS DANCE III. 1-2 hrs.**

*PREREQUISITE: DNC 141 or permission of 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 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 instructor.*

This course is a continuation of DNC 160.

**DNC 162. DANCE WORKSHOP III. 1-2 hrs.**

*PREREQUISITE: DNC 161 or permission of 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 of instructor.*

This course is a continuation of DNC 231.

**DNC 233. THEATER DANCE III. 3 hrs.**

*PREREQUISITE: DNC 232 or permission of instructor.*

This course is a continuation of DNC 232.

**DNC 234. CHOREOGRAPHY I. 3 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 instructor.*

This course is a continuation of DNC 162.

**DNC 261. DANCE WORKSHOP V. 1-2 hrs.**

*PREREQUISITE: DNC 260 or permission of instructor.*

This course is a continuation of DNC 260.

**DNC 262. DANCE WORKSHOP VI. 1-2 hrs.**

*PREREQUISITE: DNC 261 or permission of instructor.*

This course is a continuation of DNC 261.

**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 instructor.*

This course is a continuation of DNC 267.

**DNC 269. JAZZ DANCE III. 3 hrs.**

*PREREQUISITE: DNC 268 or permission of instructor.*

This course is a continuation of DNC 268.

**DNC 270. JAZZ DANCE IV. 3 hrs.**

*PREREQUISITE: DNC 269 or permission of instructor.*

This course is a continuation of DNC 269.

**DNC 271. JAZZ DANCE V. 3 hrs.**

*PREREQUISITE: DNC 270 or permission of instructor.*

This course is a continuation of DNC 270.

**DNC 272. JAZZ DANCE VI. 3 hrs.**

*PREREQUISITE: DNC 271 or permission of 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. Class includes a 2 hour lab.

## EMERGENCY MEDICAL TECHNOLOGY (EMS)

**EMS 100. CARDIOPULMONARY RESUSCITATION I. 1 hr.**

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

**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 108. DIRECTED STUDIES IN EMS. 1 hr.**

This course offers independent study or computer assisted instruction under faculty supervision and/or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies required by the student are defined in writing at the first class period. Students transferring into the AEMT level who have completed a non-accredited EMT program must take EMS 108 Directed Studies in EMS I as a corequisite to EMS 156. Upon completion of EMS 108 with a grade of 75 or higher, the student will be awarded 10 non-traditional hours of credit.

**EMS 118. EMERGENCY MEDICAL TECHNICIAN. 9 hrs.**

*PREREQUISITE: Admission to program.*

*COREQUISITE: EMS 119*

This course is required to apply for certification as an Emergency Medical Technician. 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 maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

**EMS 119. EMERGENCY MEDICAL TECHNICIAN CLINICAL. 1 hr.**

*PREREQUISITE: Admission to program.*

*COREQUISITE: EMS 118*

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

**EMS 120. VEHICLE EXTRICATION. 2 hrs.**

This course provides students with theory in the development of concepts related to the removal of persons from damaged vehicles. Topics include gaining access, stabilization, packaging, patient removal, and basic hazardous situations. Upon completion, students should be able to effectively extricate a person from a wrecked vehicle.

**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 mecha-

nisms 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 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 155. ADVANCED EMERGENCY MEDICAL TECHNICIAN. 7 hrs.**

*PREREQUISITE: Admission to program.*

*COREQUISITE: EMS 156*

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

**EMS 156. ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL. 2 hrs.**

*PREREQUISITE: Admission to program.*

*COREQUISITE: EMS 155*

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite. Students transferring into the paramedic program who have completed a non-accredited AEMT program must take EMS 156, Advanced Emergency Technician Clinical, as a corequisite to EMS 244. Upon completion of EMS 156 with a grade of 75 or higher, the student will be awarded 10 non-traditional hours of credit.

**EMS 189. APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC. 4 hrs.**

*PREREQUISITE: Completion of all required developmental classes (English, reading, or math).*

*NOTE: BIO 111 (EMS 189) or BIO 201 is a prerequisite for the first Paramedic course.*

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.

**EMS 241. PARAMEDIC CARDIOLOGY. 3 hrs.**

*PREREQUISITE: Admission to program. BIO 111 (EMS 189) or BIO 201*

*COREQUISITE: EMS 241, 242, 244, & 257.*

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

**EMS 242. PARAMEDIC PATIENT ASSESSMENT. 3 hrs.**

*PREREQUISITE: Admission to program. BIO 111 (EMS 189) or BIO 201 with C or higher.*

*COREQUISITE: EMS 241, 242, 244, & 257.*

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, communications, documentation and assessment based management.

**EMS 244. PARAMEDIC CLINICAL I. 1 hr.**

*PREREQUISITE: Admission to program. BIO 111 (EMS 189) or BIO 201 with C or higher.*

*COREQUISITE: EMS 241, 242, 244, & 257.*

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 and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

**EMS 245. PARAMEDIC MEDICAL EMERGENCIES. 3 hrs.**

*PREREQUISITE: EMS 241, 242, 244, & 257.*

*COREQUISITE: EMS 245, 246, 247 & 248.*

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation 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.

**EMS 246. PARAMEDIC TRAUMA MANAGEMENT. 3 hrs.**

*PREREQUISITE: EMS 241, 242, 244, & 257.*

*COREQUISITE: EMS 245, 246, 247 & 248.*

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.

**EMS 247. PARAMEDIC SPECIAL POPULATIONS. 2 hrs.**

*PREREQUISITE: EMS 241, 242, 244, & 257.*

*COREQUISITE: EMS 245, 246, 247 & 248.*

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.

**EMS 248. PARAMEDIC CLINICAL II. 3 hrs.**

*PREREQUISITE: EMS 241, 242, 244, & 257.*

*COREQUISITE: EMS 245, 246, 247 & 248.*

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 and trauma situations across the life span of the patient, with a focus on communication with and management of trauma, cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

**EMS 253. PARAMEDIC TRANSITION TO THE WORKFORCE. 2 hrs.**

*PREREQUISITE: EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).*

*COREQUISITE: EMS 254, 255 AND 256.*

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.

**EMS 254. ADVANCED COMPETENCIES FOR PARAMEDIC. 2 hrs.**

*PREREQUISITE: EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).*

*COREQUISITE: EMS 253, 254, 255 AND 256.*

This course is designed 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, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

**EMS 255. PARAMEDIC FIELD PRECEPTORSHIP. 5 hrs.**

*PREREQUISITE: EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).*

*COREQUISITE: EMS 253, 254, 255 AND 256.*

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.

**EMS 256. PARAMEDIC TEAM LEADERSHIP. 1 hr.**

*PREREQUISITE: EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).*

*COREQUISITE: EMS 253, 254, 255 AND 256.*

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.

**EMS 257. PARAMEDIC APPLIED PHARMACOLOGY. 2 hrs.**

*PREREQUISITE: Admission to program. BIO 111 (EMP 189) or BIO 201.*

*COREQUISITE: EMS 241, 242, 244 & 257.*

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.

**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 CV LIFE SUPPORT 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. INTERNATIONAL TRAUMA LIFE SUPPORT. 1 hr.**

*PREREQUISITE: 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 requires 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 273. EKG INTERPRETATION. 2 hrs.**

*PREREQUISITE: Program approval.*

This course is designed for students in health related professions desiring the knowledge to interpret singular lead electrocardiograms. The course provides concepts in the interpretation of electrocardiograms to include an overview of the electrical conduction of the heart as well as the identification of all categories of dysrhythmias. Upon course completion, students should be able to identify various types of cardiac rhythms.

**EMS 275. PRE-HOSPITAL ALS PROTOCOLS. 2 hrs.**

*PREREQUISITE: Program approval.*

Pre-hospital Advanced Life Support (ALS) Protocols is designed for EMT-Intermediates and Paramedics to familiarize them with the current Advanced Life Support 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.

## ENGINEERING AND DESIGN (DDT)

**ADM 116. INTRODUCTION TO CATIA. 3 hrs. (3-0-3)**

Introduction to parametric, three-dimensional modeling using CATIA. The course focuses on how to navigate within the software, how to create three-dimensional solid models using industry best practices, and how to create and manipulate assemblies made from these parts. Students learn the process of designing models with CATIA from conceptual sketching, to solid modeling, assembly design, and drawing production. Upon completion of this course, users will have acquired the skills to confidently work with CATIA. Students will gain an understanding of the parametric design philosophy of CATIA in this extensive hands on course.

**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. (1-4-3)**

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 and drawing.

**DDT 116. INTRODUCTION TO CATIA. 3 hrs. (3-0-3)**

Introduction to parametric, three-dimensional modeling using CATIA (v5 or 6). Focus on how to navigate within this software, how to create three-dimensional solid models using industry best practices, and then how to create and manipulate assemblies made from these parts. Learn the process of designing models with CATIA from conceptual sketching, through to solid modeling, assembly design, and drawing production. Upon completion of this course, you will have acquired the skills to confidently work with CATIA. Gain an understanding of the parametric design philosophy of CATIA in this extensive hands-on course.

**DDT 124. BASIC TECHNICAL DRAWING. 3 hrs. (1-4-3)**

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. (1-4-3)**

*PREREQUISITE: DDT 104, 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. (1-4-3)**

*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. (1-4-3)**

*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 multi-view drawings with advanced dimensioning, basic tolerancing and pictorial drawings.

**DDT 132. ARCHITECTURAL DRAFTING. 3 hrs. (1-4-3)**

*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: DDT 104, 111, 124, 128 or permission of instructor.*

This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, 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 212. INTERMEDIATE ARCHITECTURAL DRAFTING. 3 hrs. (1-4-3)**

*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 interior elevations, plot plans, and interior details. 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. (1-4-3)**

*PREREQUISITE: DDT 104, DDT 111, DDT 124, DDT 128 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 220. ADVANCED TECHNICAL DRAWING. 3 hrs. (1-4-3)**

*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 222. ADVANCED ARCHITECTURAL DRAFTING. 3 hrs. (1-4-3)**

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. (1-4-3)**

*PREREQUISITE: DDT 104, DDT 111, DDT 124, DDT 128 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 228. GEOGRAPHIC INFORMATION SYSTEMS. 3 hrs. (1-4-3)**

This course is designed as an introduction to the world of G.I.S. and what it's about and builds on the skills attained in Civil Drafting I and II. Emphasis will be placed on utilizing G.I.S. software in conjunction with a CAD program to produce "intelligent" maps tied to a database in solving complex projects and problems. Upon completion, students should be able to manipulate attributed objects drawn on CAD/GIS software and accurately produce basic G.I.S. drawings.

**DDT 231. ADVANCED CAD. 3 hrs. (1-4-3)**

*PREREQUISITE: DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.*

This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**DDT 233. INTERMEDIATE 3D MODELING. 3 hrs. (1-4-3)**

*PREREQUISITE: DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.*

This course emphasizes the more advanced techniques in 3D solid modeling. It covers advanced features of part creation, part editing, and analysis. Some techniques that will be discussed are: lofting, sweeping, sheet metal part creation, interference checking and stress analysis. Upon completion of the course, students should be able to create advanced 3D models and perform stress analysis/interference checking.

