General Catalog
and Student Handbook

2017 - 2018

BISHOP STATE
COMMUNITY COLLEGE

Bishop State Community College

Catalog and Student Handbook

2017 – 2018

College Accreditation

Bishop State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia, 30033, Telephone number 404-679-4501) to award Associate in Arts, Associate in Science, Associate in Applied Science, Associate in Occupational Technologies Degrees and Certificates.

Additional Accreditation

ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (ACEN)

3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 (404) 975-5000

COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY EDUCATION (CAPTE)

1111 N. Fairfax Street, Alexandria, VA 22314; telephone 1-703-706-3245

THE AMERICAN BOARD OF FUNERAL SERVICE EDUCATION (ABFSE)

3414 Ashland Avenue, Suite G, St. Joseph, MO 64506; telephone 1-816-233-3747

ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS

7007 College Boulevard, Suite 420, Overland Park, KS 66211; telephone 1-913-339- 9356

Member

ALABAMA COMMUNITY COLLEGE SYSTEM

ALABAMA COMMUNITY COLLEGE ASSOCIATION

AMERICAN ASSOCIATION OF COMMUNITY AND JUNIOR COLLEGES

Table of Contents

General Information

GENERAL INFORMATION

The Alabama Community College System Mission Statement:

The Mission of the Alabama Community College System is to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.

Bishop State Community College Mission Statement:

To provide high-quality educational opportunities and services that are responsive to individual and community needs for the citizenry of Mobile and Washington counties at an affordable cost. The College utilizes traditional and distance learning to accomplish its mission. Bishop State Community College fulfills its mission by offering the following:

- **Transfer education** designed to prepare students at the freshman and sophomore levels for transfer to other colleges and universities.
- **General education courses** in the liberal arts and sciences to support all college degree programs.
- **Technical, vocational, occupational, and career education courses** that prepare students for immediate employment, retrain existing employees, and promote local and state economic stability and competitiveness.
- **Partnerships** with business, industry, and professional groups to assess and fulfill training needs to meet workforce demands.
- **Developmental education** to assist individuals in order to improve learning skills and overcome educational deficiencies to bring their basic skills to a level appropriate for college-level work.
- **Academic support services** that include a learning resource center and basic skills activities that enhance instruction.
- **Student support services** that provide advising, counseling, tutoring, financial assistance and social and cultural activities for all students, including those with special needs.
- **Continuing education and personal enrichment** opportunities that support lifelong learning and the civic, social, and cultural quality of life.
- **Conducive learning environments** equipped with classroom technology and attractive physical campuses.
- **Continuous assessment** through research and development of programs and services and the utilization of results for improvement.

Principles of Integrity to Guide Bishop State Community College

As members of the Bishop State family – administrators, faculty, staff, students, and alumni – we believe in the following principles of integrity that serve as a code of ethics to lead us in the fulfillment of our individual and collective "Commitment to a Program of Excellence" for the overall good of Bishop State Community College.

1. Truthfulness and Integrity – We value honesty in all we do and say.
2. Responsiveness and Accountability – We serve the people of Alabama and respond to them with our best decision-making and actions.
3. Helpfulness – We help by providing beneficial knowledge, information, and training to individuals, groups, and communities.
4. Orderliness – We organize data, information, facts, and ideas in a manner that is useful, retrievable, and applicable.
5. Betterment – We seek to be better every day in every facet of our work.
6. Thrift and Value – We conscientiously accept the responsibility for stewardship of all funds, using money wisely and faithfully.
7. Ethics, Courtesy and Civility – We comply with applicable laws, rules, regulations of government, accrediting agencies, our governing board and our moral compass.
8. Equal Opportunity – We respect the dignity and worth of all individuals. We treat people with equality without regard to their race, color, gender, age, national origin, religion, and physical or mental capacity.
9. Responsible Independence – We accept responsibility for the fulfillment of our mission through the independence from interference and undue influence required by accreditation standards.
10. Effectiveness – We measure our progress toward goals and objectives in fulfilling our mission.

Adopted from "Management Values to Guide the Alabama College System"

History of the College

Founded in the summer of 1927, Bishop State Community College was originally the Mobile Branch of Alabama State College in Montgomery, Alabama that was established as an in-service arm to offer extension courses to African-American elementary and secondary teachers in Mobile. Alabama State College is now known as Alabama State University.

In 1936, O. H. Johnson was appointed as dean. The first full-time faculty consisted of seven persons, which included pioneers in education such as Dr. Benjamin F. Baker, Mary Wilbur Weeks Burroughs and C.F. Powell. Dr. Sanford D. Bishop, Sr. joined the teaching staff of "The Branch" in 1938 as an instructor of English and music. In 1941, he was named dean.

In 1942, property was acquired on Broad Street, the site of present Main Campus. The campus consisted of a two-story framed building, which prior to the purchase of the property, was used by the Voluntary Fire Fighters Society #11. It was purchased with a loan that was later repaid by students through fund-raisings. In 1963, the name "Mobile Branch of Alabama State College" was changed to "Alabama State College-Mobile Center."

In 1965, the Alabama State Legislature ratified the Alabama State Board of Education's action establishing the "Alabama State College-Mobile Center" as "Mobile State Junior College" and severed its affiliation with Alabama State College in Montgomery. Dr. Bishop was appointed president of the new independent junior college. In 1971, the Alabama State Legislature renamed the College as "S.D. Bishop State Junior College."

Upon the death of Dr. Bishop on June 21, 1981, Dr. Joseph Christopher Mitchell was selected to serve as interim president. In September 1981, Dr. Yvonne Kennedy was appointed as the second president.

On February 23, 1989, the Alabama State Board of Education re-named the College to "Bishop State Community College" to reflect its growth in vocational/career offerings, transfer offerings, and community service activities. On August 22, 1991, the Alabama State Board of Education consolidated Southwest State Technical College and Carver State Technical College with Bishop State Community College.

Southwest State Technical College, now the Southwest Campus of Bishop State Community College, was established to provide postsecondary vocational training in the Mobile area under the 1947 Regional Trade School Act. The city of Mobile provided the 26 acres of land for the campus. The first graduates of 1954 were 15 members of a practical nursing program who had begun classes in January 1953. The college officially opened in May 1954 with an enrollment of 100 students in eight programs.

Carver State Technical College, now the Carver Campus of Bishop State Community College, was authorized on January 1, 1962, by the Alabama State Legislature and was later constructed in 1962 in the Toulminville area of Mobile. On November 19, 1976, the Alabama State Board of Education approved changing the name of Carver State Technical Trade School to Carver State Technical Institute and later to Carver State Technical College.

In 1995, the College added an extension to the Main Campus with the opening of the Baker-Gaines Central site. This site was formerly the historic Central High School. The facility houses the Division of Health Related Professions. In addition, it includes a museum, child care center, 1,200-seat auditorium, multimedia center, and a bookstore.

Dr. Kennedy was president for 26 years, retiring on July 30, 2007. Dr. James Lowe, Jr., became the interim president on August 1, 2007, and on May 22, 2008, the Alabama State Board of Education appointed him president.

On February 18, 2015, James Lowe, Jr. passed away. Dr. Ullysses McBride was appointed March 10, 2015 as interim president. Dr. Valerie Richardson was appointed as Bishop State Community College's interim president on August 27, 2015. On October 20, 2015, the ACCS appointed Dr. Richardson as Bishop State Community College's president.

On February 22nd, 2016, the Alabama Community College System (ACCS) selected Dr. Reginald Sykes as acting president of Bishop State Community College.

Policy of Nondiscrimination

In accordance with the official policy of the Alabama Community College System Board of Trustees, Bishop State Community College is committed to equal opportunity in employment and education. No person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or employment on the grounds of race, color, disability, sex, religion, creed, national origin, or age. Bishop State Community College complies with non-discrimination regulations under Title IX of the Education Amendments of 1972, as amended (20 U.S.C., subsections 1681-1683, 1685-1686), which prohibit discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. subsection 794), which prohibits discrimination on the basis of disabilities; Title IX, Section 106.8, which provides protection against acts of sexual harassment; the Americans with Disabilities Act of 1990; and the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Bishop State Community College also complies with The Drug-Free Workplace Act of 1989 (P.L. 100-690). Inquiries concerning Title VI, Title VII, Title IX, ADA, and/or Section 504 may be directed to the following:

Inquiries concerning this policy as it relates to two-year institutions should be directed to:

ADA Services	Rehabilitation Act of 1973 (Section 504)	Titles IV, VII, and IX
Dr. Terry Hazzard	Dr. Terry Hazzard Dean of Students	Mrs. Madeline R. Stokes
Dean of Students	Student Life Conference Complex	Director/Federal Programs
Student Life Conference Complex	Main Campus	Director/Baker-Gaines Central Campus
Main Campus	(251) 405-7087	(251) 405-4457
(251) 405-7087		

Admissions and Records

Admissions

General Admission Requirements

An applicant who has not previously attended a duly accredited postsecondary institution will be designated as a first-time college student or a native student. All first-time college students must attend an orientation session to complete advisement and orientation activities before registration. It is also required that first-time college students take ORI 101, a college orientation course.

Admission Requirements

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

One primary form of documentation such as:
- Unexpired Alabama driver's license
- Unexpired Alabama identification card
- Unexpired U.S. passport
- Unexpired U.S. permanent resident card
- Resident Alien Card – Pre 1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (form I-151) prior to 1978
- BIA or tribal identification card with photo **OR**

Two secondary forms of documentation
- one must be a photo identification card other than those specified above, and one additional form of identification such as:
- Certificate of Naturalization
- Social Security card, or
- Certified copy of a U.S. birth certificate.

Applicants must submit the documentation in person or mail a notarized copy by the end of the institution's published drop/add period.

Residency

FOR PURPOSES OF ASSESSING TUITION, APPLICANTS FOR ADMISSION SHALL BE CLASSIFIED IN ONE OF THREE CATEGORIES AS OUTLINED BELOW:

A. A resident student shall be charged the in-state tuition rate established by the Alabama Community College System Board of Trustees.
   1. A resident student is an applicant for admission who is a citizen of the United States or 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 retain Resident Student status simply by attending school for 12 months in the State of Alabama.
   2. 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, the residency of the parent to whom the court has granted custody will determine residence.
   3. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
B. An individual claiming to be a resident shall certify by assigned statement each of the following:
   1. A specific address or location within the State of Alabama as his or her residence.
   2. An intention to remain at this address indefinitely.
   3. Possession of more substantial connections with the State of Alabama than with any other state.
C. Though certification of an address and 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. This evaluation shall include the consideration of all the following connections.
   1. Consideration of the location of high school graduation.
   2. Payment of Alabama state income taxes as a resident.
   3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
   4. Full-time employment in the state.
   5. Residence in the state of a spouse, parents, or children.
   6. Previous periods of residency in the state continuing for one year or more.
   7. Voter registration and voting in the state
   8. Possession of state or local licenses to do business or practice a profession in the state.
   9. Ownership of personal property in the state, payment of state taxes on the property
   10. Possession of state license plates.
   11. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.

12. Membership in religious, professional, business, civic, or social organizations in the state.

13. Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.

14. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

Students determined to be eligible for resident tuition will maintain that eligibility upon reenrollment 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.

A. 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 instate tuition rate established by the State Board of Education under the following circumstances, provided such student is a citizen of the United States.

1. The dependent student whose supporting person is a full-time permanent employee of the institution at which the student is registering; or whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or 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 whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.

2. The student is not a dependent (as defined by Internal Revenue Codes) 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 can verify full-time 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 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 is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama.

B. In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The college may request proof that the applicant meets the stipulations noted above prior to admission.

C. The student is eligible for in-state tuition if the student resides in the state and county noted below, and attends any designated campus of Bishop State Community College:

- George County - Mississippi
- Greene County - Mississippi
- Harrison County - Mississippi
- Perry County - Mississippi
- Stone County – Mississippi

D. 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 the 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.

E. Provisional Enrollment
There are several third-party agencies responsible for the payment of tuition and fees for students attending Bishop State Community College. Because payments are not usually received by the end of the registration period, payment of tuition and fees may be deferred for 30 calendar days after the last day of registration for students receiving financial assistance from third party agencies (private, federal, and state). However, federal and state agency payments may be extended beyond the 30 calendar days after the registration period in accordance with each individual program's procedures.

For admission to an Alabama Community College System institution, all international applicants must provide: a VISA acceptable to the United States and an official translated copy of the student's high school/college transcript, a minimum score on an approved English as a Foreign Language exam as specified in the guidelines, signed notarized statement verifying adequate financial support, and documentation demonstrating adequate health and life insurance, which must be maintained during enrollment.

The credentials of an applicant from a foreign country for admission to the college are evaluated under the established general regulations governing admission. An applicant for admission to the College who has received disciplinary action from another institution or agency may be denied admission to the College if, in the view of the Admissions Committee, the presence of the person on campus could threaten the welfare of others.

All beginning freshmen who intend to become teachers and are to be trained in Alabama colleges and universities must take the ACT and attain a score of least 18 or the equivalent on the SAT before they will be admitted to any teacher education program in Alabama. You may obtain a test application in the Learning Assistance Center located in the Caldwell Building on the Main Campus. The ACT is not required for admission to Bishop State Community College.

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:

- Applicants with an Alabama High School Diploma, a high school diploma of another state equivalent to an Alabama high school diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; **OR**
- Applicants who have attended a non-accredited high school who have successfully completed courses of study on the secondary level (as evidenced by an official transcript) may be admitted; **OR**
- Applicants who cannot comply with either of the above conditions may be admitted upon presentation of a Certificate of High School Equivalency (GED Certificate) evidenced by an official copy of scores from the testing site. The applicant must hold the GED Certificate prior to enrollment.

Admission to Non-Credit Special Courses

The College offers non-credit, short-term, special courses for which admission requirements will be established by the nature of the particular course. Application for regular college admission is not required for a student who intends to take special courses only. Additional information about these courses may be obtained by contacting the Workforce Development and Lifelong Learning Department at 1-251-405-7084 or 1-251-405-7118.

A. First Time College Students

Unconditional Admission of First-Time College Students

Applicants must have on file at the College a completed application for admission and either an official transcript from the high school attended or an official GED Certificate. If required, applicants must also have on file proof of passage of the Alabama Public High School Graduation Examination or evidence of a minimum ACT score of 16 or the equivalent score on the SAT. For admission to courses not creditable toward an associate degree, applicants must have on file documented *ability to benefit*. All male students between the ages of 18 and 26 must register by law with the U.S. Selective Service System.

Conditional Admission of First-Time College Students

Applicants who do not have on file an official transcript from the high school attended or an official GED certificate may be granted Conditional Admission for one semester only. All required admissions records must be received by the College prior to registration for the second semester for continued enrollment. If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

B. Transfer Students

Applicants who have previously attended another regionally accredited or Council on Occupational Education accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Transfer students who meet requirements for admission to courses creditable toward an associate degree shall be classified as "Degree-Eligible" students. Transfer students who do not meet these requirements shall be classified as "Non-Degree-Eligible" students. Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the Admissions Committee.

Unconditional Admission of Transfer Students

For unconditional admission, transfer students must have submitted to the College an application for admission and official transcripts from all **duly** accredited postsecondary institutions attended and are also required to submit an official high school transcript of GED. Applicants who have completed the Baccalaureate Degree will be required to submit only the transcript from the institution granting the Baccalaureate Degree. Transfer students who meet requirements for admission to a course 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.

Conditional Admission of Transfer Students

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

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

Initial Academic Status of Transfer Students

Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as a transfer student only

after following the appeals 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. 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.

General Principles for Transfer of Credit

1. Courses completed at other regionally accredited postsecondary institutions with a grade of C or better will be accepted for transfer as potentially creditable toward graduation requirements.

2. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.

3. A transfer grade of "D" will be accepted when the transfer student's cumulative GPA is 2.0 or above.

C. Transient Students

Any student who attended another postsecondary institution and seeks credit for transfer to that parent institution may be admitted to the institution as a transient student. The student must submit an application for admission and a 'letter of transiency" from the institution which certifies that the credit earned at the institution will be accepted as a part of the student's academic program. A student is not required to file transcripts of previously earned credits at other postsecondary institutions.

D. International Students

Bishop State Community College encourages the enrollment of students from other countries. The institution subscribes to the principles of international education and to the concept that mutual respect, appreciation, and tolerance of others can be accomplished through education and understanding. The credentials of an applicant for admission from a foreign country are evaluated under the general regulations governing admission. Application documents should be submitted to the Office of the Advisor of International Students four months prior to the opening of the semester of desired admittance. This will allow time for the processing of documents and records relative to entrance and, if the applicant is admitted, obtaining a valid passport visa.

- All students must submit an official translated copy of the high school transcript indicating course credit equivalent to American high school graduation.

- Students must complete admission forms required of all regular students by the Admissions Office.

- All students must submit a signed notarized statement declaring that they have adequate funds to cover the costs of attending Bishop State Community College.

- Students must submit a Test of English as a Foreign Language (TOEFL) score of at least 500. (This does not apply to foreign students from English-speaking countries).

- All students must have current immunization records. All international students are required to meet with the International Student Advisor, Mrs. Yolanda McNeil at 1-251-405-7002, located on the Main Campus. Entering students shall provide documentation demonstrating adequate health and life insurance which must be maintained during all period of enrollment.

International Student Insurance Requirements

The College requires all international students with non-immigrant visas to maintain adequate health insurance coverage for them and for any dependents who accompany them. This insurance must be valid during each semester they enroll. Students who are on practical training after completing their degree requirements are also subject to this regulation.

The minimum standards of health and life insurance coverage are as follows:

- Daily room and board rate sufficient to cover the cost of a semi-private room at a local hospital

- Outpatient coverage for physicians' charges, laboratory costs, ambulance service, prescription drugs, and similar procedures subject to a deductible not greater than $100

- A minimum coverage of 80% of reasonable charges after the deductible is met

- A minimum, major-medical coverage of $25,000

- Repatriation coverage to prepare the remains of a deceased student and return him or her to his or her country of residence

- Medical evacuation coverage to return the student to his or her country of residence in case of extreme medical emergency

If international students do not have insurance, the College's endorsed policy will be made available to them. Other policies may be accepted as meeting or exceeding the minimum standards of coverage by the Adviser of International Students prior to the start of the students' first semester enrolled at Bishop State Community College.

The entire cost of the minimum required insurance and any deductibles which must be met are the sole responsibility of the student. The cost to the student will be $800 per year and/or $400 per semester, which is subject to change.

E. Accelerated High School Program

Bishop State Community College offers the high school accelerated program for high school students who may desire to earn college credit while enrolled in high school.

Information must be obtained from the office of admissions. A student is eligible for early admission if the student meets all of the following criteria:

- The student has successfully completed the 10th grade
- The student provides certification from the local principal or his or her designee certifying that the student has a cumulative 2.5 grade point average. An unofficial transcript will satisfy this requirement.
- The student provides a certification letter from the local principal or his or her designee certifying that the student is recommended to be admitted under this policy.
- The student must submit a state ID, learner's permit, driver's license or school ID.
- The student may enroll only in Postsecondary courses for which high school prerequisites have been completed (For example: a student may not take English Composition until all required high school English courses have been completed)
- All seniors must submit their ACT scores.
- Exceptions may be granted for students documented as gifted and talented only in accordance with the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to the first two requirements.

F. Dual Enrollment/Dual Credit for High School Students:

Bishop State Community College provides post-secondary instructional opportunities to eligible high school students through the State Board of Education Policy 801.03, Dual Enrollment/Dual Credit for High School Students. This policy allows eligible high school students to enroll in college classes concurrently with high school classes, and to receive both high school and college credit where appropriate. There must be on file at Bishop State Community College a formal written agreement between the student's local school board and Bishop State Community College before approval for Dual Enrollment/Dual Credit admission is granted. To be eligible the student must meet the following requirements:

- The student must meet the entrance requirements established by an Alabama Community College System institution, such as Bishop State Community College. This means that all Dual Enrollment/Dual Credit high school applicants must take the placement exam or the ACT and have appropriate scores before enrolling in courses.
- The student must have a 2.5 average in completed high school courses.
- The student must be in grade 10, 11, or 12, or have an exception granted by the participating institution upon the recommendation of the students' principal and superintendent and in accordance with the Alabama Administrative Code 290-8-9-.12 regarding gifted and talented students.

- The student must have written approval of the appropriate principal and local superintendent of education. Student success in Dual Enrollment/Dual Credit is dependent upon both academic readiness and social maturity.

Students may enroll in occupational/technical courses/programs in accordance with guidelines of the Alabama Community College System.

All credit for coursework completed under these provisions is held in escrow until the student provides proof of high school graduation (final high school transcripts). Transcripts issued prior to a student's high school graduation will be labeled "conditional credit". Upon proof of high school graduation, this notation will be removed from the transcript.

Three semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject

Admission of Ability to Benefit Students

Applicants to courses and programs comprised exclusively of courses not creditable toward an associate degree may be admitted if they meet the above standards or if they are at least 16 years of age and have not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and have specifically documented ability to benefit. The College may establish higher or additional requirements for a specific program or service when student enrollment must be limited to assure ability to benefit. These students shall be classified as "Non- Degree-Eligible" students and shall not be allowed to enroll in courses creditable toward an associate degree.

Admission to Specialized Programs

Several occupational programs such as Nursing, Physical Therapist Assistant, Cosmetology, Truck Driving, and Health Information Technology have special admission requirements. Please refer to the admission requirements for these programs, or contact the appropriate department for additional information. (In addition to the policies and procedures in this catalog, all nursing and physical therapist assistant students are governed by program handbooks that take precedence over the catalog in the areas covered by the program handbooks.)

Readmission

Applicants previously admitted for a specific semester who did not enroll will be required to complete a new application form for admission. Students who wish to continue enrollment should pre-register for the succeeding semester. Former students previously enrolled at Bishop State Community College, who have not been in attendance for one semester, excluding the summer, will be required to complete a readmission application form. (If these students have attended college elsewhere during this period, they must follow the admission process required of all transfer students.) Readmitted students must comply with any curriculum or policy changes.

Readmission to Specialized Programs: Students seeking readmission to specialized programs (such as Nursing, Physical Therapist Assistant, and Health Information Technology) should refer to the programs section of the catalog for that particular program.

Placement Assessment Requirements

All beginning freshmen are administered the ACCUPLACER Test. This instrument is used for placement, assessment of achievement, aptitude, and interest in math, reading, and writing. All entering students who enroll for more than four (4) credit hours or eight (8) weekly contact hours per semester, or are enrolled in a math, English, or reading course, will be assessed by the ACCUPLACER, and placed at the appropriate level as indicated by the assessment results.

Students who are exempt from the placement test requirements include: any student scoring 470 or above on the SAT writing or 18 or above ACT English; or 470 or above on the SAT English and math, or 20 or above on the ACT English and mathematics who enroll in a System college within three years of high school graduation, students who have an associate degree or higher who transfer degree- creditable college-level English or mathematics courses with a grade of 'C' or better, senior citizens, undeclared, and other non-award seeking majors who are taking classes for vocational reasons only, students in certain short certificate programs having no English or mathematics requirements, students who have completed required developmental coursework at another Alabama College System institution within the last three years, audit students, students who can provide documentation of assessment (COMPASS, ACUPLACER or ASSET) within the last three years, and transient students. Transfer students who have not taken college English or mathematics are also required to take the placement test. The ACCUPLACER results are used to determine student placement in English, reading, and mathematics courses. Students should schedule a testing appointment by calling the appropriate campus number (Main Campus: 405-7106; Carver Campus: 662-5362; Southwest Campus: 665-4086). Baker-Gaines Central Campus students may test on either the Main, Carver or Southwest Campus. Be prepared to test for approximately three hours. DO NOT BRING CHILDREN! Photo identification is required. Bring a pencil with you. You may also bring a simple calculator. Because of limited seating in the testing sessions, students are encouraged to take the placement test at their earliest convenience.