**DDT 260. PORTFOLIO. 3 hrs. (1-4-3)**

This course includes the preparation of technical and/or architectural drawings for a portfolio presentation and a resume for portfolio presentation. Hard copy drawings as well as electronic will be discussed, finalized, and developed for presentation. Upon completion, students should be able to prepare and produce a portfolio for presentation. This course includes the preparation of artwork and resume for portfolio presentation. Topics include production of a resume and portfolio for presentation during the last semester of course work. Upon completion, students should be able to prepare and produce a resume and portfolio for presentation in both hard copy as well as electronic copy.

**DDT 271. DRAFTING INTERNSHIP. 3 hrs. (0-6-3)**

This course allows credit for substantial on-the-job experience within the field of Drafting and Design Technology.

**ENT 217. MACHINE DESIGN. 3 hrs. (1-2-3)**

This course covers the design concepts necessary to develop the technical drawings and features to manufacture or fabricate a part or assembly using computer-aided design/drafting software. The topics covered are the concepts and design constraints of gears, drive systems, bearings, belts, shafts, chains, fasteners, and springs. The student will be expected to apply the concepts and design constraints to properly design machine components and systems.

## ENGLISH (ENG)

### **ENR 098. WRITING AND READING FOR COLLEGE. 4 hrs.**

*PREREQUISITE: Appropriate placement score.*

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard written English. This course includes a lab component.

### **ENG 099. INTRODUCTION TO COLLEGE WRITING. 1 hr.**

*PREREQUISITE: Appropriate placement score.*

*COREQUISITE: ENG 101*

This course places emphasis on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 student.

### **\*ENG 101. ENGLISH COMPOSITION I. 3 hrs.**

*PREREQUISITE: Exempted by scores or appropriate placement scores in writing or successful completion of required developmental courses.*

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: ENG 101 with a minimum grade of C.*

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.**

*PREREQUISITE: Exempted by scores or appropriate placement scores in writing or successful completion of required developmental courses.*

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 251 AMERICAN LITERATURE I. 3 hrs.**

*PREREQUISITE: ENG102 with a minimum grade of C.*

This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on 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 252 AMERICAN LITERATURE II. 3 hrs.**

*PREREQUISITE: ENG102 with a minimum grade of C.*

This course is a survey of American literature from the middle of the 19th century to the present. Emphasis is placed on 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 271. WORLD LITERATURE I. 3 hrs.**

*PREREQUISITE: ENG 102 with a minimum grade of C.*

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: ENG 102 with a minimum grade of C.*

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.*

## FRENCH (FRN)

**FRN 101. INTRODUCTORY FRENCH I. 4 hrs.**

*PREREQUISITE: Eligible for ENG 101.*

This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.

**FRN 102 INTRODUCTORY FRENCH II. 4 hrs.**

*PREREQUISITE: FRN 101.*

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.

**FRN 201 INTERMEDIATE FRENCH I. 4 hrs.**

*PREREQUISITE: FRN 102.*

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

## 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.

## **GERMAN (GRN)**

**GRN 101. INTRODUCTORY GERMAN I. 4hrs.**

*PREREQUISITE: Eligible for ENG 101.*

This course provides an introduction to German. Topics include the development of basic communication skills and the acquisition of basic knowledge of German-speaking areas.

**GRN 102. INTRODUCTORY GERMAN II. 4hrs.**

*PREREQUISITE: GRN 101.*

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas.

## **HEALTH EDUCATION (HED)**

**HED 221. PERSONAL HEALTH. 3 hrs.**

This course introduces principles and practices of personal and family health; it includes human reproduction, 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.

**HED 266. INTRODUCTION TO HEALTH OCCUPATIONS. 3 hrs.**

This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled.

**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 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.

**HPS 114. BASIC PHARMACOLOGY. 2 hrs.**

This course is an introduction to basic pharmacology. Content includes classifications, indications, contraindications, desired effects, and side effects of medications used during diagnostic procedures and the prevention and treatment of common illnesses. Upon completion of the course, the student should be able to relate basic pharmacological concepts to the maintenance of health.

**HOME ECONOMICS (HEC)****HEC 140. PRINCIPLES OF NUTRITION. 3 hrs.**

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.**

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.**

This course offers the student an introduction to the humanities through independent visits to art, music, literature, history, and drama presentations and subsequent assignments.

**HUM 299. PTK HONORS I, II, III. 1 hr. each**

*PREREQUISITE: Permission of instructor.*

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.

## 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.

**IDS 299. INTRODUCTION TO COMMUNITY AND CIVIC ENGAGEMENT. 1 hr.**

*PREREQUISITE: Permission of instructor.*

This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. IDS 299 may be repeated for credit.

## INDUSTRIAL ELECTRICITY TECHNOLOGY (ILT)

**ILT 104. INDUSTRIAL INSTRUMENTATION. 3 hrs. (3-0-3)**

This course provides a study of instrumentation circuits/systems. Topics include the use of transducers, detectors, actuators, and/or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.

**ILT 105. INDUSTRIAL INSTRUMENTATION LAB. 2 hrs. (0-4-2)**

This lab includes the use of transducers, detectors, actuators, and/or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.

**ILT 109. ELECTRICAL BLUEPRINT READING I. 3 hrs. (3-0-3)**

This course will enable the student to obtain a working knowledge of the elements of blueprint reading;

the ability to interpret electrical, mechanical, and architectural drawing; and the ability to visualize the entire building structure in relationship to the electrical system.

**ILT 114. INSTRUMENTATION OPERATION AND CALIBRATION. 3 hrs. (2-3-3)**

The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.

**ILT 115. INDUSTRIAL CONTROLS. 3 hrs. (3-0-3)**

This course emphasizes the fundamentals and applications of solid state motor starters. Topics include DC drivers, AC variable frequency drives, thyristers, sequence circuits and closed loop control including PID process control. Upon completion, students should be able to apply principles of solid state motor starters.

**ILT 118. CONSTRUCTION WIRING NEC. 3 hrs. (1-4-3)**

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 139. INTRODUCTION TO ROBOTIC PROGRAMMING. 3 hrs. (1-5-3)**

This course provides an introduction to robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.

**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 160. DC FUNDAMENTALS. 3 hrs. (1-2-3)**

This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, and resistance, electrical sources, power, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities.

**ILT 161 AC FUNDAMENTALS. 3hrs. (1-2-3)**

This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lock-out procedures. Hands on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC circuits, impedance, phase relationships, and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

**ILT 162. SOLID STATE FUNDAMENTALS. 3 hrs. (1-4-3)**

This course provides instruction in basic solid state theory beginning with atomic structure and including devices 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. (1-4-3)**

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. 1 hr. (0-2-1)**

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. (2-2-3)**

This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. Upon lab completion, students should be able to test motors, transformer types, and test for input and output voltage.

**ILT 167. AC/DC MACHINERY AND CONTROLS I. 3 hrs. (2-2-3)**

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. (2-2-3)**

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 hydraulics/ pneumatics.

**ILT 192. CO-OP IN ILT. 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 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. (2-3-3)**

*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. ELECTRONIC CIRCUITS I. 3 hrs. (1-4-3)**

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. (1-4-3)**

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations, multiple control stations, two wire control, three wire control, jogging control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

**ILT 210 MECHATRONICS. 3hrs. (1-2-3)**

This course covers the components that make up a mechatronics system. Students will learn the functions of the electrical components, electrical drives and mechanical components and the roles that they play in the system. The student is also introduced to basic PLC networking with Ethernet-type devices. Students will also be introduced to other types of networking protocols and network security. Students gain knowledge in the selection of PLC equipment used to control mechatronics systems. By understanding the complete system, students will learn and apply troubleshooting strategies to identify, localize and (where possible) to correct malfunctions.

**ILT 211. TROUBLESHOOTING TECHNIQUES. 3 hrs. (1-5-3)**

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)**

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. (0-5-2)**

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 218. INDUSTRIAL ROBOTICS CONCEPTS. 3 hrs. (2-3-3)**

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting, and ability to perform preventative maintenance.

**ILT 231. National Electric Code (3-0-3)**

This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.

**ILT 240. SENSORS TECHNOLOGY AND APPLICATIONS. 3 hrs. (2-3-3)**

This course provides a study of industrial electronic sensors. Topics include, but are not limited to,

photo-electric, temperature, gas and humidity, pressure and strain sensors. The lab enables students to test and troubleshoot electronic sensors and sensor circuits. Upon completion, students should be able to select, install, test and troubleshoot industrial electronic sensors.

**ILT 263. CERTIFICATION PREP LAB. 1 hr. (0-2-1)**

This course prepares students to sit for industry certification examinations and is to be taken in the final semester of the program. The course may be repeated to prepare students for different certification examinations as determined by the college.

**ELT 117. AC/DC MACHINES. 3hrs. (1-2-3)**

This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab.

**ELT 110. WIRING METHODS. 3hrs. (1-2-3)**

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses.

**ELT 131. WIRING I COMMERCIAL AND INDUSTRIAL 3hrs. (2-1-3)**

This course teaches students the principles and applications of commercial and industrial wiring methods. Emphasis is placed on blueprint symbols, calculations and NEC code requirements as it applies to commercial and industrial wiring. Upon completion, students will be able to read electrical plans, know most electrical symbols, load calculations for commercial industrial applications, and interpret the NEC code requirements.

**ELT 132. COMMERCIAL AND INDUSTRIAL WIRING II. 3hrs. (2-1-3)**

This course is a continuation of ELT 131 and is all inclusive. Including the study of branch circuits, installation requirements for services, feeders and special equipment considerations including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC and special equipment considerations. Upon completion, students should be able to know how to size complete electrical commercial/industrial systems and know the NEC requirements for each system.

**ELT 206. OSHA SAFETY STANDARDS. 3hrs. (3-0-3)**

This course provides the student with the knowledge of OSHA safety standards as required by this organization, and as it related to the job site. Emphasis is placed on overall safety practices, construction site safety practices and safety procedures required by Federal/State laws. Upon completion, students should be able to understand the requirements of OSHA as it relates to general and specific construction sites.

## **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. (1-4-3)**

*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 an engine lathe using appropriate attachments.

**MSP 107. MILLING MACHINES. 3 hrs. (1-4-3)**

*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.

**MTT 109. ORIENTATION TO COMPUTER ASSISTED MANUFACTURING. 3 hrs. (3-0-3)**

*PREREQUISITE: MSP 101, MSP 104.*

This course serves as an overview and introduction to computer assisted manufacturing (CAM) and prepares students for more advanced CAM courses. Topics covered are basic concepts and terminology, CAM software environments, navigation commands, and file management 2-D geometry, construction modification, and toolpath generation for CAM machining processes.

**MSP 110. HANDBOOK FUNCTIONS. 3 hrs. (3-0-3)**

This course covers the use of the machining handbook. Topics include formulas, tables and usage. Upon course completion, students will be able to use the machinery handbook in making calculations and setups of machine tools.

**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 (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine.

**MSP 112. BASIC COMPUTER NUMERICAL CONTROL TURNING. 3 hrs. (1-6-3)**

*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; dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

**MSP 125. INTRODUCTION TO MACHINING TECHNOLOGY 3hrs. (1-2-3)**

This course introduces precision machining processes as they relate to the metalworking industry. Topics include machine shop safety, precision measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform basic measurement and layout, drilling, sawing, turning, and milling to make parts and tools.

**MTT 127. METROLOGY. 3 hrs. (2-1-3)**

This course covers the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion students should be able to demonstrate correct use of measuring instruments. This course is aligned with NIMS certification standards.

**MSP 127. CAM. 6 hrs. (2-8-6)**

This course serves as an overview and introduction to computer assisted manufacturing (CAM) and prepares students for more advanced CAM courses. Topics covered are basic concepts and terminology, CAM software environments, navigation commands and file management, 2-D geometry, construction modification, and toolpath generation for CAM machining process.

**MTT 128. GEOMETRIC DIMENSIONING AND TOLERANCE I. 3 hrs. (3-0-3)**

This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. This course is aligned with NIMS certification standards.

**MTT 140. BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I. 3 hrs. (1-2-3)**

This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards.

**CNC 142. APPLIED GEOMETRY AND CNC MACHINE. 3 hrs. (3-0-3)**

This course introduces applied geometry as it relates to CNC. Emphasis is placed on geometry applied to problem solving used to make calculations for machining parts for CNC from engineering drawings. Upon completion students should be able to solve problems required for planning, making, and checking of machined parts.

**CNC 156. JIG AND FIXTURE CONSTRUCTION PRINCIPLES. 3 hrs. (1-2-3)**

This course provides a basic study in the construction and application of jigs and fixtures. Emphasis is placed on types and functions, basic design and construction, and design economic considerations of jigs and fixtures. Upon completion, students should be able to design and build jigs, fixtures, and tooling.

**MSP 157. TOOLMAKERS TECHNOLOGY. 3 hrs. (1-4-3)**

*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, datum, 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 212. COMPUTER NUMERICAL CONTROL LAB. 3 hrs. (0-8-3)**

*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.

**CNC 213. ADVANCED COMPUTER NUMERICAL CONTROL MILLING. 3hrs (1-2-3)**

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining center.

**CNC 223. COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING. 3hrs. (1-2-3)**

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion,



students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

**MTT 243. CNC TURNING LAB I. 3hrs. (0-3-3)**

This course covers basic computer numeric control (CNC) turning machine setup and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered.

**MSP 293. CO-OP IN MACHINE SHOP TECHNOLOGY. 3 hrs. (0-6-3)**

*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.

## MANUFACTURING TECHNOLOGY (INT)

**INT 101 DC FUNDAMENTALS. 3 hrs. (2-1-3)**

This course provides an in depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and 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 to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC 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.

**INT 103 AC FUNDAMENTALS. 3hrs. (2-1-3)**

This course provides an in depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

**INT 112. INDUSTRIAL MAINTENANCE SAFETY PROCEDURES. 3 hrs. (3-0-3)**

This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, student will be able to implement health and safety practices in an industrial production setting.

**INT 113. INDUSTRIAL MOTOR CONTROLS I. 3 hrs. (1-4-3)**

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

**INT 117. PRINCIPLES OF INDUSTRIAL MECHANICS. 3 hrs. (2-3-3)**

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. (2-2-3)**

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 120. CONCEPTS OF DIRECT CURRENT. 5 hrs. (3-4-5)**

This course provides an advanced study of direct current (DC) concepts and application principles. Specific topics include safety, terms and symbols, electrical theory, Ohm's law, power law, electrical measurement, DC electrical components, series, parallel, and series-parallel circuit construction. Students gain hands on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators, reading schematics, and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction.

**INT 122. CONCEPTS OF ALTERNATING CURRENT. 5 hrs.(3-4-5)**

This course provides an advanced study of alternating current (AC) concepts and application principles. Specific topics include safety, terms and symbols, AC electrical theory, components, circuits, electrical measurement instruments, laws of AC, and methods for constructing and measuring various types of AC circuits. Students gain hands on experience through laboratory exercises designed to analyze complex circuits, power requirements, faults, phase relationships, and power factors. Emphasis is placed on the use of scientific calculators and the operation of various types of test equipment used to analyze and troubleshoot the AC circuits.

**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. (1-6-3)**

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 132. PREVENTIVE AND PREDICTIVE MAINTENANCE. 3 hrs. (2-3-3)**

This course focuses on the concepts and applications of preventative and predictive maintenance. Topics include the introduction to optic alignment equipment, vibration testing and analysis, data collection, job safety, tool safety, systems analysis, preventative maintenance procedures and tasks, and predictive maintenance concepts. Upon completion, students will demonstrate the ability to apply the planning process for proper preventive and predictive maintenance.

**INT 153. PRECISION MACHINING FUNDAMENTALS I. 3 hrs. (2-3-3)**

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. (1-5-3)**

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 161. BLUEPRINT READING FOR INDUSTRIAL TECHNICIANS. 3 hrs. (3-0-3)**

This course is designed to provide the student with a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.

**INT 184. 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.

**INT 192. INDUSTRIAL MAINTENANCE TECHNOLOGY CO-OP. 3 hrs. (0-6-3)**

*PREREQUISITE: Permission of instructor.*

In this series of courses, students work on a part-time basis in a job directly related to Industrial Maintenance Technology. The employer evaluates the student's performance and the student submits a descriptive report of his or her work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**INT 206. INDUSTRIAL MOTORS I. 3 hrs. (1-6-3)**

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. (1-6-3)**

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. (1-5-3)**

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 119. PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING. (1-2-3)**

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 course completion, students will be able to use precision measuring tools and interpret technical drawings.

**INT139 INTRODUCTION TO ROBOTIC PROGRAMMING. (1-2-3)**

This course provides an introduction robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.

**INT 284 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS. (2-1-3)**

This course includes the advanced principals 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.

**MASS COMMUNICATIONS (MCM)****MCM 102. WRITING FOR THE MASS MEDIA. 3 hrs.**

*PREREQUISITE: Permission of instructor.*

Introduction to the technique, form, style, and content of writing for the mass media, with attention to the various formats used in journalism, telecommunications, advertising, public relations and Internet communications.

**MCM 113-114-115. STUDENT PUBLICATIONS. 1 hr.****MCM 213-214-215. STUDENT PUBLICATIONS. 1 hr.**

These courses offer practical experience in journalism skills through working on the staff of student publications.

## MATHEMATICS (MTH)

### **MTH 098. ELEMENTARY ALGEBRA. 4 hrs.**

*PREREQUISITE: Appropriate placement score in mathematics.*

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This is a hybrid course. **This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.**

### **MTH 099. SUPPORT FOR INTERMEDIATE COLLEGE ALGEBRA. 1 hr.**

*PREREQUISITE: MTH 098 with a minimum grade of C or appropriate placement score in mathematics.*

*COREQUISITE: MTH 100*

The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic support to facilitate success in the paired MTH 100 class. **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 with a minimum grade of C or appropriate placement score in mathematics.*

*COREQUISITE: If required, MTH 099. (MTH 099 is required for students who completed MTH 098.)*

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introduced and graphed. **This course produces institutional, non-transferable credit only and will not satisfy the requirements for Associate in Science degrees.**

### **MTH 109. SUPPORT FOR FINITE MATHEMATICS. 1 hr.**

*PREREQUISITE: MTH 100 with a minimum grade of C or appropriate placement score in mathematics.*

*COREQUISITE: MTH 110*

The material covered in this course is parallel to and supportive of the material taught in MTH 110. Emphasis is placed on providing students with additional academic support to facilitate success in the paired MTH 110 class. **This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.**

### **\*MTH 110. FINITE MATHEMATICS. 3 hrs.**

*PREREQUISITE: High school Algebra I, Geometry, and Algebra II with an appropriate placement score in mathematics or MTH 100 with a minimum grade of C.*

*COREQUISITE: If required, MTH 109.*

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 111. SUPPORT FOR PRECALCULUS ALGEBRA. 1 hr.**

*PREREQUISITE: MTH 100 with a minimum grade of C or appropriate placement score in mathematics.*

*COREQUISITE: MTH 112*

The material covered in this course is parallel to and supportive of the material taught in MTH 112. Emphasis is placed on providing students with additional academic support to facilitate success in the paired MTH 112 class. **This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.**

**\*MTH 112. PRECALCULUS ALGEBRA. 3 hrs.**

*PREREQUISITE: High school Algebra I, Geometry, and Algebra II with an appropriate placement score in mathematics or MTH 100 with a minimum grade of C.*

*COREQUISITE: If required, MTH 111.*

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 binomial theorem. Additional topics include matrices, Cramer's Rule, and mathematical induction.

**\*MTH 113. PRECALCULUS TRIGONOMETRY. 3 hrs.**

*PREREQUISITE: High school Algebra I, Geometry, and Algebra II with an appropriate placement score in mathematics or MTH 112 with a minimum grade of C.*

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 115. PRECALCULUS ALGEBRA & TRIGONOMETRY. 4 hrs.**

*PREREQUISITE: High school Algebra I, Geometry, and Algebra II with an appropriate placement score in mathematics or MTH 100 with a minimum grade of C and permission from the department chair.*

This course is a one semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. This course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, functions, and polar coordinates.

**MTH 116. MATHEMATICAL APPLICATIONS. 3 hrs.**

*PREREQUISITE: Appropriate placement score in mathematics.*

This course provides practical applications 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. This course does not apply toward the general core requirement for mathematics. **This course produces institutional, non-transferable credit only and will not satisfy the requirements for Associate in Science degrees.**

**\*MTH 120. CALCULUS AND ITS APPLICATIONS. 3 hrs.**

*PREREQUISITE: High school Algebra I, Geometry, and Algebra II with an appropriate placement score in mathematics or MTH 112 with a minimum grade of C.*

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: High school Algebra I, Geometry, and Algebra II with an appropriate placement score in mathematics or MTH 113 or MTH 115 with a minimum grade of C.*

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: High school Algebra I, Geometry, and Algebra II with an appropriate placement score in mathematics or MTH 125 with minimum grade of C.*

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 with a minimum grade of C.*

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 100 with a minimum grade of C or appropriate placement score in mathematics.*

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 100 with a minimum grade of C or appropriate 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 proficient at performing basic arithmetic operations. Topics include numeration 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 with a minimum grade of C or appropriate placement score in mathematics.*

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 265. ELEMENTARY STATISTICS. 3 hrs.**

*PREREQUISITE: MTH 100 with a minimum grade of C or appropriate placement score in mathematics.*

This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included.

## MEDICAL ASSISTANT TECHNOLOGY (MAT)

### **MAT 111. CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT. 3 hrs. (2-1-3)**

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education.

### **MAT 125. LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT. 3 hrs. (2-1-3)**

This course includes instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations.

### **MAT 211. CLINICAL PROCEDURES II FOR THE MEDICAL ASSISTANT. 3 hrs. (2-1-3)**

This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures.

### **MAT 215. LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT. 3 hrs. (2-1-3)**

This course includes the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed.