Placement Assessment Retest Policy

Students may retest only ONE TIME PER CALENDAR YEAR. In order that retesting is not abused, acceptable reasons for retesting include: (1) attempting to improve scores for higher course placement, (2) never enrolled in English, reading or mathematics courses, and (3) ACCUPLACER test or any other assessment was taken over three years ago. The retesting fee is $10.00 per component. Retesting fees must be paid in the Business Office prior to retesting. Students must present their receipt in order to retest.

College Level Examination Program (CLEP) and Advanced Placement (AP)

Credit awarded through nontraditional means for academic transfer courses may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, and ACE/MILITARY). Students enrolled at Bishop State Community College may be awarded college credit-by-examination for acceptable scores on specified CLEP examinations. Credit through General Examination may be earned in mathematics and natural sciences (with a maximum of 7 credit hours possible). Credit through subject area examinations is equated to specific courses and may be recommended by divisional chairpersons. Transfer CLEP credits are acceptable if earned by re-evaluation in accordance with current Bishop State Community College CLEP policies. No examination credit can be transferred or earned for any course for which a student has received a grade. A student may not attempt credit-by- examination for a course in which he or she has acceptable credit for more advanced courses.

CLEP credit hours are applied toward meeting graduation requirements, but will not affect a student's grade point average since no grade or quality points are awarded for CLEP examinations. Students enrolled at Bishop State Community College may be awarded college credit with a score of 3 or higher on Advanced Placement subject examinations for a minimum of one course in the subject area corresponding to the test. Additional AP credit may be awarded at the discretion of the College. A maximum of 20 semester credit hours may be awarded for Advanced Placement. Not more than 25 percent of total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at the college granting the degree.

Technical credits can be awarded through an articulation agreement between Bishop State Community College and secondary institutions in Mobile and Baldwin Counties of Alabama. However, because of accreditation standards, students are required to pass competency examinations in order to receive credit for a particular course, according to accreditation standards.

Awarding Credit through Prior Learning Assessment (PLA)

1. Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses.

2. Course credit earned through prior learning shall be noted on the student's transcript as having been awarded through PLA.

3. Credit for academic transfer courses awarded through PLA may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, and

ACE/MILITARY). Credit for experiential learning (portfolio review) may not be awarded for academic transfer courses.

4. In the process of determining if credit can be awarded for prior learning, colleges shall charge students only for the cost of the PLA services and not for the amount of credit awarded.

5. There shall be a charge of $25 for each portfolio review to assess experiential learning for college credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the $25 fee applies to each review of the documentation. For example, an individual is charged $50 if the person is seeking credit through experiential learning for two courses, and thereby requires portfolio reviews in relation to those two courses. Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged a fee for PLA or for credits awarded through PLA.

6. Not more than 25 percent of total credit required for any program may be awarded as a result of PLA. Credit awarded through PLA does not count toward the minimum of 25 percent of semester credit hours that must be completed at the college granting the degree as referenced in State Board of Education policy 715.01.

7. Before receiving credit through PLA for a course, an individual must meet enrollment requirements of the course.

8. Credit may not be awarded twice for the same learning.

Procedures for Prior Learning Assessment

1. The student must enroll at the College and meet all admission requirements for the program in which course credit for prior learning is being sought.

2. The student must make application to the College for prior learning assessment and credit for experiential learning.

3. At least one person from each college shall be trained in the standards, principles, and procedures of PLA (college PLA contact). This person must successfully complete PLA training provided by the Alabama Department of Postsecondary Education. This person shall provide related training and technical assistance to other college personnel having PLA responsibilities.

4. In the portfolio assessment process, an instructor of a course for which credit for experiential learning is being sought shall evaluate the student's work and training experience in the program field and determine if the student should be considered for PLA. Evidence of experiential learning may include certifications, licensures, continuing education units, employer verification of tasks performed, and examples or demonstrations of skills possessed. If the student is deemed a candidate for PLA, the instructor shall recommend the student to the college PLA contact (or conduct the PLA if the instructor is trained to do so) and specify the course(s) for which the student may be eligible to receive credit for experiential learning.

5. Portfolio assessment by alone may be used for PLA only when the following methods cannot be used: Challenge

Exams, CLEP, ACT/PEP, DANTES, ACE/PONSI, AP, ACE/CREDIT, and ACE/MILITARY.

6. Credit for academic transfer courses can be awarded only by examination or national recognized guidelines of the following assessment courses:

   a. Challenge Exams

   b. College Level Examination Program (CLEP);

   c. American College Testing Proficiency Examination Program (ACT/PEP)

   d. Defense Activity for Non-Traditional Support (DANTES)

   e. American Council on Education's Program on Non-collegiate Sponsored Instruction (ACE/PONSI)

   f. College Board Advanced Placement (AP) Program

   g. American Council on Education College Credit Recommendation Services (ACE/CREDIT)

   h. American Council on Education Military Program (ACE/MILITARY)

Boris Login

BORIS allows students to register and pay for their classes online, view transcripts and degree plans, plus many other functions. It is available to **ALL ADMITTED STUDENTS!**

1. Open your Internet browser and go to Bishop State's home page, **www.bishop.edu**.

2. Click the gold button toward the middle of the page that says Log In to **BORIS**.

3. At the **User ID** prompt, enter your *7-digit Student Number*, or your *9-digit social security number* with **No** spaces, dashes, or slashes.

4. At the **PIN** prompt, enter your 6- digit date of birth (MMDDYY). For Example, if your date of birth is *March 12, 1978*, you would enter *031278*.

5. Click **Login**. You should see the *BORIS* menu.

If you receive a message that says *"the PIN Number you have entered is not valid"* make sure you have entered you **PIN** correctly. If you still have problems, please contact IT Services at **itservices@bishop.edu** or **251.405.7070.**

Campus E-mail

If you are a registered student at Bishop State, then we have assigned you a campus e-mail address. You will be able to send and receive e-mail using this address from any Internet browser in the world.

Login Instructions

To find out what your Campus E-mail address is, login to the **BORIS System** and select the "View My Information" link, and your campus e-mail address will be displayed on that page. When you login to the campus e-mail system, type your full campus e-mail address at the Username prompt. Your password will initially be your **8-digit** date of birth (in the

format **MMDDYYYY**). You will be required to change your password when you login. Remember your new password!

Online Students

If you register for an online class, you MUST use this e-mail address for class correspondence and to receive your initial online course login and password. Your campus e-mail address will also be printed on the student schedule page that you receive from the Business Office when your registration is completed, if you pay for your classes in person.

Having E-mail Trouble?

If you are having trouble accessing your Campus E-mail account, call 251-405-7070 or send a message from your personal e-mail account to **itservices@bishop.edu**. Be sure to include your student number, your name, and the problem you are having.

Course Auditing

Registration for audited courses must be declared by the end of the late registration period. Audited courses will not be paid by the Pell Grant program, certain scholarships, and certain agencies responsible for tuition. Course auditing must be approved by the Academic or Technical Dean before enrolling.

Schedule Changes

Drop/Add Period: Students may drop and add courses only during the official drop/add late registration period as indicated on the college calendar.

Withdrawals

1. Withdrawals from a Course
   Once a student enrolls in a regular or online course, failure to attend or login would constitute a no show; however, it is the student's responsibility to officially withdraw. Following the official Drop/Add period, a student who wishes to withdraw from a course may do so by following these steps:
   a. A student may withdraw from a course online through the Drop/Add period by logging on to their BORIS account however, if enrolled in only one course, the student must report to the Office of Admissions and Records or complete the online eWithdrawal form.
   b. A student may withdraw from a course after the Drop/Add period, by filling out the paper Withdrawal Form or by completing the eWithdrawal within the designated time frame for withdrawal from a class. Students must complete the form and SUBMIT it in order for the withdrawal to be processed.
   c. To withdraw from a class obtain the Withdrawal Form from the Office of Admissions and Records or complete the online eWithdrawal by going to https://www.bishop.edu/admissions-records-eforms/ewithdrawal-form/.
   d. Paper Withdrawal Forms should be filled out and returned to the Office of Admissions and Records,

eWithdrawals will be processed once they are submitted from the Bishop State website.

2. Withdrawals from the College
   Upon entering Bishop State Community College, the student assumes the responsibility of completing the academic program in which he or she is registered. Once a student enrolls, failure to attend the class or login would constitute a no show; however, it is the student's responsibility to officially withdraw from the College by these steps:
   a. Obtain the Withdrawal Form from the Office of Admissions and Records or complete the eWithdrawal by going to https://www.bishop.edu/admissions-records-eforms/ewithdrawal-form/.
   b. Paper Withdrawal Forms should be filled out and returned to the Office of Admissions and Records, eWithdrawals will be processed once they are submitted from the Bishop State website. Students must complete the form and SUBMIT it in order for the withdrawal to be processed.

A student is not considered to be officially withdrawn from the College until the Withdrawal Form has been filled out and returned to the Office of Admissions and Records or until the eWithdrawal has been completed and submitted. The completed form, whether paper or eWithdrawal, MUST be received and processed by the Office of Admissions and Records before the student is officially withdrawn.

Unofficial Withdrawal Policy

Federal regulations (34 CFR 668.22 (c)(2)(ii)) requires the College to perform a Return of Title IV (R2T4) calculation for students who enroll at the College, received federal funds, and subsequently and completely withdraws from the College before completing at least 60% of the term. To officially and completely withdraw from the College, the student must follow the official withdrawal policy as published in the class schedule, College Catalog or web publication. To unofficially withdraw is to completely withdraw from the College without following the published withdrawal policy.

Even though students are awarded and have federal funds disbursed to them at the beginning of the term, students are required to "earn" the federal funds disbursed to them by attending classes up to the point of where at least 60% of the term has expired. After the 60% point of the term, a student has "earned" 100% of the federal funds received, and will not owe any funds back to the federal program from which funds were disbursed.

The College is a non-attendance taking institution; however, the College requires that the instructors at the College electronically verify attendance at the end of the census date. The electronic attendance verification report is retrieved by the Admission Office personnel, and all the students shown as **No Shows** (students who enrolled in courses for which they never started attending), are automatically withdrawn from such courses, and

all the federal funds received by the student are voided and returned.

For the official and complete withdrawal from the College, the date the withdrawal process was initiated by the student, either by completing the official withdrawal form, or by sending an e-mail to the Admissions Office, is the date the Business Office will use to perform the R2T4 calculations. That date will also be used in determining if the student has "earned" 100% of the federal funds disbursed to the student. The student will also be assigned a grade of "W" for the withdrawn courses.

Any student who has stopped attending at least 5 consecutive instructional days or 2 consecutive instructional days for a one day a week class prior to the 60% point of the academic term will be deemed to have unofficially withdrawn from such course(s), and the student will be withdrawn from such course(s) by the Admissions Office. For mini term courses, students who stop attending 3 or more consecutive instructional days prior to the 60% point of the academic term will be marked as no longer attending and withdrawn. Exception: Truck driving students who stopped attending 5 or more consecutive instructional days prior to the 60% point will also be marked as no longer attending and withdrawn. The student will be assigned a grade of "W" for the withdrawn course(s). The last date of attendance, (LDA) entered by instructor(s) will be used for performing the R2T4 calculations.

Students who have been unofficially withdrawn will be allowed to appeal. Students should obtain an appeal form from the Admissions Office. The student must fill out the appeal form and submit it to each instructor whose class they were withdrawn from. All instructors must sign the form for the withdrawal to be reversed. Instructors are not required to sign an appeal form if they feel that the student should not be re-admitted into the class. Students will be sent an email after they have been withdrawn. The email will give instructions and due dates for completing the appeals process.

Academic Bankruptcy

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 semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester/term provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred.

    All coursework taken, even hours completed successfully, during the semester/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 semester/ term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters/terms provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester/ term occurred. All coursework taken, even hours completed successfully, during semester/term(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

C. When academic bankruptcy is declared, the term ACADEMIC BANKRUPTCY will be reflected on the transcript for each semester/ term affected. When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation and the transcript will be stamped 'ACADEMIC BANKRUPTCY IMPLEMENTED.' A student may declare academic bankruptcy only once. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

Course Forgiveness

When a course is repeated, 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. When a course is repeated more than once, all grades for the course – excluding the first grade – will be used in the computation of the cumulative grade point average. The transcript will list each course in which a student has enrolled; however, a course may be counted only once toward fulfillment of credit hours for graduation. A student may request course forgiveness in the office of Student Services. No veteran or person eligible for veterans' benefits who has satisfactorily completed a course will be allowed to repeat a course for higher or better grade to improve his or her GPA. Additionally, all grades will be posted on the transcript and computed in the cumulative grade point average for any course repeated.

Graduation Requirements

A student shall be awarded the Associate in Arts, Associate in Science, Associate in Applied Science, Associate in Occupational Technologies degrees, Certificate, or a Short-Term Certificate, upon satisfactory completion of the requirements of the specific program as specified by the college. A student must:

1. Satisfactorily pass all required courses and complete the prescribed number of credit hours in a degree or certificate program as outlined in the student's degree plan. Check the

College's website or your program advisor for your degree plan requirements.

2. Earn a 2.0 or higher 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 (developmental) credit courses. A course may be counted only once for purposes of meeting graduation requirements.

3. Officially transfer all credits from other postsecondary institutions, if applicable.

4. Complete at least 25% of total credit hours in the program at Bishop State Community College, if seeking an award.

5. Complete all general education requirements and elective requirements as listed in the degree plan of study.

6. Meet satisfactory attainment of general education core competencies through classroom assessment activities or exit examination, prior to receiving an associate degree. (Applicable to all students receiving AA, AS, AAS, and AOT degrees).

7. Students in Associate in Arts and/or Associate in Science degree programs may complete no more than 28 semester hours in online coursework. Such courses are designated with WW and WH in the course schedule.

8. After completion of all program requirements, Bishop State will award the appropriate degree or certificate on students at the time they become eligible.

The Registrar's Office will send letters to all potential graduates in the spring of the academic year. Students who wish to participate in the commencement program that is held annually at the end of the spring semester will complete an **Application for Graduation** in the Admissions Office on the Main Campus when the student comes to pay graduation fees.

Students who do not receive a graduation letter but who believe that they should be graduating should consult with their academic advisor.

Candidates for Associate in Arts and Associate in Science degree who will be participating in the graduation ceremony are required to take the Proficiency Profile Assessment prior to graduation. Students may register for and take the test after completing 48 hours of core course work. Students should contact the Testing Center at 251-405-7158 to schedule an appointment. There is no fee for taking the assessment.

Candidates for Associate in Applied Science and Associate in Occupational Technologies degrees who will be participating in the graduation ceremony are required to take the WorkKeys Assessment prior to graduation. Students may register for and take the test after completing 48 hours of core course work. Students should contact the Testing Center at 251-405-7158 to schedule an appointment. There is no fee for taking the assessment.

9. Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs.

10. Fulfill all financial obligations to the College.

11. The College Registrar shall approve the formal award when the student meets all requirements for graduation satisfactorily.

The Academic/Technical Dean shall have final approval of the awards to be conferred.

New Student Orientation

New students are required to attend a New Student Orientation session prior to registering at Bishop State Community College. The orientation session is designed to acquaint students with college life and the academic environment, advisement process, policies and procedures, student services, and extracurricular activities available on campus. The orientation includes placement testing, introductory to academic programs and requirements, selection of a major field of study, and advisement on class schedule preparation and registration. In addition to the orientation session, new students are encouraged to enroll in ORI 101, a one-hour credit course designed to give face-to-face information about college life.

Registration

The regular registration period for each semester is indicated in the college calendar and the booklet of scheduled classes. Instructions will be sent to new students prior to new student orientation. Counseling is available to new applicants who have questions concerning registration and course requirements. All students are expected to complete registration on the dates announced for registration. A student has not finalized enrollment until he or she has completed all requirements of registration and paid all tuition and fees. After students have registered, they are expected to attend all classes in accordance with their schedules beginning with the first scheduled day of classes.

Financial Information

TUITION AND FEES

Every possible effort is made by Bishop State Community College to avoid increases in the cost of each student's education, but the College reserves the right to change, modify, or alter fees, charges, expenses, and costs of any kind without notice as approved by the Alabama Community College System Board of Trustees.

General Policies

Students who register during the early registration period must pay tuition and fees by a designated date in order to retain their registration. Students who register during the regular or late registration period must pay tuition and fees in full at the time of registration in order to have their names placed on class rolls and to attend classes. Payment may be in cash, credit card, grants, scholarships, or their combination. Sponsored students, i.e., Vocational Rehabilitation Service, Alabama Veterans Affairs, WIOA, etc., must have written authorization from the appropriate agency to complete registration.

Students who fail to pay tuition and fees by the deadline, as published on the student schedule, are not registered and should not attend class.

Bishop 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. Tuition is waived for up to four (4) credit hours, per semester, of in-state tuition for Alabamians age 60+ through the Senior Adult Scholarship Program. Enrollees must concur with program guidelines in course selection. Fees must be paid by the senior adult student. Please see Financial Aid office for guidelines and restrictions.

Tuition and Fee Schedule for traditional courses*

*In-state tuition is $119.00 per semester hour and out-of-state tuition is $238.00 per semester hour; facility fee is $9.00 per semester hour, technology fee is $9.00 per semester hour; special building fee is $10.00 per semester hour and bond surety fee is $1.00 per semester hour.

Credit Hours	Alabama Residents Tuition	Non-Alabama Residents Tuition	Bond Surety Fee	Technology Fee	Facility Renewal Fee	Special Building Fee	Alabama Resident Total Tuition and Fees	Non-Alabama Resident Total Tuition and Fees
1	$119.00	$238.00	$1.00	$9.00	$9.00	$10.00	$148.00	$267.00
2	$238.00	$476.00	$2.00	$18.00	$18.00	$20.00	$296.00	$534.00
3	$357.00	$714.00	$3.00	$27.00	$27.00	$30.00	$444.00	$801.00
4	$476.00	$952.00	$4.00	$36.00	$36.00	$40.00	$592.00	$1,068.00
5	$595.00	$1,190.00	$5.00	$45.00	$45.00	$50.00	$740.00	$1,335.00
6	$714.00	$1,428.00	$6.00	$54.00	$54.00	$60.00	$888.00	$1,602.00
7	$833.00	$1,666.00	$7.00	$63.00	$63.00	$70.00	$1,036.00	$1,869.00
8	$952.00	$1,904.00	$8.00	$72.00	$72.00	$80.00	$1,184.00	$2,136.00
9	$1,071.00	$2,142.00	$9.00	$81.00	$81.00	$90.00	$1,332.00	$2,403.00
10	$1,190.00	$2,380.00	$10.00	$90.00	$90.00	$100.00	$1,480.00	$2,670.00
11	$1,309.00	$2,618.00	$11.00	$99.00	$99.00	$110.00	$1,628.00	$2,937.00
12	$1,428.00	$2,856.00	$12.00	$108.00	$108.00	$120.00	$1,776.00	$3,204.00
13	$1,547.00	$3,094.00	$13.00	$117.00	$117.00	$130.00	$1,924.00	$3,471.00
14	$1,666.00	$3,332.00	$14.00	$126.00	$126.00	$140.00	$2,072.00	$3,738.00
15	$1,785.00	$3,570.00	$15.00	$135.00	$135.00	$150.00	$2,220.00	$4,005.00
16	$1,904.00	$3,808.00	$16.00	$144.00	$144.00	$160.00	$2,368.00	$4,272.00
17	$2,023.00	$4,046.00	$17.00	$153.00	$153.00	$170.00	$2,516.00	$4,539.00
18	$2,142.00	$4,284.00	$18.00	$162.00	$162.00	$180.00	$2,664.00	$4,806.00
19	$2,261.00	$4,522.00	$19.00	$171.00	$171.00	$190.00	$2,812.00	$5,073.00
20	$2,380.00	$4,760.00	$20.00	$180.00	$180.00	$200.00	$2,960.00	$5,340.00
21	$2,499.00	$4,998.00	$21.00	$189.00	$189.00	$210.00	$3,108.00	$5,607.00
22	$2,574.00	$5,236.00	$22.00	$198.00	$198.00	$220.00	$3,256.00	$5,874.00

Payment of Tuition and Fees

Tuition and fees may be paid by DEBIT CARD, CASH, MONEY ORDER, CASHIER'S CHECK, VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS. Tuition for Online and Hybrid courses follows the same fee schedule above.

ALL TUITION AND FEES MUST BE PAID IN FULL PRIOR TO THE FIRST DAY OF CLASSES.

Schedules with unpaid balances will be deleted prior to the first day of classes. All tuition and fees are due at the time credit hours are added. Schedules will be deleted if added charges are not paid in full at the time of drop/add registration.

Tuition for Non-residents of Alabama

Students who are not residents of Alabama and/or who are not citizens of the United States shall pay 2.0 times the normal in-state tuition rate. The in-state tuition rate shall be extended to students who reside outside of Alabama in a state and county within fifty (50) miles of a campus of an Alabama College System institution provided the campus has been in existence and operation since October 1, 2008. The in-state tuition rate shall be extended to students who have graduated from Alabama high schools or who have obtained a GED in Alabama within two years of the date of their applications for admission in accordance with the requirements set forth in the Code of Alabama. Please note that the designations are by campus and not by institutions. Approved Mississippi Counties: George, Greene, Harrison, Jackson, Perry, and Stone. Please see Admissions office for residency requirements.

Tuition for Veterans

Section 702 of the Veterans Access, Choice and Accountability Act of 2014 ("Choice Act")

To remain approved for VA's GI Bill programs, schools must charge in-state tuition and fee amounts to covered individuals. A covered individual is defined in the Choice Act as:

- A Veteran who lives in the state where the IHL is located (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 of 90 days or more.

- An individual using transferred benefits who lives in the state in where the IHL is located (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 of 90 days or more.

- An individual using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in where the IHL is located (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 of 90 days or more.

The in-state tuition provisions in Section 702 do not apply to those on active duty or to students using transferred Post-9/11 GI Bill benefits from a Service member still on active duty.

FINANCIAL REGULATIONS

Students are required to pay tuition fees upon registration for each semester. Tuition and fees for students who have established Pell Grant, Supplemental Educational Opportunity Grant (SEOG), or Alabama Student Assistance Program (ASAP) eligibility will be charged to their accounts. Exceptions will be made for those students who establish eligibility for participation in Veterans' Affairs and Vocational Rehabilitation Services. In addition, students who are sponsored by agencies (Masonic organizations, sororities, fraternities, etc.) will be permitted to enroll without payment pending billing agencies for required fees. All students not paying tuition and fees at the time of registration must present written authorization from the sponsoring agency to the Business Office in order to complete financial registration.

Students must clear all financial obligations with the College prior to the end of each semester of enrollment. Students will not be allowed to complete registration or attend classes until financial obligations of the previous semester are satisfactorily met, including, but not limited to, parking and library fines.

A student has not finalized enrollment until he or she has completed all requirements of registration and paid all tuition and fees.

HOW TO OFFICIALLY WITHDRAW FROM CLASS

Students who enroll at Bishop State Community College and decide, for any reason, that they no longer want to be enrolled at the College, must officially withdraw from class. Students can obtain the withdrawal form and procedures from withdrawing from the Admission/Registrar's Office. The official withdrawal process does not begin until the Admissions Office has been notified.

UNOFFICIAL WITHDRAWAL POLICY

Federal regulations (34 CFR 668.22 (c)(2)(ii)) requires the College to perform a Return of Title IV (R2T4) calculation for students who enroll at the College, received federal funds, and subsequently and completely withdraws from the College before completing at least 60% of the term. To officially and completely withdraw from the College, the student must follow the official withdrawal policy as published in the class schedule, College Catalog or web publication. To unofficially withdraw is to completely withdraw from the College without following the published withdrawal policy.

Even though students are awarded and have federal funds disbursed to them at the beginning of the term, students are required to "earn" the federal funds disbursed to them by attending classes up to the point of where at least 60% of the term has expired. After the 60% point of the term, a student has "earned" 100% of the federal funds received, and will not owe any funds back to the federal program from which funds were disbursed.