### **MAT 216. PHARMACOLOGY FOR THE MEDICAL OFFICE. 4 hrs. (3-1-4)**

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught.

### **MAT 218. EKG TECHNICIAN. 3 hrs.**

This course provides students with an overview of cardiovascular electrophysiology and its role in health care delivery. Topics include cardiovascular anatomy, physiology and electrophysiology, interpretation of rhythm strips and diagnostic electrocardiography.

### **MAT 228. MEDICAL ASSISTANT REVIEW COURSE. 1 hr. (1-0-1)**

This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for national credentialing examination.

### **MAT 229. MEDICAL ASSISTANT PRACTICUM. 3 hrs. (0-3-3)**

This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinical or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions.

### **MAT 239. PHLEBOTOMY PRECEPTORSHIP. 3 hrs. (0-3-3)**

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for the laboratory testing and to interact with health care personnel, patients, and the general public.

## 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**

**MUL 161-162; 261-262. CLASS FRETTED INSTRUMENTS I, II, III, IV. 1 hr. each**

*PREREQUISITE: As required by program.*

Group instruction is available in voice, piano, and fretted instruments 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: Permission 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: Permission of instructor.*

**MUL 184-185; 284-285. SHOW CHOIR I, II, III, IV. (The Southern Union Singers Show Choir). 1-2 hrs. each**

*PREREQUISITE: Permission 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 permission 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.**

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) stylistic 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/HH A)**

**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 112. FUNDAMENTAL CONCEPTS OF NURSING. 7 hrs.**

*PREREQUISITE: Admission to program*

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

**NUR 113. NURSING CONCEPTS I. 8 hrs.**

*PREREQUISITE: NUR 112, BIO 201, MTH100 or higher*

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

**NUR 114. NURSING CONCEPTS II. 8 hrs.**

*PREREQUISITE: NUR113, ENG 101, BIO202, PSY210*

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of

care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

**NUR 115. EVIDENCE BASED CLINICAL REASONING. 2 hrs.**

*PREREQUISITE: NUR113, PSY210, ENG101, BIO202*

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

**NUR 209. CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS. 10 hours**

*PREREQUISITE: Admission to nursing program.*

This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.

**NUR 211. ADVANCED NURSING CONCEPTS. 7 hrs.**

*PREREQUISITE: SPH 106 or 107, NUR 114 & NUR 115 or NUR209*

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

**NUR 221. ADVANCED EVIDENCE BASED CLINICAL REASONING. 7 hrs.**

*PREREQUISITE: BIO 220, NUR 211*

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems.

## OFFICE MANAGEMENT (OAD)

**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 memos, letters and reports.

**OAD 131. BUSINESS ENGLISH. 3 hrs.**

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to communicate effectively.

**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 word 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 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 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 215. HEALTH INFORMATION MANAGEMENT. 3 hrs.**

This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

**OAD 216. ADVANCED HEALTH INFORMATION MANAGEMENT. 3 hrs.**

*PREREQUISITE: OAD 215 with a minimum grade of C.*

This course is designed as a continuation of OAD 215 Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records.

**OAD 218. OFFICE PROCEDURES. 3 hrs.**

*PREREQUISITE: OAD 101 with minimum grade of C.*

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 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 hard-

ware 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 242. OFFICE INTERNSHIP. 3 hrs.**

*PREREQUISITE: Permission of instructor.*

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

## 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.

**ORI 105. ORIENTATION AND STUDENT SUCCESS. 3 hr.**

This course is designed to orient students to the college experience by providing them with tools needed for academic and personal success. Topics include: developing an internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond.

**ORI 107. STUDENT SURVIVAL SKILLS. 1 hr.**

This course is designed to provide students with information to improve their success as students in a college environment. Specific topics include stress management, time management, goal setting, improving listening and note taking skills, identification of optimum learning styles, reading skills, study skills, problem solving and decision making, test taking strategies and financial management.

**ORI 111. ONLINE LEARNING BASICS. 1 hr.**

This course is designed to prepare the student to use a learning management system (LMS). The course covers information concerning the skills required to be successful in an online class. Topics include test-taking requirements, communication with faculty and classmates, submitting assignments, time management for online classes, using a mobile application and viewing grades.

## 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 hr.**

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 hr.**

*PREREQUISITE: PED 101*

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 hr.**

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 hr.**

*PREREQUISITE: PED 103*

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 hr.**

This course is designed to provide students with information to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition.

**PED 106. AEROBICS. 1 hr.**

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 hr.**

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 hr.**

*PREREQUISITE: PED 107*

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 hr.**

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 hr.**

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 hr.**

*PREREQUISITE: PED 113*

This course is a continuation of PED 113 in tumbling and gymnastics 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 hr.**

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 hr.**

*PREREQUISITE: PED 118*

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 hr.**

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.

**PED 122. BOWLING (Intermediate). 1 hr.**

*PREREQUISITE: PED 121*

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*

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.**

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*

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.**

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*

This course emphasizes 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 140. SWIMMING (Beginning). 1 hr.**

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

**PED 141. SWIMMING (Intermediate). 1 hr.**

*PREREQUISITE: PED 140*

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissor kick, the underwater swim, and other related skills.

**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.**

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.**

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 hr.**

*PREREQUISITE: PED 171*

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.**

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*

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.**

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*

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.**

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.**

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: PED 181*

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.**

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: PED 186*

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 191. TEAM SPORTS. 1 hr.**

This covers the basic concepts involved in team sport competition. Emphasis will be placed on refining basic skills, rules and regulations, officiating and team play. Upon completion, students should be able to participate and implement an intramural program.

**PED 200. FOUNDATIONS OF PHYSICAL EDUCATION. 3 hrs.**

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.**

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.**

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.**

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.**

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;

safet 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: Permission of instructor.*

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: Permission of instructor.*

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: Permission of 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 play competitive softball.

**PED 257. VARSITY CHEERLEADING. 1 hr.\***

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: Permission of instructor.*

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.\***

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 THERAPY ASSISTANT (PTA)

**PTA 100. INTRODUCTION TO PHYSICAL THERAPY. 2 hrs.**

*PREREQUISITE: Determined by instructor.*

This course is an introduction to the field of physical therapy as a career choice. Emphasis is on the role of the PT and PTA, educational requirements, scope of practice and subspecialty areas such as pediatrics, geriatrics, and sports. Upon completion of the course, the student should have a general understanding of the role of physical therapy in the health care environment. Note: You do not have to be in the PTA Program to take this course.

## PHYSICAL SCIENCE (PHS)

**+\*PHS 111. PHYSICAL SCIENCE I. 4 hrs.**

*PREREQUISITE: Eligible for ENG 101 and MTH 100.*

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: Eligible for ENG 101 and MTH 100.*

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 with a minimum grade of C and eligible for ENG 101.*

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 with minimum grade of C.*

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 with a minimum grade of C and eligible for ENG 101.*

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 with a minimum grade of C.*

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.

## PLASTICS INJECTION MOLDING TECHNOLOGY (AUT)

### **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 130. FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS. 3 hrs. (2-2-3)**

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 and components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.

### **AUT 145. INTRODUCTION TO INJECTION MOLDING. 3 hrs. (3-0-3)**

Students learn the fundamentals of injection molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify common part defects such as short shots, flash, warp, surface defects, color changes and shrinkage. Students learn the properties of commonly used molding materials.

### **AUT 146. INTRODUCTION TO INJECTION MOLDING LAB. 3 hrs. (0-6-3)**

Students learn to safely operate an injection molding machine. Students learn to properly startup, set machine controls and shutdown a molding machine.

### **AUT 173. INJECTION MOLD SETTER SKILLS. 3 hrs. (1-4-3)**

This course is designed to teach students basic mold setter skills. They will learn the fundamentals of injection molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify common part defects such as non-fill, burn marks, warpage, discoloration, weld lines, and flash. At the end of this course students should be able to safely work as a mold setter.

### **AUT 175. INJECTION MOLD SETTER SKILLS LAB. 3 hrs. (0-6-3)**

This course is designed to teach students the basic mold setter skills in a laboratory environment. The students will learn the practical application of injection molding operations, including molding terminology, machine part identification, operating safety, machine controls, and machine startup

and shutdown. Students are taught to identify and correct common part defects such as non-fill, burn marks, warpage, discoloration, weld lines, and flash. At the end of this course students should be able to work safely as a mold setter.

**AUT 200. TOTAL PRODUCTIVE MAINTENANCE. 2 hrs. (1-2-2)**

This course will provide students with the knowledge to do preventive maintenance on automation systems. Also assess tooling, inspect and perform preventive maintenance on various tools. This course provides both classroom and performance based hands on training to inform personnel on preventive maintenance.

**AUT 212. ROBOT OPERATION AND PROGRAMMING. 3 hrs. (2-2-3)**

This training course is designed to provide the basic skills needed to operate and program the robot cell. The course provides both classroom and performance based hands on training in the use of controls, operations, and part programming.

**AUT 273. INJECTION MOLD PROCESSING. 3 hrs. (1-4-3)**

This course is designed to teach students basic injection mold processor skills. Topics will include safety, molding materials, machine controls, fill rates, temperature control, pressure control, and timing. Students will learn how various factors affect the injection mold process and how to compensate for those factors by setting and adjusting machine controls.

**AUT 275. INJECTION MOLD PROCESSING LAB. 3 hrs. (0-6-3)**

This course is designed to teach students basic injection mold processor skills in a laboratory environment. The students will learn the practical application of injection mold processes including safety, molding materials, machine controls, fill rates, temperature control, pressure control and timing. Students will learn how various factors affect the injection mold process and how to compensate for those factors by setting and adjusting machine controls.

## **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.**

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 topics covered in the Radiologic Technology Program.

**RAD 250. ADVANCED PATIENT CARE. 3 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 283*

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 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 284. MR PHYSICAL PRINCIPLES. 5 hrs.**

*PREREQUISITE: RAD 250, RAD 251*

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 285. MAGNETIC RESONANCE CLINICAL EDUCATION. 4 hrs.**

*PREREQUISITE: RAD 250, RAD 251, RAD 283*

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.

## 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.**

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.**

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: Eligible for ENG 101.*

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.*

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.**

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 106. FUNDAMENTALS OF ORAL COMMUNICATION. 3 hrs.**

Fundamentals of Oral Communication is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application.

### **\*SPH 107. FUNDAMENTALS OF PUBLIC SPEAKING. 3 hrs.**

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.

### **BSS 102. STUDY SKILLS. 1 hr.**

This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

## 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 105. SURGICAL PRACTICUM 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 108. PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST. 2 hrs.**

*PREREQUISITE: Admission to the program and/or as required by the Department.*

A study 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 111. CLINICAL 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 150. CENTRAL STERILE I. 4 hrs., Non-Collegiate Credit**

*PREREQUISITE: Determined by the instructor.*

This course is an introduction to the field of Central Sterile Processing as a career. Emphasis is on the role of a Sterile Processing Technician, care of surgical instruments, sterilization procedures, principals of asepsis, safety, and an overview of microbiology. Upon completion, the student will be able to demonstrate knowledge of sterilization procedures and workplace asepsis.

**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 on 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 210. INTRODUCTION TO THEATRICAL DESIGN. 3 hrs.**

Study and application of elements of design in theater setting. Roles of scenic, lighting, and costume designers and the collaborative relationship with their director.

**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.**

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 hrs.**

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 hrs.**

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. INTRODUCTION 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. 2 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 TECHNOLOGY (WDT)**

**WDT 108. SMAW FILLET/OFC. 3 hrs. (2-2-3)**

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. (2-2-3)**

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. (1-4-3)**

*PREREQUISITE: Permission of instructor.*

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

**WDT 119. GAS METAL ARC/FLUX CORED ARC 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. (2-2-3)**

*PREREQUISITE: WDT 108, 109, 122 & 123 or permission of instructor.*

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 with 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 safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

**WDT 124. GAS METAL ARC/FLUX CORED ARC WELDING LAB. 3 hrs. (0-6-3)**

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)**

This course is designed to provide the students with skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**WDT 193. CO-OP. 3 hrs. (0-6-3)**

*PREREQUISITE: Permission of instructor.*

These courses constitute a series wherein the student works on a part-time basis in a job directly related to 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. (1-4-3)**

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 228. GAS TUNGSTEN ARC WELDING. 3 hrs. (2-2-3)**

*PREREQUISITE: WDT 108, 109, 122 & 123 or permission of instructor.*

This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**WDT 257. SMAW CARBON PIPE LAB. 3 hrs. (0-6-3)**

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

**WDT 268. GAS TUNGSTEN ARC LAB. 3 hrs. (0-6-3)**

*PREREQUISITE: WDT 108, 109, 122 & 123 or permission of instructor.*

This course provides student with the skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

## 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. Upon 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 Trustees through the Chancellor of the Alabama Community College System.

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- Mr. Frank Caldwell ..... District 4  
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- Ms. Crystal Brown..... District 5  
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Birmingham, AL 35242 ..... (205) 937-9381
- Mr. Chuck Smith ..... District 7  
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Demopolis, AL 36732..... (251) 752-3351
- Mr. Jeffery Newman..... Ex Officio  
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Millport, AL 35576.....(205) 712-0011
- Mr. Blake McAnally ..... At Large  
P.O. Box 2419  
Decatur, AL 35602..... (256) 566-4009

**COLLEGE LEADERSHIP TEAM**

- Todd Shackett - 2018 .....President  
 B.S., GMI Engineering & Management Institute  
 M.S., Mechanical Engineering, Rensselaer Polytechnic Institute  
 M.S., Operations Management, Rensselaer Polytechnic Institute  
 Certificate, Executive Management, Stanford University
- Jordan, Ben - 1993 ..... Vice President of Financial and Administrative Services  
 A.S., Southern Union State Junior College  
 B.S., The University of Alabama  
 M.B.A., Auburn University  
 C.P.A., State of Alabama
- Baldwin, Darin - 2011 .....Dean of Technical Education and Workforce Development  
 B.S., M.S., Ed.S., Ph.D., Auburn University
- Branch, Gary, Jr. - 1994 ..... Dean of Student Development  
 B.A., The University of Alabama at Birmingham  
 M.A., University of North Alabama
- Brown, Shondae - 2005..... Director of Public Relations  
 A.S., Southern Union State Community College  
 B.A., The University of Alabama  
 M.P.A., University of West Georgia
- Davis, Rhonda - 1997 .....Dean of Health Sciences  
 A.D.N., Southern Union State Junior College  
 B.S.N., Auburn University  
 M.S.N., Troy State University  
 Additional Graduate Studies, The University of Alabama
- Hughley, Sandra - 2009.....Director of Human Resources/Senior Personnel Officer  
 A.A.S., Central Alabama Community College  
 B.B.A., Faulkner University
- Jordan, Cheryl - 1988..... Director, Management Information Systems  
 B.S., Jacksonville State University
- North, Linda - 2004..... Dean of Academics  
 B.S.N., Troy State University  
 M.S.N., The University of Alabama at Birmingham  
 Ed.S., Troy State University at Montgomery  
 Ph.D., The University of Alabama
- Sanders, Florence Tiffany - 2007 .....Dean of Students  
 B.S., M.S., Jacksonville State University  
 LBSW - State of Alabama  
 MDP - Harvard University

**ASSOCIATE DEANS**

- Brown, Robin Brooks - 1994 ..... Associate Dean of Institutional Effectiveness  
 A.S., Southern Union State Junior College  
 B.S., M.Ed., Auburn University
- Pigg, Edward K. - 2000..... Associate Dean of Institutional Research and Academic Advancement  
 B.S., Auburn University  
 M.S., Troy State University - Phenix City

Spratlin, Steve - 1991 ..... Associate Dean of Instruction  
 B.S., The University of Alabama  
 M.B.A., LaGrange College  
 Additional Graduate Study, The University of Alabama

## FACULTY

Adkins, Vickie - 2002 ..... Department Chair, Mathematics  
 B.S., The University of Alabama  
 M.Ed., Auburn University

Aldridge, Todd - 2016 ..... Language Arts  
 B.A., Central Michigan University  
 M.A., Ph.D., Auburn University

Allen, Ezell - 2019 ..... Math  
 B.S., Alcorn State University  
 M.S., Tennessee State University

Armbruster, Heather A. - 2018 ..... Science  
 B.S., Sweet Briar College  
 M.S., Auburn University

Barks, Beth - 1985 ..... Business  
 B.I.E., M.I.E., Auburn University

Bearden, Jeremy - 2018 ..... Language Arts  
 B.A., M.A., The University of Alabama at Birmingham

Berry, Kenneth - 2017 ..... Science  
 B.S., M.S., Furman University

Blankenship, Jane M. - 2002 ..... Department Chair, Developmental Education  
 B.S., M.Ed., Auburn University

Branch, Joy - 2003 ..... Social Science  
 B.S., University of North Alabama  
 M.Ed., Auburn University at Montgomery  
 M.S., Auburn University

Bonner, Jackson - 2019 ..... Social Science  
 B.A., Auburn University  
 M.A., University of West Alabama

Boyd, Valarie - 2013 ..... Mathematics  
 A.S., Southern Union State Community College  
 B.S., M.S. Ed., Jacksonville State University

Brown, Mary John - 2005 ..... Nursing  
 B.S.N., Auburn University  
 M.S.N., Troy University

Buckalew, Doss L. - 2005 ..... Business  
 B.S., 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

- Byrd, Kellie - 2013 .....Nursing  
 A.S., Columbus State University  
 B.S., Auburn University  
 B.S.N., M.S.N., Troy University  
 CNOR Certified
- Caldwell, Anthony - 2019 .....Emergency Medical Services  
 B.S., Jacksonville State University
- Caldwell, Melanie B. - 2018 ..... Program Director, Medical Assistant Technology  
 A.D.N., Southern Union State Community College  
 B.S.N., M.S.N., Jacksonville State University
- Calhoun, Cindy - 2011 ..... Child Development  
 B.S., M.Ed., Auburn University
- Camp, Lisa - 2019 ..... Math  
 B.S., Auburn University  
 M.S., Columbus State University
- Cash, Tawyna - 2000 .....Nursing  
 B.S.N., The University of Alabama at Birmingham  
 M.S.N., Troy State University
- Catchings, Brent - 2000 .....Department Chair, Social Sciences  
 A.S., Southern Union State Community College  
 B.S., M.Ed., Auburn University  
 MBA, Auburn University at Montgomery  
 Additional Graduate Studies, Auburn University, AUM, & Florida State University
- Cayple, Tonya - 2007 .....Nursing  
 A.D.N., Southern Union State Community College  
 B.S.N., M.S.N., Jacksonville State University
- Clifton, William - 2015 .....Technical Department Chair/Plastics Injection Molding  
 B.S, M.S., Troy University
- Cook, Debra - 1999 .....Mathematics  
 B.S., Jacksonville State University  
 M.S., Troy State University
- Corley, Beverly - 2003 ..... Department Chair, Language Arts  
 B.S., M.Ed., Auburn University  
 Additional Graduate Studies, Auburn University
- Crosby, James Derrick - 2013 ..... Welding Technology  
 Diploma/Certification, Columbus Technical College  
 NTI Certification, Georgia State University  
 CWI/CWE Certificates, American Welding Association
- Crowley, Tracey - 2005 .....Mathematics  
 B.S., M.Ed., Auburn University
- Downs, Christopher - 2017 .....Emergency Medical Services  
 A.S., A.A.S., Southern Union State Community College  
 B.S., Auburn University
- Duck, Barry - 2015 ..... Industrial/Electricity Electronics  
 A.S., Central Alabama Community College  
 B.S., Faulkner University  
 State Electrical Contractor No. 1175

- Duncan, Jessica - 2015 .....Emergency Medical Services  
A.A.S., Trenholm State Technical College  
B.S., Troy University
- Earley-Andrews, Darlene - 1988 ..... Social Science  
B.S., M.S.C., Auburn University  
Additional Graduate Study, Troy State University
- Evans, Leonora (Beth) .....Nursing  
B.A., Auburn University  
B.S.N., Jacksonville State University  
M.S.N., University of South Alabama
- Faison, Sarah - 2018 .....Nursing  
A.D.N, Southern Union State Community College  
B.A., Calvin College  
B.S., Auburn University at Montgomery  
M.S., Auburn University
- Farrow, Tera - 2007 ..... Adult Ed. Instructor  
M.Ed., Auburn University at Montgomery
- Federinko, Anna - 1992..... Language Arts  
B.A., Columbus College  
M.A., Auburn University
- Fincher, Sonja M. - 1997 .....Fine Arts  
B.A., The University of Alabama  
M.A., Jacksonville State University
- Foster, Clint - 2017 ..... Science  
B.S., M.S., Troy University  
Ph.D., Auburn University
- Gudauskas, Carol - 2010.....Mathematics  
B.S., M.Ed., Auburn University
- Glidewell, Horace (Buddy) - 2011 ..... Radiologic Technology  
B.S., Midwestern State University
- Hayes, Joseph - 2002 ..... Science  
B.S., M.Ed., Auburn University
- Herndon, Mary Catherine - 2006 ..... Program Director, Radiologic Technology  
A.A.S., Southern Union State Community College  
B.S., Florida Hospital College  
M.A., The University of Alabama
- Hickman, Kristi - 2006 ..... Language Arts  
B.A., Auburn University  
M.S., Auburn University at Montgomery
- Horn, Pam - 2015 ..... Language Arts  
B.A., M.A., The University of Alabama at Birmingham  
Ph.D., Auburn University
- Howell, Sarah - 2014 .....Nursing  
A.D.N., Southern Union State Community College  
B.A., Auburn University  
B.S.N., M.S.N., Jacksonville State University