The College is a non-attendance taking institution; however, the College requires that the instructors at the College electronically verify attendance at the end of the census date. The electronic attendance verification report is retrieved by the Admission Office personnel, and all the students shown as No Shows (students who enrolled in courses for which they never started attending), are automatically withdrawn from such courses, and all the federal funds received by the student are voided and returned.

For the official and complete withdrawal from the College, the date the withdrawal process was initiated by the student, either by completing the official withdrawal form, or by sending an e-mail to the Admissions Office, is the date the Business Office will use to perform the R2T4 calculations. That date will also be used in determining if the student has "earned" 100% of the federal funds disbursed to the student. The student will also be assigned a grade of "W" for the withdrawn courses.

Any student who has stopped attending at least 5 consecutive instructional days or 2 consecutive instructional days for a one day a week class prior to the 60% point of the academic term will be deemed to have unofficially withdrawn from such course(s), and the student will be withdrawn from such course(s) by the Admissions Office. For mini term courses, students who stop attending 3 or more consecutive instructional days prior to the 60% point of the academic term will be marked as no longer attending and withdrawn. Exception: Truck driving students who stopped attending 5 or more consecutive instructional days prior to the 60% point will also be marked as no longer attending and withdrawn. The student will be assigned a grade of "W" for the withdrawn course(s). The last date of attendance, (LDA) entered by instructor(s) will be used for performing the R2T4 calculations. Please see Admissions Office to officially withdraw from courses.

Policy revised July 16, 2015 and effective fall semester 2015

FINANCIAL AID

The Financial Aid Office at Bishop State Community College is a service-oriented office with personnel whose main responsibility is to assist students in seeking and obtaining the funding needed to pursue their educational objectives.

It is the official policy of the Alabama Department of Postsecondary Education and Bishop State Community College that no persons shall, on the basis of race, color, disability, sex, 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, financial aid, or employment.

The Financial Aid Office staff is available to assist students during the following office hours: Monday through Thursday 8:00 a.m. to 5:00 p.m.; Friday 8:00 a.m. to 2:00 p.m.

STUDENT RIGHTS

Students have the right to obtain the following information from the College:

- Names of its accrediting or licensing organizations
- Information about programs, instructional, laboratory and other physical facilities, faculty and the cost of attendance
- All policies, including the Financial Aid/Veterans Affairs Office's policy on refunds to students who withdraw from the college
- Types of financial assistance available, including information on all federal, state, local, private, and institutional financial aid programs
- Procedures and deadlines for submitting applications for each available financial aid program
- Criteria used to select financial aid recipients
- Process used to determine student financial need: how costs for tuition and fees, room and board, travel, books and supplies and personal and miscellaneous expenses are considered in the cost of education, it also includes how resources (such as parental contribution, other financial aid, assets, etc.) are considered in calculating student need and amount of student financial need, as determined by the institution
- Procedure for paying students
- Type and amount of assistance in a student financial aid package and an explanation of each award
- How much of the financial aid award is grant aid
- Kind of job and the hours to be worked, the duties, the rate of pay, and the payment schedule and procedure-if students are offered a Federal college work-study job
- Reconsideration of an aid package, if students believe that a mistake has been made or if their enrollment or financial circumstances have changed
- Process and policy used by the College to determine whether students are making satisfactory progress and ensuing actions by the college if they do not
- Special facilities and services available to persons with disabilities.

STUDENT RESPONSIBILITIES

It is the responsibility of students to do the following:

- Review and consider all information about a college's program before enrolling

- Complete the application for student financial aid accurately and timely to prevent delays in receiving aid

- Meet all deadlines for applying or reapplying for aid

- Provide all additional documentation, verification, corrections and new information requested by the Financial Aid/VA Office

- Read, understand, and, keep copies of all forms they have signed

- Comply with the provisions of agreements they have signed

- Notify the school of any change in name, address or attendance status

- Satisfactorily perform the work agreed upon in a college work-study job

- Understand the College's refund policy and the Financial Aid Return to Title IV Refund policy

- Complete a new financial aid application each year

THE FINANCIAL AID APPLICATION PROCESS

To apply and qualify for federally funded financial aid to attend Bishop State Community College (BSCC), students must complete the Free Application for Federal Student Aid (FAFSA) online each academic year at www.fafsa.ed.gov.

The academic year at BSCC begins each fall semester and ends after the summer semester. Students may begin the financial aid application process in January for the following fall semester.

Example: Mary plans to attend BSCC in Fall Semester 2017. Therefore, Mary can complete and submit her FAFSA after October 1, 2016. However, Mary should not complete the FAFSA until she completes her 2015 federal tax return. If Mary is a dependent student her parent(s) should also complete their federal tax return(s) before Mary completes the FAFSA.

Bishop State Community College participates in the following federal and state financial aid programs:

- The Federal Pell Grant Program

- The Supplemental Opportunity Grant Program

- The Federal Work Study Program

- The Alabama Student Assistant Grant Program

Bishop State Community College does not participate in any federal or private student loan program.

General Financial Aid Eligibility Requirements

The general eligibility requirements for receiving federal student aid are outlined in the Code of Federal Regulations (CFR) 668.32.

To be eligible for federal student aid, a student must

- Have a high school diploma or its equivalent, receive a passing score on an independently administered examination approved by the Education Department, or have been home-schooled and either (1) have a secondary school completion credential for home schools as provided for under state law, or (2) if the state does not require the credential described above, have completed a secondary school education in a home-school setting that qualifies as an exemption from the compulsory attendance requirement under state law

- Be currently enrolled or accepted for enrollment as a regular student in an eligible program, in an eligible institution, for the purpose of obtaining a certificate or degree

- Be a U.S. citizen or eligible non-citizen

- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)

- Be making satisfactory academic progress

- Sign certifying statements on the FAFSA such as agreeing to use federal student aid funds only for educational expenses

- Not be in default on a federal student loan or owe an overpayment on an FSA grant

- Have registered with the Selective Service Administration, applicable only to males 18-26

2017 Documents Needed to Complete the FAFSA

1. To complete the FAFSA the student and his or her parents (if a dependent student) must use the information from the federal tax return filed two years ago instead of one. For example, the 2015 federal tax return should be used to complete the 2017-2018 FAFSA.

2. If the student and/or parents will not file federal taxes because they are not required to by the Internal Revenue Service (IRS), then the untaxed income and benefits for the most recent year must be used to complete the FAFSA.

Special Note: The Financial Aid Office has been given the authority by the U.S. Department of Education to ask students and/or parents of dependent students to provide documentation to support any income or other information on the FAFSA. Therefore, please keep copies of all documents used to complete the FAFSA. Answer each question on the FAFSA correctly and honestly because the College is required to resolve any financial discrepancies reported on the FAFSA.

Students are now able to complete their FAFSA application earlier. Beginning with the 2017-2018 FAFSA, students are required to report income information from an earlier tax year. For example, on the 2017-2018 FAFSA, students and parents (if applicable) must report their 2015 income information, rather than the 2016 income information.

Applying for Financial Aid

Please follow these instructions when completing the FAFSA on the web at www.fafsa.ed.gov.

3. Students and parents are now required to use an FSA ID, made up of a username and password to access certain U.S. Department of Education websites. Your FSA ID is used to confirm your identity and for electronically signing your FAFSA application. Apply for the FSA ID at www.fafsa.ed.gov.

4. Please put Bishop State Community College's school code on the FAFSA: 001030. This ensures your financial aid application will be sent to the college.

5. If additional documentation is required to complete the financial aid application process, the student who is requesting financial aid will be notified by the Financial Aid office of BSCC. All required documents needed to process student's Financial Aid will be available to view on the student's BORIS account.

FEDERAL FINANCIAL AID PROGRAMS

PELL GRANT

The Pell Grant is awarded to undergraduate students who have not earned a bachelor's or professional degree. Unlike loans, grants do not have to be paid back. Eligibility for the Pell Grant is determined by the U.S. Department of Education.

The U.S. Department of Education uses a formula, established by Congress, to analyze the income data reported on the Free Application for Federal Student Aid (FAFSA) to determine a family's financial ability to contribute to the student's education. The formula produces an Expected Family Contribution (EFC) that is used to determine Federal Pell Grant eligibility and the amount of the grant a student is eligible to receive from the college.

A student does not have to be enrolled full time to receive a Federal Pell Grant. However, the amount of Pell Grant a student receives each semester will be prorated based on the number of credit hours that a student is enrolled.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to undergraduate students with exceptional financial need. Only Federal Pell Grant recipients will be considered for the FSEOG. The awarding of the FSEOG will be contingent on the student's EFC and the availability of funds, but no separate application is required.

FEDERAL WORK STUDY PROGRAM (FWS)

The Federal Work Study Program (FWS) is a need-based program that provides jobs, both on and off campus, to students. This program is subject to the availability of funding awarded to the College by the U.S. Department of Education. Because funds are limited, the earlier an eligible student applies, the more likely he or she is to receive an award; job placement is not guaranteed. Students participating in the FWS program are paid monthly for the number of hours worked. Students interested in employment in the FWS Program should apply at the Financial Aid Office.

STATE FINANCIAL AID PROGRAMS

ALABAMA STUDENT ASSISTANCE PROGRAM (ASAP)

The Alabama Student Assistance Program (ASAP) provides additional financial assistance to qualified undergraduate students who have been determined to have exceptional need with income below the prescribed maximum levels allowed.

Students must be enrolled at least half-time in an eligible program of study leading to a degree or certificate other than a field of preparation for a religious profession. In addition, students must be legal residents of the State of Alabama and must maintain satisfactory progress according to the College's Standards of Academic Progress Policy. There is no separate application for the ASAP grant.

FINANCIAL AID DEADLINES

To ensure that students have the funding available to pay their fees at registration, a student must have the FAFSA

and all required documents on file in the Financial Aid Office by the following "priority" processing deadlines:

Fall Semester - June 1st

Spring Semester - November 1st

Summer Semester - March 15th

If a student fails to meet the "priority" processing, deadline the Financial Aid Office will still make every effort to process the student's financial aid award. However, the Financial Aid Office does not guarantee that financial aid will be awarded in time to pay the student's fees at registration. If aid has not yet been awarded, the student is responsible for paying his or her tuition and fees at registration. These charges will be reimbursed after the student's attendance in classes has been verified and the student is eligible for financial aid.

INSTITUTIONAL FINANCIAL AID PROGRAMS

SCHOLARSHIPS

Bishop State Community College provides a variety of achievement, ability, and activity scholarships. Some scholarships are state-sponsored, and other scholarships are funded through the philanthropy of private citizens, organizations, companies, fraternities, sororities, hospitals, and clubs. Following are descriptions of scholarship awards and qualifying criteria:

• **Academic Excellence Scholarships** is awarded to graduating high school students based on their academic achievements. These scholarships pay tuition and fees during the fall and spring semesters only. Full-time study is required. For graduating high school students, both high school GPA and ACT scores will be considered in the awarding process. A minimum cumulative GPA of 3.0 is required for maintaining scholarship eligibility.

• **Athletic Scholarships** are awarded to students for active participation in baseball, cheerleading, men's basketball, women's softball, and women's basketball. These scholarships pay tuition and fees for up to 16 hours during the fall and spring semesters, and books are provided on a loan basis. Recipients are recommended by the Athletic Department based on demonstrated athletic ability and eligibility based upon NJCAA guidelines. Contact the Athletic Department at (251) 405-7030 for additional information.

• **GED Graduation Scholarships** are awarded to two GED graduates during the Spring commencement ceremony. Applicants must be a United States citizen or eligible non-citizen. The scholarships cover tuition for up to two years. A minimum 2.25 GPA is required to maintain scholarship eligibility. Contact the GED Program at (251) 662-5370 for additional information.

• **Institutional Scholarships** are awarded to students in the following leadership categories: Student Government Association and Mr. & Miss Bishop State. These awards are competitive and require an interview or a portfolio evaluation. This scholarship pays tuition and fees during the fall and spring semesters only. Approval of the activity sponsor is required for continued use of these awards. Contact the Dean of Students office at (251) 405-7087 for additional information.

• **Performing Arts Scholarships** are awarded to students who excel in band, chorus, and the arts. Awards will be on the basis of audition/portfolio. The full/partial Scholarship will pay for tuition and fees only. Recipients will be expected to perform while attending Bishop State on scholarship and must register for the appropriate scholarship-related classes each semester. Recipients are recommended by the Performing Arts Department Selection Committee. A complete scholarship file consists of a scholarship application and documentation of approval by the Scholarship Committee. Contact Band at (251) 405-7186 or Chorus at (251) 405-7185 for additional information.

• **Presidential Scholarships** are awarded to students from high schools in Mobile and Washington Counties. These scholarships pay tuition and fees during the fall and spring semesters only. A minimum 3.5 GPA on a 4.0 scale is required for the initial award. Recipients may renew these awards for a second year upon maintaining a 3.0 GPA.

• **Career Technical Scholarships** are awarded to high school students who will pursue a degree or certificate in any of the Technical School Divisions on the Carver or Southwest Campuses. The Technical scholarships will cover certificate programs up to 1-year. A minimum 2.5 GPA is required. These scholarships pay tuition and fees during the fall and spring semesters only. Recipients may renew these awards for a second year with a minimum 3.0 cumulative GPA.

• **Transfer Scholarships** are available to most colleges and universities. Twelve-month period prior to completing academic coursework at Bishop State, the student should inquire at the intended university or on the university's web site regarding scholarship opportunities. Scholarship awards are made by the sponsoring institutions; however, a few institutions

permit the Bishop State Scholarship Committee to make recommendations to the College's President regarding the recipients. Students may apply for transfer scholarships at the Financial Aid Office during the month of February in anticipation of transferring for the following Fall semester. A student must have a minimum 3.5 cumulative GPA and cannot have previously attended the transfer institution. Transfer admission is required. The following institutions traditionally offer scholarships: University of South Alabama, University of Alabama, University of Mobile, Springhill College, Alabama State University, Troy University and Jackson State University.

- **Wildcat Ambassador Scholarships** are awarded to selected students who are willing to work as a representative of the College. A minimum grade point average of 2.3 and complete the interview process. Must participate in College-wide activities. Contact: Student Development Services (251) 405-7087.

SCHOLARSHIP WAIVERS

- **Dependents of Blind Parents**: Provide assistance to eligible children of blind parents (not to exceed four standard academic years of nine months each, not to exceed 36 months). Per Board Policy 805.02, eligibility of each applicant seeking benefits from this waiver is determined by the Chancellor. Applicants must be United States citizens or eligible non-citizens per Board Policy 805.02 to qualify for this scholarship. Documentation required in the scholarship file is approval from the appropriate State Agency.

- **One Free GED Class Scholarships**: Provide assistance to students successfully passing the GED in the State of Alabama July 2002 or later. Eligibility is determined by the Alabama Department of Postsecondary Education, which is the State Office for the GED Testing Program. Effective Fall 2009, this waiver will be limited to 3 credit hours of instruction.

- **Operation Family Shield**: Provide tuition assistance for spouses and dependents of Alabama National Guard soldiers and reservists called to active duty: Established in 2003, the scholarship program has been expanded in support of Operation Noble Eagle, Operation Iraqi Freedom, and the Global War on Terrorism. The scholarship provides tuition only during the term of the activation. Tuition scholarships shall be available only after all other forms of federal financial assistance have been exhausted. A FAFSA must be completed. Documentation required includes an official copy of military orders, marriage license and/or birth certificate, signed and dated IRS tax returns, and documentation of approval by the Scholarship

Committee. Certification from the appropriate military office should reflect beginning & ending activation dates to verify continued eligibility.

- **Purple Heart Waivers**: Veterans who are recipients of the Purple Heart award may be eligible to receive a scholarship/waiver of tuition and fees to attend any community or technical college. Veteran recipients of the Purple Heart award must be enrolled as full-time or part-time students in an undergraduate program that culminates in a degree or certificate. Recipients must currently be residents of Alabama and must have been residents at the time of the military action resulting the Purple Heart award. Recipients must submit the DD-214 form issued at the time of separation from service as documentation that they received the Purple Heart award. This scholarship/waiver must be included in the number of institutional scholarship/waivers authorized for colleges under Board Policy 805.02 Sections 3.2 and 3.4. Awarded at the discretion of the college president.

- **Senior Adult Waivers:** Allows students 60 years of age or older, who have met admissions requirements, to receive tuition waivers for college credit courses on a space-available basis only. Space-available basis requires registration during the late registration process. Effective Fall 2015, Senior Adult Scholarships will be limited based on available funds. This scholarship can cover up to six (4) hours per semester of in-state tuition only after all other forms of financial assistance have been exhausted.

Industry Scholarships

Industry Scholarships will be handled separately from the above scholarship process. This scholarship is available to current Bishop State students seeking a degree in a technical career. Daphne Stamps is the sub-chair for the committee and she will oversee the complete process from recruitment, applications, and contracts. Industry Scholarship Process

How to Apply for Industry scholarship

- Complete an Industry Scholarship Application
    - May be obtained from Bishop State's website or by email.

- Technical sponsorships are awarded to current Bishop State students enrolled in the technical programs at Bishop State. If all requirements continue to be met, the sponsorship will be renewed if funding is available.

- The recipient must be enrolled as a full or part time student in good standing with a minimum 2.8 grade point average in an approved field of study and have

completed at least one semester at Bishop State in a two (2) year degree or certificate program.

- For consideration, a completed application must be submitted to: Daphne Stamps, Recruiter Southwest Campus.

Student Checklist for Scholarship Package

I am a current Bishop State Community College student enrolled in one of the following programs:

- Welding, HVAC Technology, Mechanical Systems, and Engineering Technology
- Submit official transcripts of all previous academic work (high school and/or college)
- Complete Scholarship Application
- One-page essay explaining your educational goals and how this financial assistance could help you obtain your career goals
- One letter of recommendation from a current instructor.

Procedures for Applicant Selection

The members of the Sponsorship Selection Committee will review applications. Sponsorships are awarded on the basis of academics, services and activities, career goals, and financial need. For further information, please contact Daphne Stamps at 251-665-4124 or email at dstamps@bishop.edu.

*Industry Alliance Scholarships are funded by area industries. They are not waivers awarded by the college.

Some students are awarded multiple scholarships but are only able to accept one. For example, a student may be awarded an Academic Excellence Scholarship as well as an Ambassador Scholarship. They choose to accept the Ambassador, because it pays more.

REGISTRATION PROCEDURES FOR FINANCIAL AID

Each semester the College publishes a class schedule which contains registration procedures. These include the process students must follow to have their financial aid properly credited to their account.

Students receiving financial aid will have their financial aid funds credited to their account and must proceed to the Business Office to complete the registration process.

Financial aid recipients who fail to complete the registration process will have their classes purged from the registration system.

FINANCIAL AID POLICIES AND PROCEDURES

Standards of Academic Progress (SAP) Policy

The Higher Education Act of 1965 mandates institutions of higher education that participate in Federal Title IV financial aid programs establish guidelines or standards of academic progress to monitor a student's academic progression toward a degree or certificate objective. Bishop State Community College's Standards of Academic Progress (SAP) applies to all students. The student's cumulative attempted hours, transfer credits, and cumulative grade point average are taken into consideration, regardless of whether a student paid for some or all of his or her courses and regardless of when the student took the courses.

Academic Year

For purposes of student financial aid programs, an academic year at Bishop State Community College is defined as 30 weeks of instructional time (two 15 week semesters) and at least 24 credit hours.

SAP Evaluation

Standards of Academic Progress (SAP) for all financial aid recipients will be evaluated at least once in an academic year. According to new federal regulations on SAP, students not meeting the published SAP guidelines are required to appeal the unsatisfactory progress. If the appeal is approved, the student will be placed on probation for that term and will continue to receive financial aid.

Minimum Grade Point Average

In order to retain eligibility for federal and state financial aid programs, a student must maintain the following Grade Point

Average (GPA) based on the number of attempted hours. The scheduled credit hours include all hours in which a student is enrolled after the Drop-Add period ends at Bishop State Community College, plus any transferred credit hours.

Hours Attempted	Required GPA
12-21	1.50
22-32	1.75
32 or more	2.00

Completion Rate

Each student is required to successfully complete 67% of all credit hours scheduled, which also include transfer hours. Scheduled hours are credit hours that the student is enrolled in after the Drop-Add period and includes grades of A, B, C, D, F, IP, I and W. (Note: IP = Incomplete Passing, I = Incomplete, and W = Withdraw.)

Example: Charles has scheduled 35 credit hours at Bishop State Community College and transferred 20 credits into his program from Grambling State University. To retain his financial aid eligibility, Charles is required to complete 67%, or 36.85 of the total scheduled credit hours. This was calculated by adding his total hours (35 + 20 = 55) multiplied by 67%.

Bankruptcy

Courses placed in ''bankruptcy'' by the College will still count as scheduled hours. Bankruptcy does not affect a student's SAP status.

Maximum Time Frame

Associate Degree Programs

Students enrolled in associate degree programs may receive financial aid for scheduling up to 150% of the total credit hours required for the degree. Example: An Associate Degree in Nursing requires 72 credit hours. Students enrolled in this program may receive financial aid for scheduling 108 credit hours (72 X 150% = 108).

Certificate Programs

Students enrolled in certificate programs of study may receive financial aid for scheduling up to 150% of the total credit hours required for the program. Example: A certificate in Management and Supervision requires 24 credit hours. Students enrolled in this program of study may receive financial aid for scheduling 36 credit hours (24 X 150% = 36).

Repeated Courses

Repeated courses will be counted as attempted hours in calculating the maximum time frame of financial aid. **Note**: A course previously taken and passed may be repeated only once without affecting his financial aid for the purpose of grade improvement. Further repeats will NOT be funded by federal financial aid. However, if a student is required by mandates of the program to repeat a course, it will be funded by financial aid since it is essential to completion of the program.

Change of Major or Program and Transfer Credits

Bishop State Community College students are not limited to the number of changes to their program of study.

Generally, all periods of the student's enrollment count when evaluating Satisfactory Academic Progress (SAP), even in periods when the student did not receive financial aid. It is the policy of Bishop State Community College to allow a financial aid student to have no limit to the number of major changes. Students may also change their major at any given time, however, the change must not take effect until the end of the semester. Credits attempted and earned under a previous major will not count towards the new major in evaluating SAP if those credits do not transfer to the new major. The student's SAP is reset with the change of major, transfer student's credits that apply towards the student's declared major of study will be counted in evaluating SAP. Grades of W's and F's and IP's earned at another college that will not transfer to Bishop State College will not be counted in the SAP evaluation.

Students changing their major or program of study are required to complete and submit to the Registrar's Office a ''Change of Major'' form. The Registrar's Office will determine how many credit hours from the previous major(s) or program(s) that will count toward the new major or program. All attempted and earned credits applicable to the new major or program will be included in the calculation of the maximum time frame.

Example: Latisha changed her program of study from General Education to Nursing. She has scheduled 90 credit hours under General Education. Fifty (50) credit hours from the General Education program will count toward the Nursing degree which requires 72 credit hours to graduate. The maximum time frame for a Nursing degree is 108 credit hours (72 x 150%). Latisha may receive financial aid for 58 credit hours (108 credits - 50 credits) before she loses her financial aid eligibility.

Developmental Courses

Students who are required to enroll in developmental coursework may attempt up to 30 credit hours in developmental courses per federal guidelines. The 30 credit hours in developmental courses will not be counted in the maximum timeframe for the student's' program of study.

Example: Jim has scheduled 90 credits (maximum course load) to obtain an Associate of Science degree in General Education (GNE A.S.). However, 20 of the credit hours that he has scheduled are developmental courses. Jim can be paid an additional 20 credit hours before he loses his financial aid eligibility (90 minus 20 developmental course credits).

Audited or Non-Credit Courses

Financial aid will not be provided, and scheduled credits will not be counted toward SAP requirements for audited courses or any non-credit coursework not leading to a degree or certificate.

Financial Aid Probation

A student whose financial aid appeal has been approved will be placed on financial aid probation for the term the student has appealed to receive financial aid. The student must meet the conditions of the approved appeal to continue receiving financial aid beyond the financial aid probationary period.

Financial Aid Suspension

If at the end of the probationary semester, the student is still not meeting one or more of the minimum SAP requirements, the student will be placed on financial aid suspension and will become ineligible for federal and state financial aid until SAP is met at the student's own expense.

Financial Aid Warning

Students who missed 67% completion rate by about 1 to 3 credit hours, with required GPA, may be placed on warning and still be allowed to receive financial aid. However, SAP will be checked at the end of term, and student must meet the required SAP, or will have to appeal to continue receiving financial aid.

Financial Aid Appeal Process

Students who have had financial aid cancelled for any reason may appeal to have their aid reinstated or the maximum time period extended. The student must complete the Financial Aid Appeal Form. The financial aid appeal form can be obtained from the Financial Aid Office or downloaded from the financial aid webpage at: www.bishop.edu/pdfs/finaid/FinancialAid_AppealForm.pdf.

A financial aid appeals committee charged with reviewing the appeals may waive the SAP requirement due to injury to students, illness of students, or the death of relatives. The committee may also waive the SAP requirement in cases where a student may have experienced undue hardships as a result of special circumstances. The student will be required to explain why SAP was not met and what has changed that will enable the student to meet the published SAP requirement. The student must also provide a plan of action outlining how he/she will meet SAP. A student whose appeal is denied has the right to appeal the denial in writing to the Manager of Financial Aid, whose decision is final.

Reinstatement of Financial Aid

Students who successfully appeal their financial aid suspension will have their financial aid eligibility reinstated on probation for one semester. The student will be informed of the outcome of the appeal via letter/e-mail. To continue receiving financial aid, the student must meet all SAP requirements and any special requirements listed in the approved Financial Aid Appeal Form at the end of the semester.

ATTENDANCE AND ENROLLMENT VERIFICATION POLICY

The number of credit hours for which a student is paid financial aid will be based on the number of credits that he or she is enrolled on the Pell census date. This is the date that attendance is verified after the Drop-Add period. Unless documentation is provided that supports extenuating or mitigating circumstances, such as an institutional error, a class canceled by the instructor, or other factors, a student will not be reinstated in a class or classes after attendance is verified.

CREDIT BALANCE POLICY

All forms of financial aid, including institutional grants and scholarships, will be credited to a student's account at the beginning of the semester or when the student becomes eligible if after the semester has begun. After allowable charges have been paid, any remaining credit balance on the student's account will be issued by check within 14 days of when the credit balance occurred. Credit balance checks are issued by the Business Office.

AUTHORIZATION OF CHARGES

All Title IV recipients may authorize Bishop State Community College to apply their Federal funds (in excess of tuition and mandatory fees) to any other charges, including minor previous balances, incurred on their student account. These charges cannot be paid without the student's prior authorization.

All recipients have the right to rescind this authorization at any time by contacting the Business Office. This may affect the amount of the credit balance to be refunded to the student.

RETURN TO TITLE IV REFUND POLICY

As part of the Higher Education Act of 1998, Congress passed regulations that dictate how Federal Student Aid (Title IV) funds are handled when a student 'completely' withdraws, officially or unofficially, from a college during any given semester. These regulations require that a Return

to Title IV (R2T4) Calculation be performed in to determine how much federal aid the student has earned. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges or to the College's institutional refund policy.

Even though students are awarded and have had federal funds disbursed to them at the beginning of the semester, students are required to "earn" the financial aid disbursed to them by attending classes up to the point that at least 60% of the semester has expired. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she received or was scheduled to receive.

When a student completely withdraws, officially or unofficially, from the College before 60% of the semester has expired, the student has failed to "earn" all of the financial aid that he or she received. Therefore, the student may be required to repay a portion of the federal funds he or she received to the appropriate programs.

Students who enroll at Bishop State Community College and decide, for any reason, that they no longer want to be enrolled at the College must officially withdraw from class. Students can obtain the withdrawal form and procedures for withdrawing from the Admissions/Registrar's Office. Please note: For purposes of Return to Title IV Aid Calculations, the withdrawal date for a student that officially withdraws from all classes is the date the student begins the withdrawal process.

Failure to properly withdraw from classes may result in the student receiving failing grades in all of his or her classes. This may negatively impact the student's eligibility for financial aid in future semesters.

Return to Title IV Calculation

The Business Office will perform the Return to Title IV (R2T4) calculation. The unearned portion of the student's Title IV funds will be returned to the federal program from which it was received. The Business Office will let the student know the amount of money, if any, he or she owes to the Dept. of Education or to the school.

VETERANS SERVICES

Bishop State Community College's Veterans Services are under the direction of the Manager of Financial Aid. The services include assistance in communicating with the Veterans Administration on behalf of students who receive VA benefits special problems and in assisting veterans with procedures and certification.

Enrollment at Bishop State does not necessarily assure eligibility for veteran's educational benefits. In order to be certified by Bishop State, the veteran must meet the following requirements:

Must contact the VA counselor at Bishop State located in the financial aid office to start the certification process.

Must be eligible to receive VA educational benefits;

Have a complete admission folder in the Admission/Registrar's Office (application, high school transcript, college transcript, etc.);

Must have been a student in good standing at the end of last enrollment period at the school or institution from which the veteran is transferring;

Must have a specific degree plan, and must provide a copy of each semester's schedule to the VA Coordinator at pre-registration after tuition and fees are paid, or at the beginning of each semester in order to be certified to the VA as attending. Must have all prior college transcripts evaluated for transfer credit to current major.

All veterans benefit recipients must maintain a grade point average in accordance with the outlined policy below for determining satisfactory progress.

Semester Hours Attempted	Required Overall GPA
12-21	1.50
22-32	1.75
33 or more	2.00

Grading Policy

A veteran or eligible person who remains in a class for a period greater than three weeks and drops out must be assigned a grade. This grade must be considered in computing the grade point average for both the subsequent semester and the overall cumulative grade point average. If the Drop/Add period allowed at an institution is less than the three-week period referenced, the lesser period will be used in applying the policy.

A veteran or eligible person may not be certified for a course for which regular college credit is not awarded. This includes audit credit, non-credit, and continuing education units.

Institutional credit for required developmental subjects, such as English 092 and Reading 083 and 084, and MATH 090, may be acceptable if such subjects are measured on the same basis as regular college credit courses and are determined by the school to be necessary for students to reach their objectives.

Veterans or eligible persons changing from credit to audit prior to taking the final examination should have their enrollment certification amended effective the day the term began to reflect the actual credit hours for which they can receive credit. **Withdrawal**

Veterans or eligible persons must clear all course withdrawals with the VA Coordinator's Office prior to withdrawal. There will be no penalty if the withdrawal occurs within the College's regular Drop/Add period. However, if a course withdrawal would reduce the VA student's course load to less than full-time status, a reduction of VA benefits will be retroactively determined from the beginning of the term. Mitigating circumstances can be submitted in writing to the VA counselor for possible exception to the potential loss of benefits.

Other Policies and Procedures

Veterans or eligible persons receiving VA benefits will not be permitted to take a course that is not part of their degree plan. The college will monitor registration schedules to verify that the courses selected are appropriate. The one exception to this rule is if the veteran or eligible person needs less than full time courses to graduate in his/her final semester. Courses outside the degree plan may be taken as long as the required course(s) are taken to graduate.

Academic Policies

ACADEMIC POLICIES AND REGULATIONS

CLASSIFICATION OF STUDENTS

• Freshman: A student who has earned fewer than 30 semester hours of credit.

• Sophomore: A student who has earned 30 or more semester hours of credit.

Bishop State Community College adheres to the Alabama Community College System Board of Trustees policies and procedures for determining credit hours awarded for courses and programs. Additionally, the College also adheres to the Federal definition of a credit hour as being an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

6. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

7. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

The following policies and procedures must be followed by all colleges in the Alabama Community College System. Alabama Community College System Board of Trustees Policy 705.01: Converting Contact Hours to Credit Hour Equivalencies requires institutions to operate on a semester system and defines semester credit hours as "the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact". A semester system is defined as a fall semester, spring semester, and a summer term. A variety of class meeting schedules that fall within this structure may be present within the institutions. Alabama Community College System Board of Trustees Policy 706.01: Credit Awarded Through Non-Traditional Means General has established guidelines for awarding

credit for courses and programs outside the commonly accepted practices in higher education.

Course work at Bishop State Community College 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. Alabama Community College System Board of Trustees Policy 705.01outlines six general categories or 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 definitions for each category/type of instruction are:

• Theory. Instruction focused on principles, concepts, or ideas. Generally, requires extensive out-of-class preparation prior to class each week as well as follow-up assignments. "Theory" instruction is the term which is used to include lecture, recitation, discussion, demonstration, seminar, and other standard classroom instruction. "Theory" instruction is under the direct supervision of an instructor. Ratio: 1:1 (one hour of credit for one hour of theory instruction as defined.)

• Experimental Laboratory. Instruction focused on experimentation in a classroom, laboratory, or studio through teacher-assisted, hands-on learning experiences. An experimental laboratory is generally required in conjunction with the theory of an academic course. Work is normally completed in the learning environment but may include out-of-class assignments such as practice and/or laboratory report writing. 'Experimental laboratory' instruction is generally under the direct supervision of an instructor. Ratio: 2:1 (one hour of credit for two hours of "experimental" instruction as defined.) or 3:1 (one hour of credit for three hours of "experimental" instruction as defined.

- Practical Application Laboratory. Experience-based instruction takes place in a simulated environment for the purpose of developing occupational competencies related to the use of equipment, tools, machines, and other program-specific work products. A practical application laboratory is generally required in career and technical programs and requires limited out-of-class assignments per week. In a practical application laboratory emphasis is placed on the use of equipment, tools, machines, etc. found within the lab environment. 'Practical application laboratory' involves the development of manual skills and job proficiency and is under the direct supervision of an instructor. Ratio: 2:1 or 3:1, depending on program. (One hour of credit for two or three hours of "practical application" instruction as defined.)

- Clinical Practice. Experience-based instruction is focused on practical activities generally found in healthcare or service occupation programs. These experiences are offered in a practical environment and are for the purpose of developing skills related to the discipline. A clinical practice laboratory is generally required in healthcare related fields. Work is normally completed in the learning environment but may include out-of-class assignments. 'Clinical Practice' is under the direct supervision of an instructor. Out-of-class assignments each week are used to prepare the student for the clinical experience. Ratio: 3:1 (one hour of credit for three hours of 'clinical practice' instruction as defined.)

- Preceptorship. P3 or P5. Advanced experience based instruction is provided under the supervision of a licensed healthcare professional, for the purpose of enhancing occupational competencies. The course instructor works with the healthcare professional to determine the clinical assignments for students. The instructor must be readily available for consultation with the healthcare professionals. Ratio: 5:1 or 3:1 (one hour of credit for five hours or three hours of preceptorship instruction as defined.) **NOTE:** programs of study for which accreditation and/or licensing bodies require a different ratio must comply with discipline-specific time-to-credit criteria.

- Internship. "Internship" is the term which is used to include cooperative education, apprenticeships, practicums, and sponsored work instruction. Internship involves the development of job skills by providing the student with a structured employment situation that is directly related to, and coordinated with, the educational program. Student activity in internship is planned and coordinated jointly by an institutional representative and the employer, with the employer having the responsibility for control and supervision of the student on the job. Work is normally completed in the learning environment but may include out-of-class assignments. Ratio: 5:1 (one hour of credit for five hours of "internship" instruction as defined. **NOTE:** programs of study for which accreditation and/or licensing bodies require a different ratio must comply with discipline-specific time-to-credit criteria.

Policies defining the recommended student load and guidelines which must be met to be able to take an overload are described in the Student Handbook and Catalog. The recommended student load per semester is 15-18 semester hours. A cumulative GPA of 2.0 or higher and permission of the appropriate instructional dean is required for a course load greater than 18 hours. A student is considered full time when registered for 12 or more semester hours. These guidelines apply to all students regardless of mode of delivery.

All distance education courses are provided in accordance with the credit hour policy and procedures. As required by Federal Requirement 4.9, the College's credit hour policy conforms to commonly accepted practices in higher education and to Commission policy.

Distance education courses must be approved according to the course development procedures in the College's Distance Learning Policy Manual, which includes a comprehensive review process to ensure quality and equivalence to a traditional course. The amount of faculty instruction and the amount of required student work for online courses must be equivalent to that of a traditional lecture class.

Course Load

The student course load for a full-time student will be 12 to 18 credit hours per semester. Credit hours above 18 credit hours will constitute a student overload and must be approved by the Academic or Technical Dean. No student will be approved for more than 24 credit hours in any one term for any reason.

Degree Plan

To assist students in monitoring the completion of course work in their majors, they should access a copy of their degree plan prior to registering and seeing their advisors. The Degree Plan identifies all courses in Areas I-V required in students' declared majors, courses completed by students, and courses students need for graduation. The Degree Plan also identifies free elective courses taken, courses taken that were not completed, placement test scores, and GPA data. Instructors are required to use degree plans when advising students toward completion of courses for their degrees. Students should take only

courses in their degree plans if they are receiving Financial Aid. *NOTE: Courses taken outside of students' degree plans will not be covered by Financial Aid.*

Online Courses

Online courses are taught via the internet. Students must have a computer with access to the internet and the appropriate software. Students should contact their advisers before registering for an online course, if their computer or browser does not meet the specifications.

Students may visit the website: **www.bishop.edu/websteps.htm** to use Bishop Online Registration and Information System (BORIS) to register, drop/add, check grades, transcript, degree plan, current schedule, and financial aid. BORIS is available Monday through Saturday from 9:00 a.m. to 11:00 p.m. If you register for an online class, you must use the Bishop State e-mail address for class correspondence and to receive your online course login and password.

If you have questions, you may email **info@bishop.edu.**

Proctor Guidelines

Students who live more than an hour from the Main campus may find a proctor to administer their final exam in their local area. The proctor approval form must be completed and returned to the instructor of the course by the end of week 10 (Fall, Spring) or week 6 (Summer).

To be eligible to serve as a proctor, a person must hold one of the following positions:

- Administrator or full-time faculty member from an institution of higher education
- Administrator within the K-12 school system
- Professional testing center test administrator
- Military Education Officer (for active military students)
- Head librarian at a public library

A proctor cannot be a friend, relative, or student.

All proctors must be approved by the course instructor by the end of week 11 for Fall and Spring semesters and week 8 for the summer semester. If a proctor is not approved, then the student will be notified immediately so that he/she may find an   acceptable replacement.

Proctors must have the ability to receive email and print an exam. Proctors may administer the exam in one of the following ways:

- Provide students with online access so that they may take a password protected exam
- Allow students to take the exam on a computer, then email the results to the instructor from the proctor's email address
- Print and administer a paper and pencil exam, then fax the answer sheet to the instructor.

Students MUST show a valid driver's license, state or military ID, or passport to the proctor at exam time.

For questions regarding this form please the contact course instructor or call the Center for Distance Learning at 251-405-7144.

Hybrid Courses

Hybrid courses, which include a combination of on-campus instruction and online instruction, are taught at Bishop State Community College. Days and times are listed for the on-campus portion of the instruction; however, other activities will take place online. Students may be able to register for two hybrid courses if the on-campus course meetings are on different days and/or at different times.

**Students in Associate in Arts and/or Associate in Science degree programs may complete no more than 28 semester hours in online coursework. Such courses are designated with WW and WH in the course schedule.

Developmental Courses

Developmental instruction is designed to develop the academic competencies necessary for students to successfully complete college-level courses. Developmental courses do not meet graduation requirements or requirements for completion of a degree, diploma, or certificate. Developmental courses have been developed in English, reading, and mathematics. Any student enrolled in two or more transitional courses should be advised not to enroll in more than 16 total credit hours per semester.

Grade Appeals

Grade reports can be obtained online immediately following the end of each semester. Any grade appeal must be initiated by mid-term of the semester following the assignment of the grade in question.

Change of Grade Policy

Instructors assigned to a specific course are responsible for evaluating and assigning an appropriate letter grade to all students after completion of that course. The criteria

used to evaluate student performance and to determine letter grade earned will be provided to the student on the course syllabus at the beginning of the course. At the end of the semester, all grades assigned by the instructor will be considered final. If an error in grading or another valid reason for a grade change has occurred, the instructor may request a Change of Grade with documentation to the appropriate Dean for approval. All Change of Grade requests must be submitted within six weeks of the following semester in which the grade was assigned. After approval, the grade change will be forwarded to the Admissions Office for final recording. All grades are final when recorded; no grades are changed unless students provide instructors with a valid reason and documentation to request a grade change. Grade changes are made at the discretion of the instructor.

Alabama Articulation Program (STARS)

The Alabama Articulation Program (also called **STARS-Statewide Articulation Reporting System**) is a computerized articulation and transfer planning system designed to inform students who attend Alabama community colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded four-year institution. **STARS** is an efficient and effective way of providing students, counselors, faculty, and educators with accurate information upon which transfer decisions can be made. **STARS** is the information link between the state's public two-year and four-year institutions. If used properly, the **STARS** database can prevent the loss of course credit hours, provide direction for the scheduling of course work, and ease the transition from one institution to another. Students who are interested in receiving a Transfer Guide & Contract should contact the **STARS** website: **http://stars.troyst.edu** or **www.bishop.edu**. Other concerns should be directed to the counselors and advisers on the various campuses.

Cooperative Education

Cooperative education opportunities are available to full-time students in certain occupational and technical programs. Students who are interested should consult their advisers or an instructor in their major or concentration.

Academic Honors and Recognition

The College recognizes superior academic achievement by publishing the President's List, the Dean's List, and the Honor Roll at the end of each semester.

President's List - All students carrying 12 or more semester hours who have earned a GPA of 4.00. Pre-college (developmental) courses will be calculated in the semester GPA, but these courses will not count towards minimum course load requirement.

Dean's List - All students carrying 12 or more semester hours who have earned a GPA of 3.50 through 3.99. Pre-college (developmental) courses will be calculated in the semester GPA, but will not count towards minimum course load requirement.

Honor Roll - Students are eligible for the Honor Roll when (a) there is a minimum overall GPA of 2.00 in at least 12 or more semester hours and (b) a 3.00 GPA for the current semester. Pre-college (developmental) courses will be calculated in the semester GPA, but these courses will not count towards minimum course load requirement.

Other Academic and Technical Awards

The James B. Allen Award is presented annually to an outstanding graduating student from an associate degree program. The recipient is selected by a screening committee, based on criteria established for the award. The criteria can be obtained from the Office of Student Development Services on each campus.

Graduation Honors for Degrees and Certificates

Degrees and certificates with honors are conferred in accordance with the following grade point averages:

Associate Degrees	3.90 to 4.00 ---- (With Highest Honors)	*Summa Cum Laude*
	3.70 to 3.89 ---- (With High Honors)	*Magna Cum Laude*
	3.50 to 3.69----- (With Honors).........................	*Cum Laude*
Certificate	3.50 to 4.00----- Graduation with Distinction	

The Green-Knight Technical Award is presented annually to an outstanding student graduating from a certificate program. The recipient is selected by a screening committee, based on criteria establish for the award. Criteria for this award may be obtained from the Office of Student Development Services.

Who's Who Among Students in American Junior Colleges Awards are presented annually. Students selected have distinguished themselves in scholarship, community service and extracurricular activities for inclusion in the national publication.

Class Attendance Policy

Class attendance is strongly encouraged. Students are expected to attend all classes as scheduled and exercise regularity and punctuality in attendance. Excessive absences may affect a student's final grade Absences will

be recorded for each class, and no absences will be considered excused. Absences are counted from the first day of the student's registration in the course. The attendance policy for classes on special schedules, such as the Health Related Programs, will be announced during the first class meeting by the respective departments. These attendance policies take precedence over any other policy. Students are responsible for all coursework from the first scheduled day of class. Students must abide by coursework and test makeup policy indicated in the course syllabus. Exceptions to any attendance policy will be made only for persons required to fulfill military duty, jury duty, or court witness obligations. Students must request approval for these exceptions in advance and provide documentation to the Admissions Office on the appropriate campus prior to the scheduled dates of absence. Exceptions must be approved by the Dean of Students/Assistant to the Dean of Students.

Class Cancellation

Bishop State Community College reserves the right to cancel any class. When a class cancellation occurs, the student must see a counselor or advisor for any necessary schedule adjustments.

Evening and Off-Campus Classes

Evening and off-campus classes are dependent upon sufficient enrollment. No guarantees are made by Bishop State Community College concerning the frequency of course offerings or the length of time needed to complete a program. If enrollment falls below required levels, it may be necessary for evening and off-campus students to enroll in day classes to complete their program of study. Evening classes are offered at all four campuses: Main, Baker-Gaines Central, Carver, and Southwest, and off campus classes are offered at the following sites: Alma Bryant High School, Baker High School, Citronelle High School, McIntosh High School, Mary Montgomery High School, and Theodore High School.

Assignment of Instructors

The assignment of instructors to classes listed in the semester schedule is tentative. The College reserves the right to change the instructor assigned to any class offered in the schedule.

Final Examinations

Final examinations are required in all courses at the end of each semester. The dates for the final examinations for each semester are listed in the annual calendar located on the college website and each Semester Schedule of the Classes Booklet. All final examinations are proctored

exams.

Academic Programs

PROGRAM DEGREES/CERTIFICATES

General Education Core Competencies

After completing courses in the General Education Core, all students will be able to do the following:

1. Communicate ideas effectively using standard written English;

2. Express ideas orally using standard English;

3. Read critically and analytically to demonstrate comprehension of college-level textbooks, literature, and other sources of printed information;

4. Explain and apply fundamental mathematical processes, critically evaluate quantitative information, and identify misleading or erroneous information;

5. Utilize computer technology to record, retrieve, present, and apply information; and

6. Apply appropriate research methodology to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources.

Students will be assessed on their knowledge related to the General Education Core Competencies after completing all of the General Education Core Courses required by their specific degree plans.

General Education Core Courses

The work completed in the General Education Core Courses assists students in achieving Bishop State's General Education Core Competencies.

- ENG 101: English Composition I
- ENG 102: English Composition II
- ENG 251: American Literature I
- ENG 252: American Literature II
- ENG 261: English Literature I
- ENG 262: English Literature II
- ENG 271: World Literature I
- ENG 272: World Literature II
- ART 100: Art Appreciation
- MUS 101 Music Appreciation
- SPH 106: Fundamentals of Oral Communication
- SPH 107: Fundamentals of Public Speaking
- BIO 101: Introduction to Biology I
- BIO 102: Introduction to Biology II
- BIO 103: Principles of Biology I
- BIO 104: Principles of Biology II
- CHM 111: College Chemistry I
- CHM 112: College Chemistry II
- PHS 111: Physical Science I
- PHS 112: Physical Science II
- MTH 110: Finite Math
- MTH 112: Pre-Calculus
- HIS 101: History of Western Civilization I
- HIS 102: History of Western Civilization II
- HIS 201: United States History I
- HIS 202: United States History II
- PSY 200: Introduction to Psychology
- SOC 200: Introduction to Sociology

Degree Plans will specify the required General Education Core Courses for each student

Academic Degree Plans

Associate in Arts/Associate in Science

Credit Hours

Area I: Written Composition **6**
      English 101.. 3
      English 102.. 3

Area II: Humanities, Fine Arts, and Speech **12**
      Literature* 3-6
      Fine Arts.. 3
      Additional Humanities and Fine Arts 3-6

Area III: Natural Science and Mathematics.................................... 11
      Math at the Pre-Calculus Algebra or Finite Math Level 3
      Sequence of Natural Sciences with Laboratory.................... 8

Area IV: History, Social, and Behavioral **12**
      History*... 3-6
      Additional Social and Behavioral Sciences........................ 6-9

Area V: Pre-Professional, Pre-Major, and Elective Courses.......19-24
            Total Credit Hours 60-65

These courses should be appropriate to the degree requirements, major, and electives of the individual student. Access your degree plan from the College's Web site, or check with your academic advisor, counselor, or the Student Services Office. You may also wish to check with the institution to which you will transfer for recommendations. For further details concerning your major, refer to STARS at **stars.troy.edu**.