- Hudson, Dwayne - 2002 ..... Language Arts  
 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 ..... Science  
 B.S., Paine College  
 Ph.D., Meharry Medical College
- Johnson, Bonita - 2009 ..... Business  
 A.S., Southern Union State Community College  
 B.S., M.S., Ed.D., Auburn University
- Jones, Kim - 2013 ..... Language Arts  
 B.S., M.Ed., Auburn University  
 Ed.S., Columbus State University  
 Ph.D., Auburn University
- Jordan, Joe - 1987 ..... Physical Education/Head Baseball Coach  
 B.S., M.S., Jacksonville State University
- Kiser, Mike - 2008 ..... Truck Driving  
 B.S., Auburn University
- Koerper, Gregory - 2002 ..... Science  
 B.S., Jacksonville State University  
 M.S., University of South Alabama
- Laseter, Emily - 2014 ..... Language Arts  
 B.A., Auburn University  
 M.L.A., Auburn University at Montgomery
- Leatherman, Jeffrey - 2018 ..... Program Director, Physical Therapist Assistant  
 D.P.T., The University of Montana
- Lester, Timothy - 2015 ..... Program Director, Surgical Technology  
 A.S., B.S., Columbus Technical College  
 M.S., New England College of Business
- Manos, Steve - 2009 ..... Engineering Graphics and Design  
 B.S., Auburn University
- Martin, Janice - 2009 ..... Nursing  
 B.S.N., Auburn University  
 M.S.N./F.N.P., The University of Alabama at Birmingham
- McClendon, Martha (Betty) - 2015 ..... Language Arts  
 B.S., M.S., Auburn University
- McCoy, Brandi - 2010 ..... Nursing  
 A.D.N., Southern Union State Community College  
 B.S.N., Jacksonville State University  
 M.S.N., Auburn University
- McCormick, Alvin - 2012 ..... Manufacturing Technology  
 B.S., Athens State University

- McDonald, M. Greg - 2014..... Automotive Services Technology  
A.S., Broward Community College
- Murray, Teheitha - 2014..... Business  
A.S., Gadsden State Community College  
B.S., M.B.A., Jacksonville State University
- Owen, Stephen - 2003..... Department Chair, Science  
B.S., University of South Alabama  
M.Ed., Auburn University
- Packer, William - 2018..... Industrial Maintenance  
A.A.S., Gadsden State Community College  
B.M.E., Auburn University
- Perry, Paige Feibelman - 2010..... Mathematics  
A.S., Lurleen B. Wallace Community College  
B.S. Ed., Auburn University  
M.S. Ed., Troy University
- Pike, Richard - 2016 .....Emergency Medical Services  
A.A.S., Southern Union State Community College  
B.S., Troy University
- Ray, Nicholas - 2012.....Emergency Medical Services  
A.A.S., A.D.N., Southern Union State Community College  
B.S., University of South Alabama
- Rayfield, William W., III - 2014 .....Fine Arts  
A.S., Southern Union State Community College  
B.M.E., Birmingham Southern College  
M.M., Columbus State University  
Ed.D., University of Memphis
- Reed, Anna - 2014..... Language Arts  
B.A., Auburn University  
B.A., M.A., The University of Alabama at Birmingham
- Reed, Christopher - 2006 .....Nursing  
A.D.N., Southern Union State Community College  
B.S.N., The University of Alabama at Birmingham  
M.S.N., Troy University
- Reynolds, Mindy G. - 2000..... Social Science  
B.S., Auburn University  
M.Ed., Auburn University at Montgomery
- Rogers, Amy - 2012..... Health and Wellness Coordinator  
B.S., M.Ed., Ed.D., Columbus State University
- 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..... Science  
B.S., M.Ed., Auburn University
- Sanders, Ronald A. - 1992 ..... Science  
B.S., Samford University  
M.S., The University of Alabama in Huntsville

- Shipman, Joy - 2018 ..... Science  
 B.S., The University of Alabama  
 M.S., University of South Alabama  
 MLT Certification
- Shiver, Lisa - 2003 ..... Department Chair, Nursing  
 A.D.N., Northeast State Community College  
 B.S.N., Auburn University  
 M.S.N., The University of Alabama at Birmingham  
 D.N.P., The University of Alabama
- Simpson, Steven A. - 2005 ..... Program Director, Emergency Medical Services  
 A.A.S., Wallace Community College, Dothan  
 B.B.A., Troy University, Dothan
- Somppi, Kendall R. - 1987 ..... Business  
 B.A., University of California, Los Angeles  
 M.S., Additional Graduate Study, Auburn University
- Stokes, Stacie - 2018 ..... Nursing  
 B.S.N., M.S.N., Auburn University
- Taunton, Roy Gwen - 1991 ..... Department Chair, Business  
 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
- Thomas, Aletia - 2003 ..... Social Science  
 B.S., Auburn University at Montgomery  
 M.Ed., Alabama State University  
 Ph.D., The University of Alabama
- Turner, Lisa - 2016 ..... Business  
 B.S., Auburn University  
 M.S., Troy University
- Van Horn, Cayce - 2016 ..... Language Arts  
 B.A., Columbus State University  
 M.A., Auburn University  
 M.S., Florida State University
- Vernon, Phillip - 2007 ..... Science  
 B.S., Auburn University  
 M.S., Auburn University at Montgomery  
 Ed.S., Troy State University  
 Additional Graduate Study, The University of Alabama at Birmingham
- Wagner, Erik - 2010 ..... Truck Driving
- Wheels, Melissa - 2019 ..... Nursing  
 B.S.N., Auburn University  
 M.S.N., Troy University
- Whitten, Joan E. - 1993 ..... Language Arts  
 B.A., Columbia College  
 M.A., Tulane University
- Wiley, Phillip - 2010 ..... Social Science  
 B.A., M.S., Auburn University



Williams, Michael L. Jr. - 2009 .....	Fine Arts
B.G.S., University of Louisiana at Lafayette	
M.A., Louisiana Tech University	
Wimbish-Jones, Michelle - 2006 .....	Director of Learning Resource Center
B.S., Tuskegee University	
M.S., Clark University	
Wright, Marquita - 2010 .....	Cosmetology
A.O.T., Southern Union State Community College	
Yarbrough, Mandy - 2018 .....	Mathematics
B.S., Auburn University	
M.S., Troy University	
Yates, Kendall - 2019 .....	Therapeutic Massage
Certificate, A.S., Southern Union State Community College	
B.A., Auburn University	
M.S., Troy University	

**ADMINISTRATIVE AND SUPPORT PERSONNEL**

Abernathy, John - 2003 .....	Maintenance, HVAC Technician
Bartlett, Jason - 2019 .....	Food Services Manager
A.A.T., Trenholm State Technical College	
Battle, Earnestine - 2018 .....	Maintenance
Bennett, Brandon - 2014 .....	Maintenance
A.S., Southern Union State Community College	
Bennett, Nichole - 2016 .....	Records Clerk
A.S., Southern Union State Community College	
Benz, Larissa - 2019 .....	Adult Education ELL Instructor/Coordinator
M.A., Tavia University of Management and Commerce	
Birchfield, Cynthia - 1992 .....	Receptionist
Bradley, Dave - 2013 .....	Maintenance
Bramlett, Nancy - 1992 .....	Coordinator, Distance Education/Advising
A.S., Southern Union State Community College	
B.S., M.B.A., Troy State University	
Brazell, Jamie - 2017 .....	Testing Center Associate
B.A., Huntingdon College	
Brooks, Chiquita - 2016 .....	Health Sciences Clerk
A.S., Southern Union State Community College	
B.S., Alabama State University	
Brown, Rita - 1989 .....	Accounting Clerk/Cashier
A.A., Southern Institute	
Bugbee, Madisen - 2017 .....	Advisor/Recruiter
B.A., Auburn University	
M.Ed., Mercer University	
Burroughs, Randy - 2013 .....	Assistant Chief, Campus Police
Alabama Peace Officers Basic Training, JSU	
Firearms Instructor, FBI	

- Busby, Janis - 2019 ..... Adult Education Outreach Coordinator  
 B.S., The University of Alabama at Birmingham  
 M.P.A., Troy University  
 M.Ed., The University of West Alabama
- Caldwell, Deana - 2017.....Accounting Clerk/Cashier  
 B.S., Auburn University
- Caldwell, Shawn - 2016..... Records Clerk  
 A.S., Chattahoochee Valley Community College
- Calloway, Justin - 2019.....Maintenance
- Camp, Abra - 2019.....Public Relations Assistant  
 A.S., Southern Union State Community College  
 B.A., LaGrange College
- Carlisle, John - 2016..... Library Technician  
 B.A., Auburn University at Montgomery  
 M.A., The University of Alabama
- Carr, Demetra - 2018 .....Financial Aid Clerk  
 A.S., B.S., Columbia Southern University
- Carter, Ruby - 1981..... Receptionist  
 A.A.S., Southern Union State Junior College
- Clanton, Melinda - 2013 ..... Assistant to the Dean of Health Sciences  
 A.S., Pearl River Community College  
 B.S., Huntingdon College  
 M.S., Faulkner University
- Cooper, William - 2016..... Campus Police Officer  
 Alabama Peace Officers Standards and Training
- Cosby, Brian - 2015 ..... Director of Food Services  
 A.S., Culinary Arts, The Academy, Lakeland, FL
- Crapps, Kristi - 2019.....Financial Aid Clerk  
 A.S., Central Alabama Community College  
 B.S.B.A., Auburn University  
 M.S., Capella University
- Crenshaw, Will - 2014.....Network/Computer Technician  
 B.S.B.A., Auburn University
- Crowe, Cathy - 1996..... Learning Resource Center Technician
- Cupp, Christine - 2016.....Assistant Accountant/Accounts Receivable  
 B.B.A., Columbus State University  
 M.B.A., Troy University
- Davis, Brad - 2007 ..... Assistant Director of Management Information Systems  
 A.S., Central Alabama Community College  
 B.S.B.A., Auburn University at Montgomery
- Delashaw, Bobby - 2017.....Maintenance
- Downing, Damian - 2017.....Maintenance
- Dutton, Travis - 2016 ..... Campus Police Officer  
 Alabama Peace Officers Standards and Training
- Dyal, Jeffrey - 2019..... Director of Technical Career Services  
 B.S., Jacksonville University  
 M.Ed., Auburn University

- Etris, Michelle - 2019 ..... Assistant to the Dean of Technical Education  
A.A., Wallace Community College and Workforce Development  
B.S., Auburn University
- Fields, Rhonda - 2016 ..... Adult Ed. Secretary  
B.S., Auburn University
- Frith, Eddie - 2010 ..... Maintenance/HVAC Technician  
Occ. Cert., Southern Union State Community College  
B.A., American Public University System
- Gamill, Annie - 2016 ..... Adult Ed. Student Case Manager  
B.S., Mississippi Valley State University  
M.S., Tuskegee University
- Garner, Michael - 2017 ..... Assistant Women's Softball Coach
- Griffin, Derika - 2007 ..... Director of Adult Education  
B.A., Spelman College  
M.A., Troy University
- Grubbs, Vertrina - 2013 ..... Assistant to the Dean of Students  
B.S., Auburn University  
M.S., Troy University
- Halsey, Joseph - 2014 ..... Maintenance  
A.S., Southern Union State Community College  
B.A., M.P.A., M.A., Jacksonville State University
- Head, Cedric - 2017 ..... Cafeteria Worker
- Herring, LeMont - 2010 ..... Women's Head Basketball Coach  
A.S., Southern Union State Community College
- Herring, Stanley - 2011 ..... Maintenance
- Hodges, Troy - 1996 ..... Maintenance
- Hodnett, Joseph - 2013 ..... Maintenance Manager  
Certificate, Southern Union State Community College
- Holley, Patricia - 1997 ..... Learning Resource Center Technician
- Holmes, Jimmy - 2011 ..... Director of Public Safety/Chief of Campus Police  
A.S. Southern Union State Community College  
B.S., Columbia Southern University  
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
- Howell, Carol - 1999 ..... Academic Advisor/Recruiter  
A.S., Central Alabama Community College  
B.S., Auburn University
- Hoyt, Rebecca - 2019 ..... Adult Education Instructional Coordinator  
B.A., Athens State University  
M.Ed., Ed.S., Auburn University
- Huguley, Amy Anita - 2004 ..... Coordinator of Financial Aid  
A.A.S., Southern Union State Community College  
B.S., M.B.A., Troy University
- Hutchinson, David - 2016 ..... Network/Computer Technician  
B.S., Auburn University