*Students must complete a six-semester hour sequence in either literature or history.

Associate in Applied Science

Credit Hours

Area I: Written Composition **3-6**
      English 101 3
      Additional English... 3

Area II: Humanities, Fine Arts, and Speech **3-12**
      Literature* 3
      Fine Arts... 3
      Additional Humanities and Fine Arts................................. 6

Area III: Natural Science and Mathematics.................................... 11
      Math at the Pre-Calculus Algebra or Finite Math Level 3
      Sequence of Natural Sciences with Laboratory.................... 8

Area IV: History, Social, and Behavioral Sciences 3-12
      History*... 3
      Additional Social and Behavioral Sciences........................ 9

Area V: Pre-Professional, Pre-Major, and Elective Courses.......19-48
            Total Credit Hours 60-76

These courses are appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives. Access your degree plan from the College's Web site, or check with your academic advisor, counselor, or the Student Services Office.

*Students must complete a six-semester hour sequence in either literature or history.

DIVISION OF BUSINESS AND ECONOMICS

Accounting Technology (ACT) Associate in Applied Science

General Education Courses:		Credit Hours
ENG 101	English Composition I	3
ART 100	Art Appreciation or	
MUS 101	Music Appreciation	3
CIS 146	Microcomputer Applications	3
SPH 106	Fundamentals of Oral Communication or	
SPH 107	Fundamentals of Public Speaking	3
MTH 100	Intermediate College Algebra (or higher math)	3
BIO 103	Principles of Biology I or	
	Other Natural Sciences	4
ECO 231	Principles of Macroeconomics or	
ECO 232	Principles of Microeconomics or	3
	Other History, Social, Behavioral Sciences	3
	Total	**25**

Required Courses:		
ACT 115	Introduction to Accounting Computer Resources	3
ACT 145	Basic Accounting Procedures	3
ACT 246	Microcomputer Accounting	3
ACT 249	Payroll Accounting	3
BUS 147	Introduction to Finance	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 271	Business Statistics I	3
	Total	**24**

Electives – Select 15 credit hours from the following:		
BUS 100	Introduction to Business	3
BUS 150	Business Math	3
BUS 188	Personal Development	3
BUS 215	Business Communications	3
BUS 263	Legal and Social Environment of Business	3
BUS 272	Business Statistics II	3
BUS 275	Principles of Management	3
BUS 276	Human Resource Management	3
BUS 285	Principles of Marketing	3
BUS 296	Business Internship	3
	Total	**15**
	Total Credit Hours	**64**

Management and Supervision (MST) Certificate

General Education Courses:		Credit Hours
ENG 101	English Composition I	3
SPH 106	Fundamentals of Oral Communication or	
SPH 107	Fundamentals of Public Speaking	3
	Total	**6**

Required Courses: Certificate Program Distribution Requirement 18

ACT 145	Basic Accounting Procedures	3
BUS 186	Elements of Supervision	3
BUS 271	Business Statistics I	3
BUS 275	Principles of Management	3
BUS 276	Human Resource Management	3

Office Administration (OAD) Associate in Applied Science

General Education Courses:		Credit Hours
ENG 101	English Composition I	3
ART 100	Art Appreciation or	
CIS 113	Spreadsheets Applications	3
MUS 101	Music Appreciation	3
SPH 106	Fundamentals of Oral Communication or	
	other humanities	3
SPH 107	Fundamentals of Public Speaking or	
MTH 100	Intermediate Algebra or	3
	Other Natural Sciences or Mathematics	3
ECO 231	Principles of Macroeconomics or	
ECO 232	Principles of Microeconomics	3
	Total	**21**

Required Courses:

OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3
OAD 104	Advanced Keyboarding	3
OAD 125	Word Processing	3
OAD 130	Electronic Calculations	3
OAD 131	Business English	3
OAD 135	Financial Record Keeping	3
OAD 138	Records/Information Management	3
OAD 217	Office Management	3
OAD 218	Office Procedures	3
OAD 230	Computerized Desktop Publishing	3
	Total	**33**

Options (Choose 9 hours from the three options below):
Legal

OAD 136	Advanced Financial Recording Keeping	3
OAD 201	Legal Terminology	3
OAD 202	Legal Transcription	3

OR

Medical

OAD 136	Advanced Financial Record Keeping	3
OAD 211	Medical Terminology	3
OAD 212	Medical Transcription	3

OR

Word Processing

OAD 126	Advanced Word Processing	3
OAD 136	Advanced Financial Record Keeping	3
OAD 200	Machine Transcription	3
	Total	**9**

Total Credit Hours	**63**

Check with your program advisor or the course descriptions for prerequisites.

Division of Education

Early Childhood Education (CHD) Associate in Applied Science

General Education Courses:		Credit Hours
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ART 100	Art Appreciation or	
MUS 101	Music Appreciation	3
SPH 106	Fundamentals of Oral Communications or	
SPH 107	Fundamentals of Public Speaking	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
CIS 149	Introduction to Computers	3
SOC 200	Introduction to Sociology	3
PSY 200	General Psychology	3
	Total	**27**

Required Courses:		
CHD 100	Intro of Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 206	Children's Health and Safety	3
CHD 208	Administration of Child Development Programs	3
CHD 209	Infant and Toddler Education Programs	3
CHD 210	Educating Exceptional Children	3
CHD 215	Supervised Practical Experience	3
HED 231	First Aid	3
	Total	**36**
	Total Credit Hours	**63**

Early Childhood Education (CHD) Paraprofessional Training – Certificate

Required Courses:	Credit Hours
ENG 101 English Composition I	3
CHD 100 Intro of Early Care and Education of Children	3
CHD 201 Child Growth and Development Principles	3
CHD 202 Children's Creative Experiences	3
CHD 203 Children's Literature and Language Development	3
CHD 204 Methods and Materials for Teaching Children	3
CHD 205 Program Planning for Educating Young Children	3
CHD 206 Children's Health and Safety	3
CHD 215 Supervised Practical Experience	3
Total	**27**

Health Related Programs

Nursing Program

Admission Requirements Checklist

Please check the following minimum admission criteria **BEFORE** submitting your application.

- Unconditional admission to the college. Application must be updated if student did not attend Bishop State the previous semester/term.

- Original transcripts from <u>ALL</u> colleges attended must be in and evaluated by the Admissions Office (Central Campus, Room 106) by the nursing application deadline.

- Receipt of completed application received in the Nursing Office, Suite 210, by the stated deadline.

- A minimum of <u>18</u> composite score on the ACT National or Residual. Residual only accepted if ACT taken at Bishop State. (Writing component not required). ACT results <u>MUST</u> be attached to this application. There is NO expiration date for the ACT score.

- A minimum of 2.5 GPA on a 4.0 scale for nursing required academic core courses which are ENG101, MTH100 or higher, BIO201, and BIO202.

- A minimum of 2.5 cumulative GPA required for high school students without prior college courses (GED will be acceptable).

- Eligibility for OR completion of ENG 101, BIO 201 and MTH100 (Intermediate Algebra) (or higher) with a grade of "C" or higher.

- Good standing with College (Bishop State). Letter of good standing clearing from any legal, moral or ethical issues, from the Dean or Director of Nursing (on official school letterhead) from any <u>previously attended nursing program</u>.

- Meeting the essential functions or technical standards required for nursing.

- Name on application is current legal name and matches copy of photo ID and name in Bishop State's system.

- Current picture ID (driver's license or student ID only) attached to application.

- If applying for the Career Mobility Program (LPN to RN), you must present evidence of a current, unencumbered Alabama LPN license.

- The required number of hours per week varies with each nursing course. The program is a daytime course with set meeting times. Course times are not scheduled around rotating shifts.

Deadline Date: June 1st for the Fall Semester

October 1st for the Spring Semester

Revised June 2017

One-Plus-One Curriculum

Points for Selection

After meeting minimum admission requirements, applicants are rank ordered using the following point system:

- An ACT composite score with a **minimum** of 18 to apply. There are 36 total possible points. The writing component is not required or used for calculation. There is no time limit on when the exam was taken in order to be used. ACT results must be attached to the application.

- Points will be awarded for a passing grade of "C" or higher in English Composition I, Intermediate College Algebra (MTH100 or higher), Anatomy and Physiology I, and/or Anatomy and Physiology II. A=3 points, B=2 points, C=1 point.

- Four points are possible, one point each, for completion of Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation, Philosophy, Ethics, Religion or foreign language) with a grade of C or higher.

- Four points will be awarded for a passing grade of "C" or higher for Chemistry, Pre-Calculus, Finite Math or Statistics.

- One (1) point will be awarded for each semester in the Nursing Learning Community. (Total possible points = 2).

- One-half point (1/2) will be awarded for each semester the student has attended Bishop State. (Total possible point=1).

A total of 58 points is possible with the above selection criteria.

Criteria	Maximal Possible Points
ACT	36
English 101, Math 100, Biology 201, Biology 202 (*12 points* are possible, three points each)	12
Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation, Philosophy, Ethics, Religion or foreign language) with a grade of C or higher. (*4 points* are possible, one point each)	4
Chemistry, Pre-Calculus, Finite Math or Statistics (*4 points are possible*)	4
1 semester in Nursing Learning Community	1
2 semesters in Nursing Learning Community	1
1 semester at Bishop State	0.5
2 or more semesters at Bishop State	0.5
Total =	**58**

If there is tie in points in relation to the number of available spaces, then the higher cumulative GPA will be considered. High school students may obtain points for college courses through dual enrollment grades.

Associate Degree Nursing (ADN) Curriculum

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 112 Fundamentals Concepts of Nursing	4	2	1	7	13
MTH 100 Intermediate Algebra (if not already completed)	3	0	0	3	3
BIO 201 - A&P I (if not already completed)	3	1	0	4	5
Total	10	3	1	14	21

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 113 Nursing Concepts I	4	1	3	8	16
ENG 101 English Comp I (if not already completed)	3	0	0	3	3
PSY 210 Human Growth & Development (if not already completed)	3	0	0	3	3
BIO 202 A&P II (if not already completed)	3	4	0	4	5
Total	13	1	3	8	27

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 114 Nursing Concepts II	5	0	3	8	14
NUR 115 Evidence Based Clinical Reasoning	1	0	1	2	4
SPH 106 or 107 Speech (if not already completed)	3	0	0	3	3
Total	9	0	4	13	21

Fourth Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
BIO 220 Microbiology (if not already completed)	2	2	0	4	6
Total	6	2	3	11	19

Fifth Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
Humanities Elective (if not already completed)	3	0	0	3	3
Total	6	0	4	10	18
Program Total	44	7	15	66	106

Academic & Nursing Theory Contact Hours	660
Academic & Nursing Lab Contact Hours	255
Nursing Clinical Contact Hours	675
Total Program Contact Hours	**1590**

Students are eligible to take the PN NCLEX after successful completion of the third semester.

ACT Information

- Go to www.actstudent.org to register for the test. The cost for test is $39.50 (all fees are non-refundable).
- Bishop State is an ACT testing site. Test dates are on Saturday unless otherwise noted.
- Test Prep is available online or locally in face-to-face formats. A study guide can be purchased on line for $32.95.

Test Overview:

The English test is a 75-question, 45-minute test, covering:

Usage/Mechanics

- punctuation
- grammar and usage
- sentence structure

Rhetorical Skills

- strategy
- organization
- style

The mathematics test is a 60-question, 60-minute test designed to assess the mathematical skills students have typically acquired in courses taken up to the beginning of grade 12.

The reading test is a 40-question, 35-minute test that measures your reading comprehension. The test questions ask you to derive meaning from several texts by:

- referring to what is explicitly stated
- reasoning to determine implicit meaning

The science test is a 40-question, 35-minute test that measures the interpretation, analysis, evaluation,

reasoning, and problem-solving skills required in the natural sciences.

- You are not permitted to use a calculator on the science test.

- The test assumes that students should be in the process of taking the core science course of study (three years or more) that will prepare them for college-level work and have completed a course in Earth science and/or physical science and a course in biology.

Career Mobility

LPN to RN Program Information

Admission Requirements:

- Unconditional admission to the college. Application must be updated if you have not attended Bishop State in the previous semester.

- Original transcripts from **ALL** colleges attended must be in and evaluated by the Admission Office (Central Campus, Room 106) by the nursing application deadline.

- Receipt of completed application received in the Nursing Office by stated deadline.

- A minimum composite score of 18 on the ACT. Writing component not required. ACT results MUST be attached to the nursing application. There is NO expiration date for the ACT score.

- A minimum of 2.5 GPA on a 4.0 scale for the nursing required academic core courses (ENG101, MTH100 or higher, BIO201, BIO202).

- Good standing with the college (BSCC). Letter of good standing from any previous nursing programs that were not completed.

- Meeting the essential functions or technical standards required for nursing.

- Name on application is current legal name and matches copy of photo ID and name in Bishop State's AS400.

- Current picture ID (driver's license or Bishop State student ID only) attached to application.

- Verification of a current, unencumbered Alabama PN license (must be maintained while enrolled).

If you have not graduated from the new state-wide concept based curriculum that was implemented Fall 2016, you will need to apply for Career Mobility that begins with NUR209. Upon successful completion of this course, you would then proceed to join the current curriculum in

progress at the 4th semester.

LPN students who completed the Alabama Community College System concept based nursing curriculum within one academic year from the start of Mobility nursing courses are exempt from taking NUR209 and will enter the program in NUR 211.

The required number of hours per week varies with each nursing course. The program is a daytime course with set meeting times. Course times are not scheduled around rotating shifts. There are six general education course prerequisites as listed in the application.

> **Pre-Requisites: MTH100 or higher level, ENG101, PSY210, BIO 201&202, SPH106 or 107**

Deadline Date: June 1st for the Fall Semester

Revised June, 2017

One-Plus-One Curriculum

Points for Selection

After meeting minimum admission requirements, applicants are rank ordered using the following point system:

- An ACT composite score with a **minimum** of 18 to apply. There are 36 total possible points. The writing component is not required or used for calculation. There is no time limit on when the exam was taken in order to be used. ACT results must be attached to the application.

- Points will be awarded for a passing grade of "C" or higher in English Composition I, Intermediate College Algebra (MTH100 or higher), Anatomy and Physiology I, and/or Anatomy and Physiology II. A=3 points, B=2 points, C=1 point.

- Four points are possible, one point each, for completion of Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation,

Philosophy, Ethics, Religion or foreign language) with a grade of C or higher.

- Four points will be awarded for a passing grade of "C" or higher for Chemistry, Pre-Calculus, Finite Math or Statistics.

- One point will be awarded for each semester in the Nursing Learning Community. (Total possible points =

2).

- One-half point (1/2) will be awarded for each semester the student has attended Bishop State (Total possible point = 1).

A total of 58 points is possible with the above selection criteria.

Criteria	Maximal Possible Points
ACT	36
English 101, Math 100, Biology 201, Biology 202 (*12 points* are possible, three points each)	12
Microbiology, Human Growth & Development, Fundamentals of Speech, and a Humanities elective (Art or Music Appreciation, Philosophy, Ethics, Religion or foreign language) with a grade of C or higher. (*4 points* are possible, one point each)	4
Chemistry, Pre-Calculus, Finite Math or Statistics (*4 points* are possible)	4
1 semester in Nursing Learning Community	1
2 semesters in Nursing Learning Community	1
1 semester at Bishop State	0.5
2 or more semesters at Bishop State	0.5
Total =	**58**

If there is tie in points in relation to the number of available spaces, then the higher cumulative GPA will be considered. High school students may obtain points for college courses through dual enrollment grades.

Career Mobility (ADN) Curriculum

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 209 Concepts for Healthcare Transition	6	1	3	10	18
Total	6	1	3	10	18

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
BIO 220 Microbiology (if not already completed)	2	2	0	4	6
Total	6	2	3	11	19

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
Humanities Elective (if not already completed)	3	0	0	3	3
Total	6	0	4	10	18
Program Total	18	3	10	31	55

Revised June, 2017

ACT Information

- Go to www.actstudent.org to register for the test. The cost for test is $39.50 (all fees are non-refundable).

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- referring to what is explicitly stated
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The science test is a 40-question, 35-minute test that measures the interpretation, analysis, evaluation, reasoning, and problem-solving skills required in the natural sciences.

- You are not permitted to use a calculator on the science test.

- The test assumes that students should be in the process of taking the core science course of study (three years or more) that will prepare them for college-level work and have completed a course in Earth science and/or physical science and a course in biology.

Health Information Technology Program

The purpose of the Health Information Technology (HIT) program at BSCC is to prepare students for certification and practice as Registered Health Information Technicians (RHIT). Health Information Technology is an evolving profession which takes the responsibility to educate and develop a skilled workforce to support the needs of the healthcare industry. A HIT professional is qualified to support the adoption and implementation of Electronic Health Records (EHRs), information exchange across healthcare providers and public health authorities, and the redesign of workflows within healthcare settings to maximize quality and efficiency. In addition, HIT professionals are specialists in managing medical records and coding information for reimbursement and research. The Health Information Technology Program consists of general education, health information courses, and concurrent and clinical affiliations which enhance the relation of theory to practice for the student. Clinical experience is provided in a variety of settings, including hospitals, ambulatory care, and long-term care facilities.

Upon successfully completing the program, the student is awarded an Associate in Applied Science Degree in Health Information Technology and will then be eligible to take the national certification examination. Given by the American Health Information Management Association, a student will become a Registered Health Information Technician (RHIT) upon passing this exam.

Graduates of this program have employment opportunities in a variety of healthcare settings including, but not limited to: hospitals, clinics, insurance companies, government agencies, public health, home health agencies, long-term care facilities, and dental offices.

Accreditation

The Health Information Technology Program is accredited by the Commission on Accreditation for Allied Health Education (CAAHEP) in cooperation with the American Health Information Management Association's Council on Accreditation.

Admission Requirements

Admission to the professional year of the Health Information Technology Program begins fall semester of each year. Minimum requirements for consideration are as follows:

1. Application to the College.

2. Application to the HIT program. (Upon Request)

3. A 2.5 grade point average or better in general education courses completed.

4. Transcript of all previous college work.

5. Two letters of recommendation may be required.

6. Personal interview with a committee may be required.

Student applications (Upon Request) for the professional year must be submitted by July of each year. Any applications received after that date will be considered on a space-available basis.

Note: These courses may be completed on a part-time or full-time basis. Courses may be offered in the daytime, evening or online.

Health Information Technology Program Associate in Applied Science

General Education Courses:

YEAR ONE
Written Communications: .... 6 credit hours
       ENG 101 English Composition I..3
       ENG 102 English Composition II...3
Humanities & Fine Arts (Choose one):........................... 3 credit hours
       SPH 106 Fundamentals of Oral Communication **OR**
       SPH 107 Fundamentals of Public Speaking **OR**
       ART 100 Art Appreciation or
       MUS 101 Music Appreciation.. 3
Natural Sciences and Mathematics: .... 11 credit hours
       BIO 201 Anatomy and Physiology…………………………4
       BIO 202 Anatomy and Physiology…………………………4
       MTH 116 Mathematical Applications **OR**
       MTH 100 Intermediate College…………………………….3

Note: BIO 103 may be a pre-requisite, pending placement results
History/Social/Behavioral Sciences: .... 6 credit hours
       PSY 200 General Psychology..3
       CIS 149 Introduction to Computers or
       CIS 146 Computer Applications.. 3
                                  General Education Total..... 26

Professional Courses

YEAR TWO
Fall Semester
HIT 110   Medical Terminology..3
HIT 115   Pathophysiology & Pharmacology 4
HIT 130   Classification & Reimbursement Method 3
HIT 111   Diagnostic and Pharmacology 2
HIT 151   Health Data Content...3
HIT 231   Medical Coding Skills Laboratory.............................1
                          Total 16

Spring Semester
HIT 152   Skill Development Lab 1
HIT 153   Health Care Delivery System.....................................3
HIT 160   Professional Practice Experience 1
HIT 230   Medical Coding Systems I 3
HIT 233   Medical Coding Skills II Lab......................................1
HIT 254   Organizational Improvement 3
HIT 255   Organization and Supervision in Health
             Information Management...
HIT 286   Expanded Medical Coding 2
                          Total 17

Summer Semester
HIT 134   Legal and Ethical Issues...3
HIT 221   Computer Applications 2
HIT 222   Computer Applications Lab.......................................1
HIT 232   Medical Coding System II 3
HIT 235   Medical Coding System III 1
HIT 260   Professional Practice Experienced............................3

Medical Coding Short-Term Certificate Program

Medical coding is the transformation of verbal descriptions of diseases, injuries, and procedures into alphanumeric designations. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research, and education. Currently, reimbursement of hospital and physician claims for Medicare patients depends entirely on the assignment of codes to describe diagnoses, services, and procedures provided.

Today, there are many demands for accurately coded data from the medical record in all types of health care institutions. In addition to their use on claims for reimbursement, codes are included on data sets used to evaluate the processes and outcomes of healthcare. Coded data are also used internally by institutions for quality management activities, case management, planning, marketing, and other administrative and research activities.

The Medical Coding Certificate Program prepares students with entry level skills need to code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis. Principals in ICD-10 CM/PCS, CPT coding and third-party reimbursement will be emphasized. The courses within the medical Coding Certificate program are also applicable to the A.A.S in Health Information Technology.

What is Coding Certification?

The American Health Information Management Association's Council on Certification (COC) administers an entry-level coding certification examination, the CCA (Certified Coding Associate). Programs that meet the criteria for coding approval have been determined by AHIMA to contain the necessary components that would prepare a student to be a competent, entry-level coder.

Students who complete an approved coding certificate program should be ready to sit for the CCA exam.

In addition, the American Health Information Management Association offers two coding specialist certification examinations: the CCS (Certified Coding Specialist) and CCS-P (Certified Coding Specialist-Physicians' Office). These mastery level certification examinations have been established to recognize individuals with specialized, advanced coding competencies. Individuals interested in either of these two mastery-level certifications should gain substantial coding experience before taking either of these examinations. They are not recommended for students who have recently completed a coding certificate program and have no other coding experience.

Note: All Medical Coding Certificate program courses are offered online with the exception of the Medical Coding Preceptorship and Medical Coding with Computers in which these two courses will be offered online in the near future.

Enrollment is limited to space available. Minimum requirements for consideration are as follows:

1. Application to the College.

2. Application to the Medical Coding Short Term Certificate Program. (Upon Request)

3. Transcript of all previous work.

4. "C" or better in each prerequisite course.

5. Personal interview with a committee may be required.

The courses are required prior to receiving the Medical Coding Short Certificate and may be completed on a part-time or full-time basis. Courses may be offered in the daytime, evening, or online.

Medical Coding Short-Term Certificate

		Credit Hours
HIT 110	Medical Terminology	3
HIT 111	Diagnostic and Pharmacology	2
HIT 115	Pathology and Pharmacology II	4
HIT 151	Health Data Contents	3
HIT 130	Coding and Classification	3
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Systems I Lab	1
HIT 232	Medical Coding Systems II	3
HIT 233	Medical Coding Systems II Lab	1
HIT 235	Medical Coding Systems III	1
HIT 286	Expanded Medical Coding	2
	Total	**26**

Medical Transcription Short Certificate Program

Medical transcriptionists are vital members of the professional healthcare team. Medical transcriptionists provide an important service to both health care providers and health care consumers by transcribing (typing) dictated medical reports that document a wide range of information about patients. This may include office chart notes, history and physical examinations, consultations, letters, memos, admission notes, discharge summaries, operative reports, laboratory tests and diagnostic studies. Medical transcriptionists transcribe reports from a variety of medical specialties which becomes a part of a patient's permanent healthcare record.

Medical transcriptionists need extensive knowledge of medical terminology, anatomy, pharmacology, human diseases, surgical procedures, diagnostic studies, and laboratory tests to produce an accurate and complete medical legal document. Medical transcriptionists must have appropriate English, punctuation and grammar skills. The medical transcriptionist job, previously called medical steno and medical transcriber, continues to evolve with healthcare documentation requirements and technology advancements.

Our medical transcription program is a certificate program consisting of 26 credit hours. This program is designed to prepare students for employment in various settings including, but not limited to, hospitals insurance companies, mental health facilities, nursing homes, physician offices, laboratories and other healthcare facilities. In addition, the new trend for medical transcriptionists is to work from their home.

Upon successfully completing the program, the student is awarded a Certificate in Medical Transcription. The student will then be eligible to take the national certification examination, which is given by the American Association for Medical Transcription (AAMT). Upon passing, the student will become a Certified Medical Transcriptionist (CMT).

Admission Professional Phase: Enrollment is limited to space available. Minimum requirements for consideration are as follows:

Application to the College.

1. Application to the Medical Transcription program. (Upon Request).

2. Transcript of all previous college work.

3. Demonstration of typing ability based on a five (5) minute timed typing skills test to be administered by program faculty.

4. "C" or better in each prerequisite course.

5. Personal interview with a committee may be required.

Prerequisite Courses

The courses are required prior to receiving the Medical Short-Term Transcription Certificate and may be completed on a part-time or full-time basis. Courses may be offered during the day, evening, or online.

The Medical Transcriptionist is the medical language specialist who interprets and transcribes dictation by physicians and other health care professionals regarding patient assessment, work up, therapeutic procedures, clinical course, diagnosis, prognosis, etc. in order to document patient care and facilitate delivery of health care services. The program is designed to prepare students for

employment in medical record departments, ancillary service departments, physician offices and other health care facilities.

Medical Transcription Short-Term Certificate

		Credit Hours
OAD 101	Beginning Keyboarding	3
OAD 103	Immediate Keyboarding	3
	Total	**6**

Professional Courses

HIT 110	Medical Terminology	3
HIT 111	Diagnostic & Pharmacology	2
HIT 115	Pathology & Pharmacology	3
HIT 170	Basic Medical Transcription	2

OR

OAD 212	Medical Transcription	3
MTR 270	Advance Medical Transcription	3
MTR 271	Clinical Medical Transcription	4
MTR 275	Introduction to computers in Transcription	2

OR

HIT221/222	Computer Applications in Health Care	3
	Total	**20-21**
	Total Credit Hours	**26-27**

Physical Therapist Assistant Associate in Applied Science

The Physical Therapist Assistant is a skilled, licensed healthcare worker who performs delegated interventions and data collection under the direction and supervision of the physical therapist. The Physical Therapist Assistant provides physical therapy services to decrease pain, increase mobility, and increase function. The Physical Therapist Assistant Program (PTA) consists of general education and physical therapy courses which are designed to fulfill the objectives of the program. Concurrent theoretical and clinical experiences enhance the relation of theory to practice for the student. Clinical experience is provided in a variety of settings, including hospitals, rehabilitation agencies, private offices, and nursing homes. The freshman year consists of thirty-four (34) semester hours of general education prerequisites. Physical therapy course work begins in the sophomore year and totals thirty-nine (39) cumulative hours. Students must make a minimum grade of 77 for advancement. Students may repeat a course once if the 77 grade point average is not earned.

Special Note: HIV/HBV

As members of the healthcare team, students are at risk of exposure to blood and body fluids. The exposure to blood or body fluids carries with it the potential to be infected with pathogens that cause HIV, which can become Acquired Immune Deficiency Syndrome (AIDS) and/or Hepatitis B Virus (HBV). To date, no vaccine is available to prevent HIV/AIDS, and no antiviral drugs are available to cure HIV/AIDS. A safe and effective Hepatitis B Vaccine used in the prevention of HBV infection is available. This vaccine is recommended for health care workers and can be obtained from the Public Health Department or a private physician for a fee.

Clinical Affiliating Agency Policies

Clinical affiliating agencies require Bishop State Community College physical therapist assistant students to consent to a drug screen and criminal background check. Physical therapist assistant students enrolled in the College PTA program are required to abide by all policies of the assigned affiliating clinical agencies including, but not limited to, security checks, ID badges, orientations, parking regulations, smoking, and dress code policies. Clinical affiliating agencies have the option of denying clinical access to a student based upon criminal background check and or drug screening. The cost of the background checks and drug screen is the responsibility of the student.

Accreditation

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education, 1111 N. Fairfax Street, Alexandria, Virginia 22314, telephone 1-703-706-3245

Legal Limitation of Licensure/Practice

The Alabama Board of Physical Therapy shall refuse to issue a license to any person and after notice and hearing in accordance with its regulations and rules shall suspend or revoke the license of any person who has: (1) practiced physical therapy without a referral, (2) used drugs or intoxicating liquors to an extent which affects his or her professional competency, (3) been convicted of a felony or of a crime involving moral turpitude, (4) attempted to gain a license by fraud or deception, (5) been adjudged mentally incompetent by a court of competent jurisdiction, (6) been convicted of violating any state or federal narcotic law or (7) other behaviors unbecoming or illegal of a PT or PTA. Any questions regarding the legal limitations of licensure/practice should be directed to the Director of the PTA program immediately before pursuit of the PTA degree.

The Admission Process

Admission Point System for selection to the second year of the program is posted on the website at www.bishop.edu. Students are advised to check the website periodically for updates prior to contacting the PTA Program.

Admission Requirements

Admission to the Physical Therapist Assistant Program is limited to students chosen by the Selection Committee. The number of students admitted to the class is based on the availability of space, faculty, equipment, and clinical placement sites. Minimum requirements for consideration are the following:

1. Application to the College;

2. Application to the PTA Program (all components);

3. Official transcripts of all previously completed college work submitted to the Admissions and Records Office;

4. Applicants with transfer credits are required to have a transcript evaluation completed in the Counselor's Office on the Baker-Gaines Central Campus prior to submitting the application to the PTA program.

5. Completion of all prerequisites with a grade point average of 2.75 or better. No D's are accepted by the PTA program;

6. Fifty (50) hours minimum volunteer or work experience in a physical therapy department is required. Students are required to observe/volunteer for at least twenty-five (25) hours in two different clinical practice settings (for example, hospital, outpatient clinic, or skilled nursing facility). At least twenty-five (25) hours must be in a hospital (acute care) setting. Home Health hours are not accepted. Volunteer hours and verification forms must be completed within one (1) year of the application deadline. A representative from each setting shall document the number of hours the student completed.

7. Physical Therapist Assistant Program forms will be provided by the Physical Therapist Assistant Program.

8. Admission requirements and number of admissions per year are subject to change without prior notice.

9. Three letters of recommendations should be emailed directly to the PTA department. Please check the website for details and requested format.

10. All applicants must achieve a minimum composite score on the ACT, SAT or college placement tests. These scores must be within five (5) years of the application deadline. **There are no exceptions.**

11. An essay must be submitted with the application the Physical Therapist Assistant Program. Essay topics are on the application. Please check the website for details.

12. Admission points are awarded for maintaining a 3.0 or better for one (1) semester with thirteen (13) or more credit hours. These hours must reflect one (1) science course and two academic courses required for admission. Students must submit a copy of the semester on an unofficial transcript to the PTA Program with the application for consideration.

13. Admission points are awarded for prerequisite courses taken at Bishop State Community College. Please see the program website for admission point scale.

14. Admission points are awarded for graduates of Mobile and Washington County High Schools.

15. Admissions points are awarded for students with an earned bachelor's degree in a related field.

Applicants should visit the PTA Program website at www.bishop.edu, PTA program for applications, verification forms, and other information. If you have additional questions, please contact the PTA Program Office on the Baker-Gaines Central Campus for program information.

Special Program Requirements

Prior to beginning the first clinical affiliation, students must have successfully completed the requirements for the Basic Life Support Certificate for the Healthcare Provider (BLS-C) and basic first aid.

Physical Therapist Assistant Program
Associate in Applied Science

**General Education Requirements
(Prerequisites):**

First Year, First Semester		Credit Hours
BIO 201	Human Anatomy and Physiology I	4
ART 100	Art Appreciation or MUS 101 Music Appreciation	3
MTH 100	Intermediate College Algebra or Higher	3
PSY 200	General Psychology	3
	Total	**13**

First Year, Second Semester		
BIO 202	Human Anatomy and Physiology II	4
PSY 210	Human Growth and Development	3
SPH 106	Fundamentals of Oral Communication	3
ENG 101	English Composition I	3
PHS 112	Physical Science II	4
	Total	**17**

Total Prerequisites Credit Hours		**30**

Program requirements Second Year:
First Semester

PTA 180	Medical Terminology	1
PTA 200	PT Issues and Trends	2
PTA 202	PTA Communication Skills	2
PTA 220	Functional Anatomy and Kinesiology	3
PTA 222	Kinesiology and Therapeutic Exercise Lab	2
PTA 240	Physical Disabilities I	2
PTA 250	Therapeutic Procedures I	4
Total		16

Second Semester

PTA 230	Neuroscience	2
PTA 231	Rehabilitation Techniques	2
PTA 232	Orthopedics for the PTA	2
PTA 241	Physical Disabilities I	2
PTA 251	Therapeutic Procedures II	4
PTA 260	Clinical Education I	1
PTA 266	Clinical Field Work I	2
Total		**15**

Third Semester

PTA 201	PTA Seminar	2
PTA 268	Clinical Practicum	5
PTA 293	Directed Study for PTA	1
Total		**8**
	Total Credit Hours for Program	**69**

Technical Programs

Technical Programs

Associate in Applied Science (AAS)

Technical Credits in Program .... 44 - 60

General Education Requirements 16
        (See program descriptions for specific requirements.)

Total Credit Hours .... **60 - 76**

Associate in Occupational Technologies Degree (AOT)

Technical Credits in Major Area .... 32 - 48

Technical Credits in Minor Area .... 12 - 18

General Education Requirements 17
        (See program descriptions for specific requirements)

Total Credit Hours .... **61 - 76**

Certificate

Technical Credits in Program .... 24 - 54

General Education Requirements 6
        (See program descriptions for specific requirements.)

Total Credit Hours .... **30 - 60**

Short Certificate

Technical Credits in Program .... 9 - 29

Total Credits in Program .... **9 - 29**

All students enrolled in a career technical education program are required to take the ACT WorkKeys Alabama Career Readiness Certification (CRC) assessment at no charge to them before the certificate or diploma can be awarded.

Programs of Study – Carver Campus

Automotive Body Technology

Program Description: The Automotive Body Technology program is designed to train students to repair automobile and light trucks, including repairing dents in sheet metal, shrinking stretched metal, aligning damaged bodies, straightening frames, welding torn metal, welding plastic and fiberglass bodies, installing glass, trim, accessories, and repairing mechanical components related to collision damage. The associate degree program includes a minor in a related occupation to give the student multi-craft training and general education courses to prepare the student for advancement.

Associate in Occupational Technologies

Course Requirements		Credit Hours
ABR 111	Non-Structural Repair	3
ABR 114	Non-Structural Replacement	3
ABR 122	Surface Preparations	3
ABR 123	Paint Preparation & Equipment	3
ABR 151	Safety and Environmental Practices	3
ABR 154	Automotive Glass and Trim	3
ABR 156	Automotive Cutting and Welding	3
ABR 157	Automotive Plastic Repairs	3
ABR 213	Automotive Structural Analysis	3
ABR 214	Automotive Structural Repair	3
ABR 223	Automotive Mechanical Components	3
ABR 224	Automotive Electrical Components	3
ABR 255	Steering and Suspension	3
ABR 258	Heating & AC in Collision Repair	3
ABR 261	Restraint Systems	3
	Total	**45**

General Education

AREA I	English Composition	3
AREA II	Humanities/Fine Arts	3
AREA III	Math 100 >=	3
AREA III	Science Elective with Lab	4
AREA IV	Social Science Elective	3
ORI 101	Orientation to College	1
	Total	**17**

Minor in Automotive Technology or Diesel Technology: 12 credit hours (must be approved)

Automotive Technology – Recommended Courses

AUM121	Braking Systems	3
AUM 130	Drive Train and Axles	3
AUM 162	Electrical Electronics Systems	3
AUM 124	Engine Repair I	3

Diesel Technology – Recommended Courses

DEM 104	Basic Engines	3
DEM 117	Diesel and Gas Tune-up	3
DEM 122	Heavy Vehicle Brakes	3
DEM 124	Electronic Engine Systems	3

Total Credit Hours for Program Completion: 74

Certificate

Program Description: The certificate program prepares students for entry level technical positions.

Course Requirements: Technical Education:		Credit Hours
ABR 111	Non-Structural Repair	3
ABR 114	Non-Structural Replacement	3
ABR 122	Surface Preparations	3
ABR 123	Paint Preparation & Equipment	3
ABR 151	Safety and Environmental Practices	3
ABR 154	Automotive Glass and Trim	3
ABR 156	Automotive Cutting and Welding	3
ABR 157	Automotive Plastic Repairs	3
ABR 213	Automotive Structural Analysis	3
ABR 214	Automotive Structural Repair	3
ABR 223	Automotive Mechanical Components	3
ABR 224	Automotive Electrical Components	3
ABR 255	Steering and Suspension	3
ABR 258	Heating & AC in Collision Repair	3
ABR 261	Restraint Systems	3
	Total	**45**

General Education

AREA I	English Composition	3
AREA III	Math 100 >=	3
ORI 101	Orientation to College	1
	Total	**7**

Total Credit Hours for Certificate Completion: 52

Barbering and Hair Styling

Program Description: The Barbering/Hairstyling program is designed to provide the student with both theory and practical experience in all phases of hair cutting and styling, shampooing, shaving, massage, facials, and scalp treatments.

Associate in Occupational Technologies

Course Requirements		Credit Hours
BAR 109	Bacteriology and Sanitation	3
BAR 110	Orientation to Barbering	3
BAR 111	Science of Barbering	3
BAR 112	Bacteriology an Sanitation	3
BAR 113	Barber-Styling Laboratory	3
BAR 115	Cutting and Styling Techniques	3
BAR 120	Properties of Chemistry	3
BAR 121	Chemical Hair Processing	3
BAR 122	Hair Coloring Chemistry	3
BAR 124	Hair Coloring Methodology Laboratory	3
BAR 130	Marketing and Business Management	3
BAR 132	Hair Styling and Design	3
BAR 133	Hair Styling and Management Laboratory	3
BAR 141	Practicum	2
BAR 143	State Board Review	3
	Total	**44**

General Education

AREA I	English Composition	3
AREA II	Humanities/Fine Arts	6
AREA III	Math 100 >=	3
AREA III	Science Elective with Lab	4
AREA IV	Social Science Elective	3
ORI 101	Orientation to College	1
	Total	**20**

Minor in Cosmetology or Business: 12 credit hours (must be approved)

Cosmetology – Recommended Courses

COS 131	Aesthetics	3
COS 132	Aesthetics Applications	3
COS 144	Hair Shaping and Design	3
COS 145	Hair Shaping Laboratory	3

Business – Recommended Courses

BUS 100	Introduction to Business	3
BUS 275	Principles of Management	3
ACT 145	Basic Accounting Procedures	3
BUS Elective		3

Total Credit Hours for Program Completion: **76**

Certificate

Course Requirements: Technical Education:		**Credit Hours**
BAR 109	Bacteriology and Sanitation	3
BAR 110	Orientation to Barbering	3
BAR 111	Science of Barbering	3
BAR 112	Bacteriology an Sanitation	3
BAR 113	Barber-Styling Laboratory	3
BAR 115	Cutting and Styling Techniques	3
BAR 120	Properties of Chemistry	3
BAR 121	Chemical Hair Processing	3
BAR 122	Hair Coloring Chemistry	3
BAR 124	Hair Coloring Methodology Laboratory	3
BAR 130	Marketing and Business Management	3
BAR 132	Hair Styling and Design	3
BAR 133	Hair Styling and Management Laboratory	3
BAR 141	Practicum	2
BAR 143	State Board Review	3
	Total	**44**

General Education

AREA I	English Composition	3
AREA II	Speech Elective	3
AREA III	Math 100 >=	3
ORI 101	Orientation to College	1
	Total	**10**

Total Credit Hours for Certification Completion: 54

<h1 align="center" style="color:green">Culinary Arts
Stackable Certificate - Degree</h1>

Program Description: The commercial Food Service program provides organized, specialized learning experiences that give the student an opportunity to develop a wholesome attitude toward the preparation and serving of nutritious food. The associate degree program provides the student with additional coursework to help prepare for food service management positions. Both the associate degree and certificate programs prepare the student for entry-level positions as menu planners, cooks, chefs, meat cutters, bakes, and other related positions.

Associate in Applied Science

Course Requirements: Technical Education   **Credit Hours**

Technical Courses:

CUA 101	Orientation in the Hospitality Profession	3
CUA 110	Basic Food Preparation	3
CUA 111	Foundations in Nutrition	3
CUA 112	Sanitation, Safety, and Food Service	2
CUA 115	Advanced Food Preparation	3
CUA 173	Culinary Arts Apprenticeship	3
CUA 120	Basic Food Preparation Laboratory	2
CUA 204	Foundations of Baking	3
CUA 205	Introduction to Garde Manger	3
CUA 208	Advanced Baking	3
CUA 210	Beverage Management	2
CUA 213	Food Purchasing and Cost Control	3
CUA 217	Introduction to Pastries	2
CUA 222	Dietary Management	3
CUA 251	Menu Design	3
CUA 262	Restaurant Management and Supervision	3
	Total	**44**

General Education:

ENG 101	English Composition I	3
CIS 146	Computer Applications	3
AREA II	Humanities/Fine Arts	6
AREA III	Math 100 >=	3
AREA III	Science Elective with Lab	4
AREA IV	Social Science Elective	3
ORI 101	Orientation to College	1
	Total	**23**

Total Credit Hours for Program Completion: 67

Welding

Program Description: The Welding program is designed to provide the student an opportunity to acquire the skills, knowledge, and understanding needed to become an entry-level welder. Training includes the use of stationary and portable power tools common to the trade and practical experience in constructing welding projects.

Associate in Occupational Technologies

Course Requirements: Technical Education		Credit Hours
WKO 110	NCCER Core	3
WDT 109	Shielded Metal Arc Welding PAC/CAC	3
WDT 119	Gas Metal Arc Fillet/Flux Cored Welding	3
WDT 120	Shielded Metal Arc Welding Groves	3
WDT 123	Shielded Metal Arc Welding PAC/CAC – Lab	3
WDT 124	Gas Metal Arc Fillet/Flux Cored Welding – Lab	3
WDT 125	Shielded Metal Arc Welding Groves – Lab	3
WDT 166	Flux Core Arc Welding	3
WDT 167	Flux Core Arc Welding – Lab	3
	Total	**27**

General Education

AREA I	English Composition	3
AREA II	Humanities/Fine Arts	3
AREA III	Math 100 >=	3
AREA III	Science Elective with Lab	4
AREA IV	Social Science Elective	3
ORI 101	Orientation to College	1
	Total	**17**

Minor in Shipfitting

SHP 108	Fundamentals of Shipfitting	3
SHP 116	Layout and Scribing	3
SHP 132	Blueprint Reading	3
SHP 210	Advanced Structural Fitting	3
SHP 220	First Time Quality	3
SHP 118	Applied Layout and Scribing	2
SHP 127	Fundamental of Shipfitting II	3
	Total	**20**

Total Credit Hours for Program Completion: 64

Certificate - Welding

Course Requirements: Technical Education		Credit Hours
WKO 110	NCCER Core	3
WDT 109	Shielded Metal Arc Welding PAC/CAC	3
WDT 119	Gas Metal Arc Fillet/Flux Cored Welding	3
WDT 120	Shielded Metal Arc Welding Groves	3
WDT 123	Shielded Metal Arc Welding PAC/CAC – Lab	3
WDT 124	Gas Metal Arc Fillet/Flux Cored Welding – Lab	3
WDT 125	Shielded Metal Arc Welding Groves – Lab	3
WDT 166	Flux Core Arc Welding	3
WDT 167	Flux Core Arc Welding – Lab	3
	Total	**27**

General Education

AREA I	English Composition	3
AREA III	Math 100 >=	3
ORI 101	Orientation to College	1
	Total	**7**

Total Credit Hours for Program Completion: **34**

Programs of Study – Southwest Campus

Air Conditioning/Refrigeration Technology

Program Description: The Air Conditioning and Refrigeration curriculum is designed to help the student develop an understanding of the basic principles involved in the construction, installation, operation, and maintenance of climate control equipment. Courses include the theory and practical application of information and techniques needed to prepare the individual for success in the trade. The air conditioning and refrigeration technician installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service.

Associate in Occupational Technologies

Course Requirements		Credit Hours
ACR 111	Principles of Refrigeration	3
ACR 112	HVACR Service Procedures	3
ACR 113	Refrigeration Piping Practices	3
ACR 121	Principles of Electricity for HVACR	3
ACR 122	HVACR Electrical Circuits	3
ACR 123	HVACR Electrical Components	3
ACR 132	Residential Air Conditioning	3
ACR 134	ICE Machines	3
ACR 148	Heat Pump Systems I	3
ACR 149	Heat Pump Systems II	3
ACR 203	Commercial Refrigeration	3
ACR 209	Commercial Air Conditioning	3
	Total	**39**

General Education

AREA I	English Composition	3
AREA II	Humanities/Fine Arts	3
AREA III	Math 100 >=	3
AREA III	Science Elective with Lab	4
AREA IV	Social Science Elective	3
ORI 101	Orientation to College	1
	Total	**17**

Minor in Business or Electrical: 12 Credit hours (must be approved)

Business – Recommended Courses

BUS 100	Introduction to Business	3
BUS 275	Principles of Management	3
ACT 145	Basic Accounting Procedures	3
BUS Elective (BUS 147,150, 215, 276, or 285		3

Electrical – Recommended Courses

ELT 116	Residential Wiring Methods	6
ELT 118	Commercial/Industrial Wiring I	3
ELT Elective		3

Total Credit Hours for Program Completion 68

Certificate – Air Conditioning/Refrigeration Technology

Course Requirements: Technical Education   **Credit Hours**

ACR 111	Refrigeration Principles	3
ACR 112	HVACR Service Procedures	3
ACR 113	Refrigeration Piping Practices	3
ACR 121	Principles of Electricity for HVACR	3
ACR 122	HVACR Electrical Circuits	3
ACR 123	HVACR Electrical Components	3
ACR 132	Residential Air Conditioning	3
ACR 134	Ice Machines	3
ACR 147	Refrigeration Transition and Recovery	3
ACR 148	Heat Pump Systems I	3
ACR 149	Heat Pump Systems II	3
ACR 203	Commercial Refrigeration	3
ACR 209	Commercial Air Conditioning	3
	Total	**39**

General Education

AREA I	English Composition	3
AREA III	Math 100 >=	3
ORI 101	Orientation to College	1
	Total	**7**

Total Credit Hours for Certificate Completion: 46

Automotive Technology

Program Description: The Automotive Technology program is designed to develop technicians capable of high quality automotive service and maintenance. Special emphasis is placed on the use of modern testing devices used to diagnose technical problems. Basic scientific principles and current technical information are incorporated into course instruction.