Jackson, Ametrice - 2010 .....	Head Volleyball Coach
Johnson, Sandra - 1999 .....	Lab Assistant
A.A.S., Southern Union State Community College	
Jones, Angela - 2016 .....	Human Resources Clerk
A.A.S., Central Alabama Community College	
B.S., Faulkner University	
Jones, Arthur – 2002 .....	Maintenance
Jones, Johnnie - 2001 .....	Maintenance
Jones, Larry - 1999 .....	Maintenance
Jones, Norma J. - 1996.....	Receptionist
Diploma, Opelika State Technical College	
Kilgore, Chase P. - 1989 .....	Assistant Accountant
A.S., Southern Union State Junior College	
Kirby, Marty - 2002 .....	Director of Accounting
B.S., Jacksonville State University	
C.P.A. State of Alabama	
M.B.A., Troy State University	
Knight, Patsy - 2015 .....	Cafeteria Worker
Lacy, Maria - 1999 .....	Maintenance
Laye, Tyler - 2017.....	Assistant to the Dean of Academics
B.S., Auburn University	
M.B.A., Auburn University at Montgomery	
Leikvold, Gregory - 2019 .....	Director of Workforce Development
B.S., United States Military Academy	
Lockwood, Alecia - 1994.....	Assistant 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 at Montgomery	
Lovlace, Amber - 2011.....	Transcript Evaluator
A.A.S., Southern Union State Community College	
B.B.A., M.B.A., Faulkner University	
Marbury, Lubeca - 2012 .....	Human Resources Assistant
B.B.A., Faulkner University	
Mathews, Cydney - 2008 .....	Coordinator of Student Success/Retention
B.A., Alabama State University	
M.S., Troy University	
McClanahan, Julie - 2007 .....	Developmental Mathematics Lab Manager
B.S., Georgia Southern University	
B.S., University of Georgia	
M.S., Troy State University	
Meigs, Joshua - 2018 .....	Maintenance
Certificate, Southern Union State Community College	
Menifee, Vernechia - 2000 .....	Maintenance
Mitchum, Ronnie - 2004 .....	Maintenance
Moore, Stacy - 2017.....	Cafeteria Worker
Morsch, Kathy - 1995 .....	Financial Aid Clerk
A.S., Southern Union State Junior College	

- Nelson, Tyler - 2019.....Technical Education Career Coach  
A.O.T., Southern Union State Community  
B.S., Auburn University  
M.S., Western Governors University  
Ed.S., Liberty University
- Osborn, Alison - 2002 ..... Administrative Assistant to the President  
A.A., Southern Union State Junior College
- Pollard, Jamey - 2014 .....Maintenance
- Pope, Ashley - 2014 ..... Records Clerk  
A.S., A.A.S., Central Alabama Community College
- Radford, Ron - 1987 ..... Athletic Director/Head Men’s Basketball Coach/  
B.S., Samford University Physical Education
- Railey, Stephanie - 2004 .....Secretary to the Dean of Students  
A.S., Southern Union State Community College
- Richardson, Mercedes - 1999 ..... Receptionist  
Diploma, West Georgia Technical College
- Robertson, Wanda - 2003.....Financial Aid Clerk  
A.S., Southern Union State Community College  
B.B.A., Faulkner University
- Sewell, Eric - 2016..... Director of Technical Education  
B.S., M.Ed., Auburn University
- Siskey, Ronnie - 2008 .....Maintenance Manager
- Silva, Allyson - 2015..... Head Women’s Softball Coach/Advisor  
A.A.S., Southern Union State Community College  
B.S., Point University
- Skinner, Alyson - 2015..... Health Sciences Admissions Clerk  
B.S., Auburn University
- Smith, Amy - 2016..... Library Technician  
A.S., Southern Union State Community College  
B.S., Jacksonville State University
- Smith, Regina - 2016 ..... Assistant Volleyball Coach
- Spratlin, Tammy R. - 1992.....Financial Aid Receptionist/Clerk  
A.S., Southern Union State Junior College
- Sprayberry, Jimmy Dale - 2000 .....Maintenance
- Stewart, April - 2012..... Athletics Secretary  
A.S., Southern Union State Community College
- Stewart, Lynn - 2005.....Assistant Accountant  
A.S., Southern Union State Junior College  
B.A., Auburn University
- Stewart, Michelle - 2004.....Financial Aid Clerk  
A.A., Southern Union State Junior College
- Strain, Shanna - 2018.....Assistant Women’s Basketball Coach
- Stringfellow, Catherine R. - 1980 .....Registrar  
A.S., Southern Union State Junior College  
B.S., Faulkner University
- Taunton, Jeremy - 2005..... Coordinator, Recruiting/Academic Advisor  
B.S., M.Ed., Auburn University

- Thomas, Rosario - 2017.....Financial Aid/Veterans' Affairs Assistant  
A.S., Southern Union State Community College  
B.S., Huntingdon College
- Todd, Debra Y. - 2000 ..... Tutor/Lab Assistant
- Todd, Melissa - 2009..... Director of Financial Aid  
A.A.S., Gadsden State Community College  
B.B.A., Faulkner University  
MSHRM, Troy University
- Waldrep, Anita - 1987 ..... Receptionist  
A.S., Southern Union State Community College
- Wallen, Edward - 2017..... Assistant Baseball Coach/Maintenance Worker
- Wang, Mei - 2014..... Network/Computer Technician  
A.S., West Georgia Technical College  
B.S., DeVry University  
M.A., LaGrange College
- Weaver, Barbara - 2008..... Cafeteria Worker
- Weaver, Wanda - 2017 ..... Food Services/Concessions Worker
- Whaley, Kayla - 2016 .....Advisor/Recruiter  
B.S., M.Ed., Auburn University
- Whaley, Robbie - 1988 .....Coordinator of Testing Services  
A.A.S., Southern Union State Junior College  
B.B.A., Faulkner University
- Wheels, Joannie Marchell - 2014..... Cafeteria Worker
- Whitehead, Justin - 2012..... Director of Maintenance  
B.S., Auburn University
- Williams, Jitka - 2010 .....Assistant Accountant  
B.S., Czech University of Life Sciences

### **DPE or OWD**

- Holcomb, Tamara - 1994 ..... Education Specialist I
- Williams, Annie L. - 2001..... Business Manager

## COLLEGE COMMITTEES

The faculty, staff, and students of Southern Union State Community College participate in the governance of the College through standing committees on which they are appointed to serve. All college committees are advisory in nature, and all actions of the committees are subject to the review and approval of the President.

During the academic year, each committee meets on a regular schedule and on a call basis as necessary. An appointed secretary keeps minutes of the actions of the committee and distributes copies to the members of the committee, the President, the Deans of Instruction, the Dean of Students, and the Dean of Student Development as appropriate.

Committee items requiring administrative action are communicated to the appropriate administrator, and a written response is returned to the committee indicating the action taken on the committee's recommendation. Ad hoc committees are formulated and members are appointed by the President as deemed necessary.

Copies of the committee structure are available from the President's Office.

**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 Division at Southern Union State Community College is proud to offer extensive 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, accessible, 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 office. When you do, you'll be sure to find that we are making a difference **"one student at a time!"**

### 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 Mascot for Southern Union is THE BISON.

### 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. 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 intuition. 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.
- Be aware of your surrounding when using your personal information:
  - Student #
  - Social Security #
  - Date of Birth
  - Home/ Cell #
  - Bank/ Credit Card Information
- Do not display cash openly, especially when leaving an ATM machine.
- Be aware of telephone 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**

Residence hall is distributed Monday through Friday. This schedule is functional when classes are in session and students are in the residence hall. 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.

### **TELEPHONE USAGE 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.

### **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.

## 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.

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
- 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****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
- 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
- Secure all objects that could blow away or cause additional damage
- Keep all exterior doors closed and stay away from windows

**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
- 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 if 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
- Take home personal possessions; the college is not responsible for damaged personal items
- Secure windows and close blinds
- 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 sun exposure
- 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) are 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 and status (conscious, breathing, or bleeding);
- 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
- Check 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
- 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

### Call SUSCC Police or 911 (depending on the situation) and tell the dispatcher:

- Your location and how long the power has been out
- Any significant water damage, flooding, gas leak, or any other major utility failure and any injuries

### 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

**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
- 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 (preferably 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/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
- Stay on the phone until released by the dispatcher.

## 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 by using 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, 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

**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, if possible, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building or turn vent system 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/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; especially wash after you sneeze or cough.
- Wash before eating or drinking, applying make-up, inserting contact lenses
- Wash after touching frequently touched surfaces (i.e. doorknobs, phones, etc.)
- Stay home; avoid crowded areas or public gatherings if possible
- 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 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.

### **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, and 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 detailed 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, organizations 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. Only students who are currently enrolled have voting rights regarding membership, policies and actions of student clubs and organizations.
2. Faculty advisors/sponsors are required for each organization. The advisors must be on-campus and 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 gender.
  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 respective Dean (Academics, Health Sciences, or Technical). Fund raising is allowed by organizations officially recognized by the College. The senior officer of the organization should submit a written request to conduct fund raising activities.
  8. Clubs and Organizations are required to comply with the following:
    - a. Annual organization registration
    - b. Host one campus activity
    - c. Host one community activity

## NEW ORGANIZATIONS

The Student Government Association is 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 for 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** 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 inactive student organization that wishes to reapply must follow the steps previously outlined.

## POLICIES GOVERNING SOCIAL EVENTS

1. Clubs and Organizations sponsoring an event will be responsible for misconduct by its members and guests. Only Southern Union State Community College students and invited guests will be admitted to events.
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 conclude by 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. The Club's/Organization's members and advisor(s) sponsoring the activity must be present for the duration of the event.
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 civil action.

- 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. Requests for using the facilities should contain the signature of the organization's advisor and 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 semester 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 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.

### **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 sponsors 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) began in 1971 as the Environmental Study Club. Also known as the Environmental Awareness Club, it was reorganized as GEOS in 1993 to promote interest in and awareness of environmental science and technology issues in local, state, national, and international communities. Activities include field trips, Arbor Day celebrations, fund raisers, guest speakers, and active communication among members. Membership is open to all students.