Associate in Occupational Technologies

Course Requirements		Credit Hours
AUM 101	Fundamentals of Automotive Technology	3
AUM 112	Electrical Fundamentals	3
AUM 121	Braking Systems	3
AUM 122	Steering, Suspension & Alignment	3
AUM 124	Engine Repair I	3
AUM 130	Drivetrain & Axles	3
AUM 133	Motor Vehicle Air Conditioning	3
AUM 162	Electrical Electronics Systems	3
AUM 220	Engine Repair II	3
AUM 224	Manual Transmissions	3
AUM 230	Automatic Transmissions	3
AUM 239	Engine Performance I	3
AUM244	Engine Performance II	3
	Total	**39**

General Education

AREA I	English Composition	3
AREA II	Humanities/Fine Arts	3
AREA III	Math 100 >=	3
AREA III	Science Elective with Lab	4
AREA IV	Social Science Elective	3
ORI 101	Orientation to College	1
	Total	**17**

Minor in Automotive Body Technology: 15 credit hours or Diesel Technology: 12 credit hours (must be approved)

Automotive Body Technology – Recommended Courses

ABR 121	Refinishing Materials and Equipment	3
ABR 122	Surface Preparations	3
ABR 156	Auto Cutting and Welding	3
ABR 211	Structural Analysis	3
ABR 211	Structural Repair	3

Diesel Technology – Recommended Courses

DEM 105	Preventive Maintenance	3
DEM 110	Diesel Powered Auxiliary Equipment	3
DEM 123	Pneumatics and Hydraulics	3
DEM 132	Basic Repair Welding	3

Total Credit Hours for Program Completion: 68-71

Civil Engineering Technology
Short-Term Certificate

Program Description: The Civil Engineering Technology program is designed to provide students with the specialized background needed for technicians who work with civil engineers. Civil engineering technicians carry out many tasks necessary in the construction of residential and commercial buildings, bridges, dams, power plants, water and waste treatment systems, and transportation systems such as highways, pipelines, airfields, and transmission lines. Upon graduation from this program the civil engineering technician may qualify for various entry-level jobs such as surveying, field or laboratory tester, construction foreman, inspector, expeditor, estimator, or structural detailer.

Associate in Applied Science

Course Requirements		Credit Hours
CET 111	Fundamentals of Surveying	3
CET 121	Engineering Materials	3
CET 217	Strength of Materials	3
CET 220	Cost Estimating	3
Total Credit Hours for Program Completion:		**12**

Computer and Information Systems Technology
Stackable Certificate - Degree

Associate in Applied Science

Course Requirements	Credit Hours
Core Courses:	

CIS 146 Microcomputer Applications 3

CIS 149 Introduction to Computers 3

CIS 147 Advanced Microcomputer Applications 3

Total 9

Management Information Systems Option:

Bus 263   Legal and Social 3

BUS 241   Accounting I 3

BUS 242   Accounting II..3

Five Additional CIS Course selected from below for MIS 15

Application Development Option:
Required Application Development Option Courses:

CIS 150   Logic and Programing...3

CIS 287   SQL Server 3

CIS 212   Visual Basic Programming 3

CIS 215   C# Programming 3

Mobile Application Development (select a series from below)

CIS155   Introduction to Mobile App Development or

CIS157   Introduction to App Development with SWIFT......................3

CIS219   Android App Development or

CIS220   App Development with SWIFT or

CIS221   Windows App Development...3

CIS 227   Advanced App Development with SWIFT or

CIS 259   Advanced Mobile App Development 3

One additional course from below for App Dev Option 3

Cyber Security/Networking Option:

CIS 214   Security Analysis (PEN Testing)...3

CIS 245   Cyber Defense 3

CIS 246   Ethical Hacking 3

CIS 269   Hardware Support (A+ Certification).....................................3

CIS 280   Network Security..3

CIS 282   Computer Forensics 3

CISCO Certification

CIS 270   Cisco CCNA I (CCNA Certification).....................................3

CIS 271   Cisco CCNA II (CCNA Certification) 3

CIS 272   Cisco CCNA III (CCNA Certification) 3

CIS 273   Cisco CCNA IV (CCNA Certification)...................................3

CIS 276   Server Administration (MTA) 3

CIS 278   Directory Services Administration (MTA)...............................3

Field Experience (required for Cyber Security/Networking option)

CIS 284   CIS Internship..3

CIS 297   CO-OP for CIS 3

Total (CIS/MIS) 24

General Education:

ENG 101   English Composition I..3
ENG102   English Composition II 3
ART 100   Art Appreciation or
MUS 101   Music Appreciation...3
SPH 106   Fundamentals of Oral Communication or
SPH107   Fundamental of Public Speaking 3
MTH 100 Math Application or higher..3
Science Combination with lab...8
Social Science Elective (HIS, PSY, SOC)... 3
ORI 101   Orientation to College 1

Total **27**

Total Credit Hours for Program Completion: 60

Cosmetology

Program Description: The Cosmetology program provides students with an opportunity to acquire the skills, knowledge, and understanding needed to enter the occupation as an entry-level cosmetologist. Additionally the program provides the student with the training needed to move into salon management and/or ownership opportunities. The AOT program provides the student the opportunity to gain skills in a related area in Business, Nail Technology, or Barbering.

Associate in Occupational Technologies

Course Requirements   **Credit Hours**

Course	Title	Credit Hours
COS 111	Cosmetology Science & Art	3
COS 112	Cosmetology Science & Art Lab	3
COS 113	Chemical Methodology	3
COS 114	Chemical Methodology Laboratory	3
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 119	Business of Cosmetology	3
COS 131	Aesthetics	3
COS 132	Aesthetics Applications	3
COS 133	Salon Management and Technology	3
COS 137	Hair Shaping and Design	3
COS 145	Hair Shaping Lab	3
COS 146	Hair Additions	3
COS 151	Nail Care	3
COS 167	State Board Review	3
	Total	**45**

General Education

Course	Title	Credit Hours
AREA I	English Composition	3
AREA II	Humanities/Fine Arts	3
AREA III	Math 100 >=	3
AREA III	Science Elective with Lab	4
AREA IV	Social Science Elective	3
ORI 101	Orientation to College	1
	Total	**17**

Minor in Business, Nail Technology, or Barbering: 12 credit hours (must be approved)

Business – Recommended Courses

Course	Title	Credit Hours
BUS 100	Introduction to Business	3
BUS 275	Principles of Management	3
ACT 145	Basic Accounting Procedures	3
BUS Elective		3

Nail Technology – Recommended Courses

Course	Title	Credit Hours
COS 152	Nail Care Applications	3
COS 153	Nail Art	3
COS 154	Nail Art Applications	3
COS 167	Board Review	3

Barbering (omit Area II or Area IV elective)

Course	Title	Credit Hours
BAR 112	Science of Barbering	3
BAR 113	Fundamentals of Barbering Applications	3
BAR 115	Cutting and Styling Techniques	3
BAR Elective		3

Total Credit Hours for Program Completion 71-74

Certificate – Cosmetology

Course Requirements: Technical Education		Credit Hours
COS 111	Cosmetology Science & Art	3
COS 112	Cosmetology Science & Art Lab	3
COS 113	Chemical Methodology	3
COS 114	Chemical Methodology Laboratory	3
COS 115	Hair Coloring Theory	3
COS 116	Hair Coloring Lab	3
COS 119	Business of Cosmetology	3
COS 131	Aesthetics	3
COS 132	Aesthetics Applications	3
COS 133	Salon Management and Technology	3
COS 137	Hair Shaping and Design	3
COS 145	Hair Shaping Lab	3
COS 146	Hair Additions	3
COS 151	Nail Care	3
COS 167	State Board Review	3
	Total	**45**

General Education

AREA I	English Composition	3
AREA III	Math 100 >=	3
ORI 101	Orientation to College	1
	Total	**7**

Total Credit Hours for Certificate Completion: 52

Diesel Technology

Program Description: The Associate Degree program offers a minor in Truck Driving, allowing students to acquire the CDL needed for many positions in the field. Specialized classroom and laboratory activities provide the student with the opportunity to learn all phases of repair work on diesel-powered equipment. Students learn to diagnose malfunctions, service and repair diesel equipment, and repair fuel injection systems. The use of technical manuals, tools and testing is emphasized.

Associate in Occupational Technologies

Course Requirements		Credit Hours
DEM 104	Basic Engines	3
DEM 105	Preventive Maintenance	3
DEM 108	DOT Vehicle Inspection	1
DEM 110	Diesel Powered Auxiliary Equipment	3
DEM 114	Fluid Power Components	3
DEM 117	Diesel & Gas Tune-Up	3
DEM 120	Medium & Heavy Vehicle Cab Systems	3
DEM 122	Heavy Vehicle Brakes	3
DEM 123	Pneumatics & Hydraulics	3
DEM 124	Electronic Engine Systems	3
DEM 125	Heavy Vehicle Drive Trains	3
DEM 126	Advanced Engine Analysis	3
DEM 127	Fuel Systems	3
DEM 132	Basic Repair Welding	3
DEM 291	Cooperative Education in diesel Technology	1
	Total	**44**

General Education

AREA I	English Composition	3
AREA II	Humanities/Fine Arts	3
AREA III	Math 100 >=	3
AREA III	Science Elective with Lab	4
AREA IV	Social Science Elective	3
ORI 101	Orientation to College	1
	Total	**17**

Minor in Truck Driving: 12 credit hours

TRK 111	Basic Vehicle Operation	4
TRK 112	Safe Operating Practices	3
TRK 113	Non-Vehicle Activities	2
TRK 114	Vehicle Maintenance	2
TRK 115	Advanced Operating Practices	1
TRK 116	Proficiency Development	1
TRK 117	Commercial Driver's License	2
	Total	**15**

Total Credit Hours for Program Completion: 76

Certificate – Diesel Technology

Course Requirements: Technical Education		Credit Hours
DEM 104	Basic Engines	3
DEM 105	Preventive Maintenance	3
DEM 108	DOT Vehicle Inspection	1
DEM 110	Diesel Powered Auxiliary Equipment	3
DEM 114	Fluid Power Components	3
DEM 117	Diesel & Gas Tune-Up	3
DEM 120	Medium & Heavy Vehicle Cab Systems	3
DEM 122	Heavy Vehicle Brakes	3
DEM 123	Pneumatics & Hydraulics	3
DEM 124	Electronic Engine Systems	3
DEM 125	Heavy Vehicle Drive Trains	3
DEM 126	Advanced Engine Analysis	3
DEM 127	Fuel Systems	3
DEM 132	Basic Repair Welding	3
DEM 29	Cooperative Education in diesel Technology	1
	Total	**44**

General Education

AREA I	English Composition	3
AREA III	Math 100 >=	3
ORI 101	Orientation to College	1
	Total	**7**

Total Credit Hours for Certificate Completion: 51

Drafting and Design Technology
Stackable Certificate - Degree

Program Description: The Drafting and Design Technology program is designed to provide the student with a thorough knowledge of drafting principles and techniques. Coursework covers the various areas of drafting and design used in the industrial community. Computer Aided Drafting and Design (CADD) is emphasized, using practical applications and laboratory assignments.

Associate in Applied Science

Course Requirements	Credit Hours

Technical Courses:

ADM 101	Precision Measurement	3
ADM 116	Intro to CATIA	3
ADM 128	Plastic Material Process	3
ADM 212	Intermediate CATIA	3
ADM 261	Reverse Engineering	3
CDT 221	Structural Drafting for Technicians	3
DDT 104	Introduction to Computer Aided Drafting Design	3
DDT 124	Technical Drawing I	3
DDT 127	Intermediate CADD	3
DDT 131	Basic Machine Drafting	3
DDT 132	Architectural Drafting	3
DDT 212	Intermediate Architectural Drafting	3
DDT 214	Pipe Drafting	3
DDT 233	Intermediate 3D Modeling	3
DDT 244	Advanced 3D Modeling	3
WKO 110	NCCER Core	3
	Total	**48**

General Education

AREA I	English Composition	3
AREA II	Humanities/Fine Arts	3
AREA III	Math 100 >=	3
AREA III	Computer Science Course	3
AREA IV	Social Science Elective	3
SPH 106	Fundamentals of Oral Communications	3
PHY 120	Introduction to Physics or PHY 201	4
ORI 101	Orientation to College	1
	Total	**23**

Total Credit Hours for Program Completion 71

Electrical Technology

Program Description: The Electrical Technology program is designed to provide the student with an opportunity to acquire the skills, knowledge, and understanding needed to enter the occupation as an entry-level electrician. The program provides a balance of theory and hands-or experience for the electrical construction and industrial maintenance fields. Included are elements of residential, commercial, and industrial wiring methods, industrial equipment, and maintenance, as well as tool and equipment use, basic electricity/electronics, rotating machines and controls, and the National Electrical Code.

Associate in Occupational Technologies

Course Requirements		Credit Hours
ELT 104	Distribution Systems	3
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 116	Residential Wiring	6
ELT 117	AC/DC Machines	3
ELT 118	Commercial/Industrial Wiring I	3
ELT 132	Programmable Controls	6
ELT 209	Motor Controls I	3
ELT 221	Electronics for Electricians	3
ELT 241	National Electric Code	3
	Total	**36**

General Education

AREA I	English Composition	3
AREA II	Humanities/Fine Arts	3
AREA III	Math 100 >=	3
AREA III	Science Elective with Lab	4
AREA IV	Social Science Elective	3
ORI 101	Orientation to College	1
	Total	**17**

Minor in Air Conditioning/Refrigeration: 12 Credit Hours

ACR 111	Refrigeration Principles	3
ACR 112	HVACR Service Procedures	3
ACR 122	HVACR Electrical Circuits	3
ACR 123	HVACR Electrical Components	3
	Total	**12**

Minor in Electronics & Instrumentation: 21 Credit Hours

IST 105	Introduction to Process Technology	3
IST 137	Industrial Process Equipment	5
IST 167	Industrial Measurements	5
IST 207	Principles of Automatic Control	5
INT 113	Fundamentals of Industrial Hydraulics and Pneumatics	3
	Total	**21**

Total Credit Hours for Program Completion 65-74

Certificate – Electrical Technology

Course Requirements: Technical Education		Credit Hours
ELT 104	Distribution Systems	3
ELT 108	DC Fundamentals	3
ELT 109	AC Fundamentals	3
ELT 116	Residential Wiring	6
ELT 117	AC/DC Machines	3
ELT 118	Commercial/Industrial Wiring I	3
ELT 230	Programmable Controls	6
ELT 209	Motor Controls I	3
ELT 241	National Electric Code	3
WKO 110	NCCER Core	3
	Total	**36**

General Education

AREA I	English Composition	3
AREA III	Math 100 >=	3
ORI 101	Orientation to College	1
	Total	**7**

Total Credit Hours for Certificate Completion: 43

Electronics Engineering Technology
Stackable Certificate - Degree

Program Description: The Electronics Engineering Technology curriculum is designed to prepare students for beginning level employment in a wide range of technician positions including, but not limited to, biomedical electronics, aerospace technology, communications technology, computer repair/installation and networking, consumer electronics, and engineering assistant.

Associate in Applied Science

Course Requirements		Credit Hours
Technical Courses:		
EET 105	Solid State Fundamentals	3
EET 112	Concepts of Direct Current	5
EET 113	Concepts of Alternating Current	5
EET 119	Circuit Fabrication I	1
EET 139	Introduction to Robotic Programming	3
EET 203	Electronic Circuits I	3
EET 206	Digital Fundamentals	3
EET 230	Communications Basics	3
EET 231	Communications Basics Laboratory	1
EET 234	Robotic Systems	3
EET 239	Robotic Systems Laboratory	2
EET 249	CET Preparation	3
EET 260	Microprocessor Interfacing	3
EET 261	Microprocessor Interfacing Laboratory	1
EET 290	Electronics Project	3
	Total	**42**

General Education		
AREA I	English Composition	3
AREA II	Humanities/Fine Arts	3
AREA III	Math 100 >=	3
AREA III	Science Elective with Lab	4
AREA IV	Social Science Elective	3
CIS 215	C# Programming	3
ORI 101	Orientation to College	1
	Total	**20**

Total Credit Hours for Program Completion 62

Graphic Communications Technology
Stackable Certificate - Degree

Program Description: The Graphic Communications Technology program prepares the graduate for a variety of entry-level positions in printing, publishing, advertising, and corporate environments. Students are given a strong foundation in computer graphic design using industry standards in hardware and software, and learn prepress and press operations.

Associate in Applied Science

Course Requirements		Credit Hours
Technical Education:		
GRD 101	Introduction to Graphics	3
GRD 112	Layout & Design	3
GRD 114	Illustration Graphics	3
GRD 116	Photoshop	3
GRD 121	Digital Photograph Foundation	3
GRD 143	Digital Video Foundation	3
GRD 170	Production Process	3
GRD 190	Portfolio Preparation	3
GRD 208	Graphics Business Manager	3
GRD 212	Publication Design	3
GRD 214	Illustration Design Techniques	3
GRD 250	Web Media	3
	Total	**36**

General Education		
AREA I	English Composition	3
AREA III	Math 100 >=	3
AREA III	Science Elective with Lab	4
AREA IV	Social Science Elective	3
ORI 101	Orientation to College	1
	Total	**14**

Choose one of the following Specialization Elective Tracks

Animation		
GRD 137	3 – D Fundamentals	3
GRD 187	3 – D Animation	3
GRD 219	Photoshop Imaging	3
GRD 237	3 – D Graphics and Animation	3
	Total	**12**

Advanced Photography		
GRD 171	Digital Photography Techniques	3
GRD 216	Photoshop Techniques	3
GRD 221	Conceptual Digital	3
GRD 271	Digital Photography Studio	3
	Total	**12**

Advanced Videography		
GRD 183	Digital Video Production	3
GRD 243	Digital Video Effects	3
GRD 283	Digital Video Studio	3
GRD 287	3 – D Studio	3
	Total	**12**

Total Credit Hours for Program Completion 62

Process and Maintenance Technology
Stackable Certificate - Degree

Technical Education: **Credit Hours**

EET 112	Concepts of Direct Current	5
EET 113	Concepts of alternating Current	5
ELT 209	Motor Controls I	3
ELT 117	AC/DC Machines	3
ELT 231	Programmable Controllers I	3
INT 105	Introduction to Process Control Technology	3
INT 129	Industrial Safety and Maintenance Techniques	3
INT 117	Principles of Industrial Mechanics	3
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3
IST 137	Industrial Process Equipment	5
IST 167	Industrial Measurements	5
IST 233	Unit and Plant Operations	5
IST 207	Principles of Automatic Control	5
	Total	**57**

General Education

AREA I	English Composition	3
AREA II	Humanities/Fine Arts	3
AREA III	Math 100 >=	3
AREA IV	Social Science Elective	3
CHM 105	Intro to Organic Chemistry	4
ORI 101	Orientation to College	1
	Total	**17**

Total Credit Hours for Program Completion **68**

Truck Driving
Short Certificate

Required Courses	Credit Hours

Truck Driving

TRK 111	Basic Vehicle Operation	4
TRK 112	Safe Operating Practices	3
TRK 113	Non-vehicle Activities	2
TRK 114	Vehicle Maintenance	2
TRK 115	Advanced Operating Practices	1
TRK 116	Proficiency Development	1
TRK 117	Commercial Driver's License	2
	Total	**15**

Course Descriptions

DEFINITION OF TERMS

Auditing: Registering for a course without getting credit or a grade for the course. Auditing a course requires prior approval from the Dean of the College in which the course is taught. **Pell Grants will not pay tuition for an audited course; additionally, certain scholarships and other tuition assistance agencies may not pay tuition for an audited course.**

Co-requisite: A course that must be taken either before OR at the same time as the course listed. Any student who registers for a course without already having or simultaneously registering for the appropriate co-requisites will be administratively removed from the course.

Credit Hours: The number of hours that a class will count toward a degree or certificate. This will not always match the number of actual hours spent in class each week. The number of credit hours will be indicated after the name of the course.

Distance Education: A course that is delivered either online or hybrid. See Appendix M for the *Rights and Responsibilities of Students Taking Online or Hybrid Courses*.

Hybrid Course: A course that includes a combination of online assignments and face-to-face instruction. Final exams in the Hybrid classes are always proctored. If there are at least four face-to-face meetings for instructional purposes (and not just for testing), the section of the course is considered a hybrid class. Hybrid classes are designated with a "WH" in the class schedule.

Online Course: A course offered completely online, other than a mandatory proctored assessment (which is usually a final exam, but may be some other type of assessment such as a speech or essay). Some sections of an online course will have up to three (3) face-to-face meetings. Online sections are designated with "WW" in the class schedule.

Prerequisite: A course that must be taken and passed with the acceptable grade BEFORE the listed course may be taken. If more than one course is listed as a prerequisite, all courses must be taken before taking the listed course. Any student who registers for a course without having the appropriate prerequisites will be administratively removed from the course.

Proctored: Supervised: A test taken in a classroom that is supervised by an instructor.

Transitional Course: Courses with designations 0 - 100 in the Class Schedule. If a student is placed into a Transitional Course through the College's required Placement Testing Service, the student must take the Transitional Course as a Prerequisite to other courses. The credit hours of Transitional Courses do not count toward degrees or certificates, but these hours are required as part of the program. Student enrolled in two or more Transitional Courses should not register for more than sixteen (16) credit hours in the semester.

Course Descriptions
ACCOUNTING TECHNOLOGY (ACT)

ACT 115 INTRODUCTION TO ACCOUNTING COMPUTER RESOURCES: 3 credit

This course introduces the student to the computer resources available for use with the accounting program. Emphasis is placed on accounting spreadsheets and financial accounting software packages. Upon completion of this course, the student will be able to use the computer resources in the accounting program.

ACT 145 BASIC ACCOUNTING PROCEDURES: 3 credits

This course focuses on basic bookkeeping procedures and elementary accounting principles. Emphasis is on analyzing and recording financial transactions, classifying and summarizing data, and preparing financial statements. Upon completion of this course, the student will be able to apply basic bookkeeping procedures and elementary accounting principles.

ACT 246 MICROCOMPUTER ACCOUNTING: 3 credits
Prerequisite: BUS 241

This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion of this course, the student will be able to use software programs for financial accounting applications.

ACT 249 PAYROLL ACCOUNTING: 3 credits
Prerequisite: ACT 145 or BUS 241

This course focuses on federal, state and local laws affecting payrolls. Emphasis is on accounting procedures and practices, and on payroll tax reports. Upon completion of this course, students will be able to apply knowledge of federal, state, and local laws affecting payrolls.

ACT 253 INDIVIDUAL INCOME TAX: 3 credits
Prerequisite: BUS 242

This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemptions, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual.

AIR CONDITIONING/REFRIGERATION TECHNOLOGY (ACR)

ACR 111 REFRIGERATION PRINCIPLES: 3 credits, 6 hours (1-2-3)

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVACR system components, common and specialty tools for HVACR, 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 HVACR tools, and maintain components of a basic compression refrigeration system. CORE.

ACR 112 HVACR SERVICE PROCEDURES: 3 credits, 6 hours (1-2-3)

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.

ACR 113 REFRIGERATION PIPING PRACTICES: 3 credits, 6 hours (1-2-3)
Prerequisite: ACR121, 122 and 123 or permission of instructor

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 pipefittings. CORE.

ACR 119 FUNDAMENTALS OF GAS HEATING SYSTEMS: 3 credits, 6 hours (1-2-3)
Prerequisite: ACR121, 122 and123 or permission of instructor

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.

ACR 120 FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS: 3 credits, 6 hours (1-2-3)
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 hydronic systems.

ACR 121 PRINCIPLES OF ELECTRICITY FOR HVACR: 3 credits, 6 hours (1-2-3)
This course is designed to provide students 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 HVACR circuits and circuit components. CORE.

ACR 122 HVACR ELECTRICAL CIRCUITS: 3 credits, 6 hours (1-2-3)
This course introduces students 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. CORE.

ACR 123 HVACR ELECTRICAL COMPONENTS: 3 credits, 6 hours (1-2-3)
This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contactors, starters, and other HVAC controls. Upon completion, students should be able to install electrical components and determine their proper operation. CORE.

ACR 132 RESIDENTIAL AIR CONDITIONING: 3 credits, 5 hours (1-4-0)
Prerequisites: ACR111, 112, 121, 122, 123 or permission of instructor
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 will be able to service and repair residential air conditioning systems.

ACR 134 ICE MACHINES: 3 credits, 5 hours (1-4-0)
Prerequisites: ACR111, 112, 121, 122, 123 or permission of instructor
This course introduces students to ice machine types and their operation, emphasizing function, installation, maintenance, and troubleshooting. Upon completion, students will be able to perform installation and maintenance procedures.

ACR 147 REFRIGERANT TRANSITION AND RECOVERY THEORY: 3 credits, 3 hours (3-0-0)
This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certification. Upon completion, students should be prepared to take the EPA 608 Certification Examination.