### **Interclub Council**

This board consists of club/organization presidents and the Student Life Coordinator. 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 Interclub Council president.

### **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 (PBL) is to inspire and develop the next generation of leaders through personal and professional skill-building activities, unique career development programs, business tours, workshops, and much more. PBL membership is open to all students at Southern Union State Community College who are interested in career preparation, networking, community service, leadership development and recognition, and academic competitions.

### **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 mathematic courses and have an overall 3.0 GPA or higher. Students who were Mu Alpha Theta members 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.

### **Southern Union Student Veterans Association (SUSVA)**

Southern Union Student Veterans Association is dedicated to provide student veterans, service members, and their family members with support, camaraderie, and networking at Southern Union State Community College. SUSVA conducts regular monthly meetings to find ways to give back and recognize our student veteran population and the community. SUSVA strives in promoting fundraisers and charitable events. SUSVA is a chapter of the National Student Veterans of America.

## **CO-CURRICULAR 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 several 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 fulltime Southern Union female students, 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 opportunities 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, badminton, volleyball, Ping-Pong, aerobics, weight lifting and games. Students are urged to consult the bulletin boards for announcements in this area.

### **Cheerleaders**

The cheerleading program consists of males and females and one mascot, Battle the Bison. Cheerleaders cheer at all home games for both the men and women's basketball programs. Cheerleaders are expected to schedule their classes around practice times as determined by the coach. In addition to practice, cheerleaders are required to attend weight lifting/workout sessions. Try-outs are held in April each year. Candidates are evaluated at a clinic session and an official try-out. Candidates are notified in writing if they are eligible to become a part of the SU Cheer team. Cheerleaders must be full time students, maintain a 2.0 GPA and be 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.



### **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.

## **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 committee 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 attended by the student and dates of attendance.
10. The height and weight of varsity athletes.
11. Photograph
12. Classification and level of study

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 pertaining 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(s) 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 item(s), 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 records 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 a 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's 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 writing 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 point of contact 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.

Academic, administrative, compliance, and student issues are examined through established channels of communication. Based upon the nature of the complaint or 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. Grievance Officer is identified below:

Ms. Marty Kirby  
Grievance Officer  
P.O. Box 1000  
Wadley, AL 36276  
(256) 395-2211 ext. 5813

### **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 express views on matters pertaining to the subject matter. With the freedom of attending class comes the responsibility of being well informed of required class material content. Students have the right of question, through orderly procedures, regarding academic evaluation. Students' grades will be based solely on academic achievement, unless otherwise specified in writing by the professor 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 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 buildings 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 (1-22) 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 face disciplinary action, which is typically probation for one calendar year. The second violation of any rule (1-22) 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 1-22 is sufficiently serious, suspension/expulsion from the College/residence hall is possible on the first offense.

1. Gambling in any form.
2. Pets on campus. Registered service animals only.
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 or college officials.
7. Dartboards, darts, or any type of throwing knives.
8. Any violation of the college tobacco-free policy. See page 29.
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.
17. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities or activities.
18. Hover boards on campus.
19. No use of athletic or sports equipment (ie balls, bats) inside college buildings without permission from a college official.
20. Littering or disposing of rubbish or unwanted debris in area other than trash receptacles.
21. Threatened physical abuse of any person, including hazing, harassment, bullying, stalking, or any other act, which endangers the health or safety of any such person. (See College policy.)
22. Unauthorized entry to or use of any College facility including Residence Hall.

**The following rules (23-33) will merit automatic disciplinary suspension or expulsion from the College and the residence hall.**

23. Intentional misuse of any College fire alarm or fire-fighting equipment, or smoke detection devices.
24. 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.
25. 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.
26. 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.
27. Actual physical abuse of any person, including hazing, harassment, bullying, stalking or any other act, which endangers the health or safety of any such person. (see college policy)
28. Use, possession, sale or distribution of drug and/or drug paraphernalia 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.**
29. Use, possession, sale or distribution of weapons or firearms (including pellet guns and air rifles), fireworks, and incendiary or any type of explosive device or material.
30. 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.
31. Violation on campus of any federal, state, or local laws.
32. All forms of dishonesty including cheating and plagiarism and furnishing false information to the College.
33. Forgery, alteration or misuse of College documents, records or identification.

## **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. The procedures of the Disciplinary Committee need not conform to the strict behavior of a civil courtroom; however, the student(s) shall be treated fairly and shall be given the opportunity to respond to the accusation. 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 Disciplinary 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 maintaining appropriate records of student conduct and disciplinary actions. Disciplinary Disposition Forms are completed for all non-academic violations housed with Campus Police.

Alleged violations of College regulations, with the exception of those related to academic matters, must be filed in writing with Campus Police in order to initiate disciplinary review. Alleged violations of an academic nature must be filed in writing with the Dean of Students. Any member of the College community may report an alleged violation against a student or group of students for non-academic misconduct affecting the College or its operations.

An administrative meeting will be scheduled. During this meeting the Dean of Students and the student will discuss the students' involvement in the incident. Specifically, the student will be:

1. Informed of the allegations made against them (or incident);
2. Informed of the College policy(ies) or campus regulation(s) allegedly violated;
3. Provided the opportunity to give their response to the report(s), and offer additional information that might help with resolution of the case.
4. Informed of their right to an appeal. (SEE PROCEDURE FOR APPEAL.)

Based on the discussion in the meeting, the Dean of Students must determine the student's involvement in the incident, and if the student(s) is responsible for violating the policy(ies). The Dean of Student may choose to take no action if it is determined that the initial report lacks information, is unsupported based on new information or falls outside the purview of the Southern Union Policies applying to campus activities, organizations, and students, or find the student guilty and apply the appropriate sanction(s) or refer the case directly to the College Disciplinary Committee. After being notified in writing of the decision, the student(s) may either consent to the decision and imposed sanctions or appeal to the Disciplinary Committee.

## Procedure for Appeal

A student accused of non-academic misconduct may appeal the decision of the Dean of Students to the Disciplinary Committee by following the procedure explained below.

The accused must appeal the decision, in writing, to the Dean of Students, who will forward the appeal to the Disciplinary Committee. The appeal must be submitted within 48 hours following written receipt of the decision of the Dean of Students. The accused must demonstrate to the Committee that (a) certain relevant evidence was not reviewed; (b) new evidence is available; or (c) the penalty was too harsh in relation to the infraction. During the appeals process, the student has the right to maintain all student rights and privileges, including but not limited to, their housing assignment, meal plan and class schedule. The Dean of Students will then have 48 business hours to refer the case to the Disciplinary Committee. 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.

## COLLEGE DISCIPLINARY 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 Disciplinary Committee.

The Disciplinary 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 Disciplinary Committee is as follows:

1. To consider all sides of the evidence/testimony and to render a decision on the appeal.
2. Review and make recommendations to the Dean of Students on student disciplinary policies and procedures.

## Hearing Procedure

### Attendance at Hearing

1. Disciplinary Committee hearings shall be private and confidential and will be limited to persons officially involved. Persons present will include, but not be limited to, Disciplinary Committee members, the Dean of Students, the Chief of Police or designee, 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 or 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 Disciplinary Committee.
2. Review of charges and action taken in the case by 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 Disciplinary 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 Dean of Students.
7. Deliberations.

The Disciplinary 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 Disciplinary 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 Disciplinary 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**

Any disciplinary actions taken are designed to protect and preserve the educational environment of the College. If the environment is threatened by student behavior, it may be necessary to impose sanctions. A student may be accountable to both civil authorities and to the College for action which violates both the law and the Student Code of Conduct and may have to face both criminal charges and disciplinary charges.

The following disciplinary actions will be administered according to the severity of the infraction as determined by the Dean of Students, and/or the Disciplinary 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 permits are \$20.00 and can be purchased online through the college website. Vehicles must first be registered through the website before a parking permit can be issued. Payment can be made in the Business Office or on the website after registration. Permits will be mailed after payment and registration process is complete. **All student parking permits expire at the end of summer term each year.**

Parking permits must be displayed so the permit number can be clearly seen. By displaying 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 in 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.**
  - c. If your car has been towed or booted, contact campus police for retrieval information.

5. All users of handicapped parking spaces must validate their parking permit. Information on the validation process is available from Campus Police.
6. No parking on curbs.
7. All traffic signs must be obeyed.
8. Vehicles left on campus overnight must be registered with the Campus Police.
9. No driving and/or parking on the grass, sidewalks or curbs.
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. Vehicles must be parked in designated parking 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.
15. No reckless driving.
16. All drivers must obey all “Rules of the Road” as described in Alabama 32, Traffic an Motor vehicle laws.

## **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 the student’s obligation to become familiar with the residential policies. Should a resident have any questions, concerns, comments, or recommendations they should contact the residential hall council and/or the Coordinator of Residence Life. Residential life policies are subject to change by the College.

The College completes an annual Fire Disclosure report. This report is available from the Dean of Students, Chief 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 be **REGISTERED full-time** status to qualify to live in the residence hall. Residents having a car on campus, or other motorized vehicle, must obtain a parking decal.

**APPLICATION:** All students must complete the proper documentation when submitting an application to live in residence halls. This includes a residence hall housing agreement, a personal information sheet, and a medical form.

Room reservation/deposit fee is \$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.

**TELEPHONE:** Telephone service is the responsibility of the student.

**OVERNIGHT GUESTS:** Residents' guests are welcome with the Residence Hall Staff's approval, provided there is space available.

1. Guests are subject to the same regulations as students.
2. The resident host must accompany overnight guests to sign-in and sign-out at the desk in the lobby.
3. The resident host is responsible for the actions of their guest.
4. Current residents are allowed two (2) free overnight guests per semester.
5. Residents will be charged a fee of \$15 per night for any overnight guest after the first two overnight guests.
6. Current residents are subject to a \$15 charge when a guest remains in the residence hall for six (6) hours between the hours of 2:00 am and 8:00 am.
7. 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 their valuables including appliances, 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 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 should be 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:** \$10.00 replacement charge for room or mailbox key.

**LOCK OUT:** Re-entries will incur a \$10.00 fee to be charged to the the resident's SU account.

**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.
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.
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**

**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 of cleanliness. 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 Dean of Students 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. Reasonable QUIET TIME is expected in the residence halls at all times.

**COURTESY HOURS** are in effect 24 hours a day, seven days a week in all areas of the residence hall including student rooms, study suites, hallways, common areas, and lobby.

**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. Unnecessary noises and disturbances are not permitted. During exam week, all hours are considered QUIET TIME.

**NON-RESIDENT VISITORS:** 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 to not 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 Visitors 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.***

1. Visitors are required to sign-in to a specific room and to remain in that room only. They must also leave identification with the residence assistant at the lobby desk.
2. The host must meet the visitor in the lobby to sign them in and out of visitation.
3. Visitors must be accompanied by their host while in the resident hall at all times.
4. The host resident is responsible for the actions of their guest.

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 returning residents) after 11:00 p.m.

**RESIDENCE HALL VIOLATIONS:** Residence hall disciplinary issues are adjudicated by the Coordinator of Residence 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 \$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**

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