ACR 148 HEAT PUMP SYSTEMS I: 3 credits, 5 hours (1-4-0)
Prerequisites: ACR111, 112, 121, 122, 123 or permission of instructor
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.

ACR 149 HEAT PUMP SYSTEMS II: 3 credits, 5 hours (1-4-0)
Prerequisites: ACR111, 112, 121, 122, 123 or permission of instructor
This course is a continuation of the basic theory and applications of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion, students should be able to install and service heat pumps.

ACR 150 BASIC SHEET METAL PROCESSES: 3 credits, 5 hours (1-2-3)
This course provides instruction in sheet metal hand processes. Topics include the use of bench tools and hand brake with an emphasis on bending, heating, and notching. The course also includes the principles of layout and design.

ACR 181-2 SPECIAL TOPICS IN ACR: 1 - 3 credits
Prerequisite: Permission of instructor
These courses provide specialized instruction in various areas related to the air conditioning and refrigeration industry. Emphasis is placed on meeting students' needs.

ACR 203 COMMERCIAL REFRIGERATION: 3 credits, 6 hours (1-2-3)
Prerequisites: ACR 111, 112, 121, 122, 123 or permission of instructor
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.

ACR 209 COMMERCIAL AIR CONDITIONING: 3 credits, 6 hours (1-2-3)
Prerequisite: ACR 111, 112, 121, 122, 123 or permission of instructor
This course focuses on servicing and maintaining commercial and residential HVACR systems. Topics include system component installation and removal and service techniques. Upon course completion, students should be able to troubleshoot and perform general maintenance on commercial and residential HVACR systems.

ACR 210 TROUBLESHOOTING HVACR Systems: 3 credits, 5 hours (1-2-3)
Prerequisite: ACR 111, 112, 121, 122, 123 or permission of instructor
This course provides instruction in the use of various meters and gauges used in the HVACR industry. Emphasis is placed on general service procedures, system diagnoses and corrective measures, methods of leak detection, and system evacuation, charging, and performance checks. Upon completion, students should be able to perform basic troubleshooting of HVACR.

ART (ART)

ART 100 ART APPRECIATION: 3 credits
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 works of art. Upon completion, students should understand the fundamentals of art, the materials used, and possess a basic overview of the history of art.

ART 113 DRAWING I: 3 credits
This course provides the opportunity to develop perceptional and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects.

ART 114 DRAWING II: 3 credits
Prerequisite: ART 113
This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings.

ART 203 ART HISTORY I: 3 credits
This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate knowledge of time period and chronological sequence, including knowledge of themes, styles, and the impact of society on the arts.

ART 233 PAINTING I: 3 credits
This course is designed to introduce students to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting.

ART 234 PAINTING II: 3 credits
Prerequisite: ART 233
This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas.

AUTOMOTIVE BODY REPAIR (ABR)

ABR 111 NON-STRUCTURAL REPAIR: 3 credits, 6 hours (1-2-3)
Students are introduced to basic principles of non-structural repairs. Topics include shop safety, identification, and use of hand/power tools, panel preparation, sheet metal repairs, and materials. CORE.

ABR 114 NON-STRUCTURAL PANEL REPLACEMENT: 3 credits, 6 hours (1-2-3)
Students are introduced to basic principles of non-structural panel replacement. Topics include replacement and alignment of bolt-on panels, full and partial panel replacement procedures, and attachment methods. CORE.

ABR 122 SURFACE PREPARATION: 3 credits, 6 hours (1-2-3)
This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatment, selection of undercoats, and proper masking procedures. CORE.

ABR 123 PAINT APPLICATION AND EQUIPMENT: 3 credits, 6 hours (1-2-3)
This course introduces students to methods of paint application and equipment used for vehicular refinishing. Topics include spray gun and related-equipment use, paint mixing, matching, and applying the final topcoat. CORE.

ABR 151 SAFETY AND ENVIRONMENTAL PRACTICES: 3 credits, 6 hours (1-2-3)
This course is designed to instruct the student in safe work practices. Topics include OSHA requirements, right-to-know laws, EPA regulations, and state and local laws. CORE.

ABR 154 AUTOMOTIVE GLASS AND TRIM: 3 credits, 6 hours (1-2-3)
This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural glass and non-structural glass and auto trim. Upon completion, students should be able to remove and replace automotive trim and glass. CORE.

ABR 156 AUTOMOTIVE CUTTING AND WELDING: 3 credits, 6 hours (1-2-3)
Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc, oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures. CORE.

ABR 157 AUTOMOTIVE PLASTIC REPAIRS: 3 credits, 6 hours (1-2-3)
This course provides instruction in automotive plastic repairs. Topics include plastic welding (both hot and chemical), use of flexible repair fillers, primers and paint additives, identification of types of plastics, and determining the correct repair procedures for each. Upon completion, students should be able to identify and repair correctly the different types of automotive plastics.

ABR 213 AUTOMOTIVE STRUCTURAL ANALYSIS: 3 credits, 6 hours (1-2-3)
Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damages. CORE.

ABR 214 AUTOMOTIVE STRUCTURAL REPAIR: 3 credits, 6 hours (1-2-3)
This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components. CORE.

ABR 223 AUTOMOTIVE MECHANICAL COMPONENTS: 3 credits, 6 hours (1-2-3)
This course provides instruction in collision-related mechanical repairs. Emphasis is placed on diagnosis and repairs to drivetrains, steering/suspension components and various other mechanical repairs. CORE.

ABR 224 AUTOMOTIVE ELECTRICAL COMPONENTS: 3 credits, 6 hours (1-2-3)
This course provides instruction in collision related electrical repairs. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors. CORE.

ABR 255 STEERING AND SUSPENSION: 3 credits, 6 hours (1-2-3)
This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles, and effects of body/frame alignment on these components and angles. CORE.

ABR 258 HEATING AND A/C IN COLLISION REPAIR: 3 credits, 6 hours (1-2-3)
This course is a study of automotive air conditioning, heating, and cooling systems. Topics include automotive air conditioning, heating, and cooling theory, component replacement and system services. CORE.

ABR 261 RESTRAINT SYSTEMS: 3 credits, 6 hours (1-2-3)
Both the function and design of various restraints and passive restraints systems, including seat belts, seat belt tensioners and airbags, will be discussed. Topics include airbag modules and impact sensors for both front and side airbag systems. Students learn about using service manuals, flow charts, and wiring diagrams during the diagnosis and repair process. CORE.

ABR 265 PAINT DEFECTS AND FINAL REPAIR: 3 credits, 6 hours (1-2-3)
This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to trouble shoot and correct paint imperfections. CORE

ABR 181-2, 281-3 SPECIAL TOPICS IN ABR: 1-3 credits
Prerequisite: Permission of instructor
These courses are guided independent study in special projects to give students additional training in a specific area selected by the instructor. Emphasis is placed on individual students' needs to improve or expand skills. Upon course completion, students should be able to demonstrate skills to meet specific needs.

AUTOMOTIVE MECHANICS (AUM)

AUM 101 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY: 3 credits, 6 hours (1-2-3)
This course provides a study of safety rules and procedures based on OSHA standards. Topics include the use of shop tools and equipment, measuring devices, preventive maintenance, light duty service procedures, and the use of shop manuals. Upon completion, students should be able to use basic tools and equipment safely and in observance of OSHA standards. CORE.

AUM 110 ELECTRICAL AND ELECTRONIC SYSTEMS I: 3 credits, 6 hours (1-2-3).
This is an introductory course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. CORE.

AUM 121 BRAKING SYSTEMS: 3 credits, 5 hours (1-4-0)
This course provides instruction in automotive technology. Emphasis is placed on the practical application of brakes. CORE.

AUM 122 SUSPENSION AND STEERING: 3 credits, 5 hours (1-4-0)
This course provides instruction in automotive technology. Emphasis is placed on the practical application of steering and suspension.

AUM 124 ENGINE REPAIR I: 3 credits, 6 hours (1-2-3)
This course provides instruction in the operation, design, and 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. CORE.

AUM 130 DRIVE TRAIN AND AXLES: 3 credits, 5 hours (1-4-0)
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. CORE.

AUM 133 MOTOR VEHICLE AIR CONDITIONING: 3 credits, 6 hours (1-2-3)
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 210 ELECTRICAL/ELECTRONIC SYSTEMS II: 3 credits, 6 hours (1-2-3)
This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on advanced troubleshooting and repair of electrical systems, subsystems, and components. CORE.

AUM 220 ENGINE REPAIR II: 3 credits, 6 hours (1-2-3)
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 and replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.

AUM 224 MANUAL TRANSMISSIONS: 3 credits, 5 hours (1-4-0)
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 TRANSMISSIONS: 3 credits, 6 hours (1-2-3)
This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and powerflow of automatic transmissions and repairing or replacing internal and external components. CORE.

AUM 239 ENGINE PERFORMANCE I: 3 credits, 6 hours (1-2-3)
This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. CORE.

AUM 244 ENGINE PERFORMANCE II: 3 credits, 6 hours (1-2-3)
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. CORE.

AUM 246 AUTOMOTIVE EMISSIONS: 3 credits, 6 hours (1-2-3)
This is an introductory course in automotive emission systems. Emphasis is placed on trouble-shooting and repair of systems, subsystems, and components.

AUM 192, AUM 291 CO-OP: 1 to 3 credits
Prerequisite: Permission of instructor
These courses constitute a series wherein students work on a part-time basis in a job directly related to automotive mechanics. In these courses, the employer evaluates the students' productivity, and the students submit a descriptive report of his or her work experiences. Upon completion, students will demonstrate skills learned in an employment setting.

AUM 247 DYNAMIC TESTING: 3 credits, 6 hours (1-2-3)
Prerequisite: AUM 111, AUM 211 or permission of instructor
This course includes a study and practical use of advanced diagnostic tools and equipment. Emphasis is placed on the use of Tech I, OTC Enhanced 4000, and the use of breakout boxes. Upon completion, students should be able to perform advanced testing and repair on the latest microprocessors.

AUM 181-281 Special Topics: 1 - 3 credits
Prerequisite: Permission of instructor
This course is designed to allow students 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 students are interested in and may include any area of automotive mechanics. Upon completion, students should be able to work with minimum instruction and execute the necessary techniques to finish an authentic work project.

BARBERING AND HAIR STYLING (BAR)

BAR 110 ORIENTATION TO BARBERING: 3 credits, 3 hours (3-0-0)
This course provides an orientation to professional barber-styling. Topics include professional image, fundamentals, and the history of barber-styling. Upon completion, students should be able to identify the core concepts of the profession.

BAR 111 SCIENCE OF BARBERING: 3 credits, 6 hours (1-2-3)
This course introduces students to the basic science of barber-styling. Topics include anatomy/physiology, disorders and treatments of the skin, scalp and hair, and theory of facial and scalp massage. Upon completion, students should be familiar with the anatomical structures as well as the disorders and treatments of the skin, scalp, and hair.

BAR 112 BACTERIOLOGY AND SANITATION: 3 credits, 3 hours (3-0-0)
This course provides the theory of bacteriology and sanitation. Topics include the types of bacteria and sanitation procedures. Upon completion, students should be able to identify types of bacteria and methods of sanitation.

BAR 113 BARBER-STYLING LABORATORY: 3 credits, 9 hours (0-0-9)
This course provides practical application of barber-styling fundamentals. Emphasis is placed on the care of implements, shampooing and haircutting. Upon completion, students should be able to care for implements properly and demonstrate the basic techniques of shampooing and haircutting with only minimal supervision.

BAR 114 ADVANCED BARBER-STYLING LABORATORY: 3 credits, 9 hours (0-0-9)

This course provides students with practical experience in haircutting and facial massage. Emphasis is placed on hands-on experience. Upon completion, students should be able to demonstrate on a model the correct procedures for a facial massage and basic haircut.

BAR 120 PROPERTIES OF CHEMISTRY: 3 credits, 3 hours (3-0-0)

This course provides students with a basic knowledge of chemicals used in barber-styling. Topics include the changes produced in the hair and skin through exposure to chemicals, electricity, and special light spectrums. Upon completion, students should understand the proper use of implements and chemicals to treat hair and skin.

BAR 121 CHEMICAL HAIR PROCESSING: 3 credits, 9 hours (0-0-9)

This course provides students with knowledge and hands-on experience using chemicals to alter the appearance of hair. Emphasis is placed on the use of chemicals to relax, wave, and soft curl the hair. Upon completion, students should be competent in the use of chemicals to produce desired structure changes to the hair.

BAR 122 HAIR COLORING CHEMISTRY: 3 credits, 3 hours (3-0-0)

This course provides students with a basic knowledge of hair color alteration. Topics include temporary, semi-permanent, and permanent changes. Upon completion, students should be able to identify and explain the procedures for each classification of hair color alteration.

BAR 124 HAIR COLORING METHODOLOGY LABORATORY: 3 credits, 9 hours (0-0-9)

This course provides students an opportunity for practical application of all classifications of chemical hair coloring and processing products in a supervised environment. Emphasis is placed on experience in all classifications of hair coloring and processing procedures. Upon completion, students will demonstrate proficiency in classifying hair and correct use of hair coloring procedures.

BAR 130 MARKETING AND BUSINESS MANAGEMENT: 3 credits, 3 hours (3-0-0)

This course provides students with marketing and management skills that are essential for successful salon management. Topics include first aid, job search, bookkeeping, selling techniques, shop floor plans, shop location, and legal regulations. Upon completion, students should be aware of marketing and business management requirements for a successful salon.

BAR 132 HAIR STYLING AND DESIGN: 3 credits, 3 hours (3-0-0)

This course introduces students to the art of hair style and design. Topics include the selection of styles to create a mood or complement facial features as well as hair replacement and hair pieces. Upon completion, students should know the principles of style and design.

BAR 133 HAIR STYLING AND MANAGEMENT LABORATORY: 3 credits, 9 hours (0-0-9)

This course includes hair styling and management procedure. Emphasis is placed on styling, management, marketing, and legal regulations. Upon completion, students should be able to integrate a variety of skills and be ready to begin an internship in a salon setting.

BAR 140 PRACTICUM: 2 credits, 10 hours (0-0-10)

This course provides the student an opportunity to combine knowledge and skill covering all aspects of barber-styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skill covered in the barbering-styling curriculum. Upon completion, students should be able to function in a professional setting with minimal assistance.

BAR 141 PRACTICUM: 2 credits, 10 hours (0-0-10)

This course provides students an additional opportunity to combine knowledge and skill covering all aspects of barber- styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skills covered in the barbering-styling curriculum. Upon completion, students should be able to function in a professional setting as a productive employee or manager.

BIOLOGY (BIO)

Note: For Biology courses, credit hours are indicated first, then contact hours are designated (in parentheses) in this order: theory, lab, clinical.

BIO 101 INTRODUCTION TO BIOLOGY I: 4 credits, (3, 2, 0)
This course is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian, and molecular genetics, and a survey of human organ systems. A 120-minute laboratory is required.

BIO 102 INTRODUCTION TO BIOLOGY II: 4 credits, (3, 2, 0)
Prerequisite: BIO 101
This course is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. A 120-minute laboratory is required.

BIO 103 PRINCIPLES OF BIOLOGY I: 4 credits, (3, 2, 0)
This is an introductory course for science and non-science majors. It covers physical chemical and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120-minute laboratory is required.

BIO 104 PRINCIPLES OF BIOLOGY II: 4 credits, (3, 3, 0)
Prerequisite: BIO 103
This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity, including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required.

BIO 111 HUMAN BIOLOGY: 4 credits (3, 2, 0)
Prerequisite: Admission to the program
This course for the non-science major covers the basic structure and function of the human body. It is currently open to Funeral Service majors only.

BIO 120 MEDICAL TERMINOLOGY: 3 credits, (3, 0, 0)
Prerequisite: Regular Admission Status
This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciations, and meanings of prefixes, suffixes, and roots. No laboratory is required.

BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I: 4 credits, (3, 2, 0)
Prerequisite: BIO 103
This course 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 tissue metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, physiological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II: 4 credits, (3, 2, 0)
Prerequisites: BIO 201
This course 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.' A 120- minute laboratory is required.

BIO 220 GENERAL MICROBIOLOGY: 4 credits, (2, 4, 0)
Prerequisites: BIO 103; prerequisite for BIO 220 WH1 is BIO 201
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 micro-techniques, distribution, culture, identification, and control. Two 120-minute laboratories are required.

BIO 230 PATHOPHYSIOLOGY: 4 credits, (3, 2, 0)
Prerequisites: BIO 201, BIO 202, AND BIO 220
Human Pathophysiology covers the nature, etiology, prognosis, prevention, and therapeutics of human disease. A 120- minute laboratory is required.

BIO 286 ECOLOGY: 4 credits, (2, 4, 0)
Prerequisite: BIO 103 or permission of instructor
This course is an introduction to plants in selected communities. Identification, sampling, and collecting techniques are emphasized. This course consists of laboratory and field exercises, which expose students to unique ecosystems.

BIO 287 ECOLOGY II: 4 credits, (2, 4, 0)
Prerequisite: BIO 286 or permission of instructor
This course is an introduction to plants in selected communities. Identification, sampling, and collecting techniques are emphasized. This course consists of laboratory and field exercises, which expose students to unique ecosystems.

BUSINESS (BUS)

BUS 100 INTRODUCTION TO BUSINESS: 3 credits
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 credits
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 purchasing, retirement planning, estate planning, investing, and consumer purchases.

BUS 147 INTRODUCTION TO FINANCE: 3 credits
This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing and consumer credit in the financial structure of our economy.

BUS 150 BUSINESS MATH: 3 credits
This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest, discounting notes, depreciation methods, and present value.

BUS 186 ELEMENTS OF SUPERVISION: 3 credits
This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

BUS 188 PERSONAL DEVELOPMENT: 3 credits
This course provides strategies for personal and professional development. Topics include business etiquette, personal appearance, interviewing techniques, and development of a self-concept necessary for business success.

BUS 190 MANAGEMENT WORKSHOP: 1 credit
This course is part of series of workshops presenting current topics of interest. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

BUS 193 BUSINESS CO-OP I: 2 credits
Prerequisite: Successful completion of two (2) business courses
This course is part of a series of externships for students to work cooperatively in an accounting-related job. Emphasis is placed on students' work experience as it integrates academic knowledge with practical application through exposure to accounting practices in the business environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

BUS 210 INTRODUCTION TO ACCOUNTING: 3 credits
This course is an introduction to accounting and financial reporting concepts and the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user approach.

BUS 215 BUSINESS COMMUNICATION: 3 credits
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 credits
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 credits
Prerequisite: BUS 241
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision making.

BUS 248 MANAGERIAL ACCOUNTING: 3 credits
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 systems.

BUS 263 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS: 3 credits
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 credits
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 credits
Prerequisite: BUS 271
This course is a continuation of BUS 271. Topics include sampling theory, statistical interference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

BUS 275 PRINCIPLES OF MANAGEMENT: 3 credits
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 credits
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 277 MANAGEMENT SEMINAR: 3 credits
This course offers study of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their areas of concentration and employment training.

BUS 284 ECONOMIC LABOR RELATIONS: 3 credits
This is a basic management course in the field of labor. Topics include psychological and institutional factors, economic factors, and economic analysis in such areas of the labor-management relations.

BUS 285 PRINCIPLES OF MARKETING: 3 credits
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

BUS 286 LABOR LAW: 3 credits
This course provides an overview of the laws related to labor and employment. Topics include the study of the various federal and state statutes, including significant court decisions relating to the rights and obligations of employers, employees, and unions.

BUS 296 BUSINESS INTERNSHIP I: 3 credits
Prerequisite: Minimum 6 semester hours completed; minimum GPA 2.0
This two-course sequence allows the student to work part-time at a job closely related to his or her academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, 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.

BUS 297 BUSINESS INTERNSHIP II: 3 credits
Prerequisite: Minimum 6 semester hours completed; minimum GPA 2.0
This two-course sequence allows the student to work part-time at a job closely related to his or her academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, 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.

BUS 298 DIRECTED STUDIES: 3 credits
This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy, student interest, and program need.

CHEMISTRY (CHM)

Note: For Chemistry courses, credit hours are indicated first, then contact hours are designated (in parentheses) in this order: theory, lab, clinical.

CHM 104 INTRODUCTION TO INORGANIC CHEMISTRY: 4 credits, (3, 3, 0)
Prerequisite: MTH 090 or equivalent math placement score
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 College Chemistry I (CHM111). Lecture will emphasize the facts, principles, and theories of general chemistry. It includes math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, and phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

CHM 105 INTRODUCTION ORGANIC CHEMISTRY: 4 credits, (3, 3, 0)
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 credits, (3, 3, 0)
Prerequisite: MTH 112 or equivalent math placement score
This is the first course in a two-semester sequence designed for the science or engineering major. A strong background in mathematics is expected. 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 theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

CHM 112 COLLEGE CHEMISTRY II: 4 credits, (3, 3, 0)
Prerequisite: CHM 111
This is the second course in a two-semester sequence designed primarily for the science or engineering student. A strong background in mathematics is expected. 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, and introduction to organic chemistry and biochemistry, and atmospheric chemistry. Selected topics in descriptive chemistry include metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

CHM 220 QUANTITATIVE ANALYSIS: 4 credits, (3, 3, 0)
Prerequisite: CHM 112
This course covers the theories, principles, and practices in standard gravimetric, volumetric, calorimetric, and electronic analysis with special emphasis on equilibrium in acid-base and oxidation-reduction reactions and stoichiometry of chemical equations. Laboratory is required and will include classic techniques in chemical analysis, modern methods of chemical separation, and basic instrumental techniques.

CHM 221 ORGANIC CHEMISTRY I: 4 credits, (3, 3, 0)
Prerequisite: CHM 112
This is the first course in a two-semester sequence. Course topics 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. Lab is required and includes the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

CHM 222 ORGANIC CHEMISTRY II: 4 credits, (3, 3, 0)
Prerequisite: CHM 221
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.

CUA 111 FOUNDATIONS IN NUTRITION: 3 credits, 3 hours (3-0-0)
This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels, and economic and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles of meal planning.

CUA112 SANITATION, SAFETY AND FOOD SERVICE: 2 credits, 2 hours (2-0-0)
This course introduces the basic principles of sanitation and safety to food handling including purchasing, storing, preparing, and serving. Topics include the scientific principles of food sanitation, food spoilage, food-borne disease, personal health and hygiene, and the sanitary care of the physical plant and equipment. Upon completion of this course, students will be able to demonstrate an understanding of sanitation and safety procedures related to H.A.C.C.P. regulations and the implementation of H.A.C.C.P. systems.

CUA 114 MEAL MANAGEMENT: 3 credits, 5 hours (2-0-3)
Prerequisites: CFS 101, 110, 111, 112
This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion of this course, students will be able to apply efficient work habits, sanitation, and safety in the kitchen.

CUA115 ADVANCED FOOD PREPARATION: 3 credits, 5 hours (2-0-3)
Prerequisites: CFS 101, 110, 111, 112, 114
In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, students will have developed advanced skills in food preparation and meal management.

CUA 201 MEAT PREPARATION AND PROCESSING: 2 credits, 4 hours (1-0-3)
This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats, including beef, pork, poultry, fish, and seafood used for final preparations in the other stations of the kitchen. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and process.

CUA 204 FOUNDATIONS OF BAKING: 3 credits, 5 hours (2-0-3)
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate fillings and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

CUA 222 DIETARY MANAGEMENT: 3 credits, 5 hours (2-0-3)
This course includes the basic methods of modifying diets by changing consistency, energy value, or nutrient content to meet a specific need. Topics include special diets such as liquid, soft, regular, and light. Upon completion, students will be able to demonstrate an understanding of the principles of dietary management in food preparation and service.

CUA 251 MENU DESIGN: 2 credits, 2 hours (2-0-0)
This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

CUA 260 INTERNSHIP FOR COMMERCIAL FOOD SERVICE: 1 - 3 credits
Prerequisite: Permission of instructor
This course is designed to give students practical, on-the-job experiences in all phases of food service operations under the supervision of a qualified food service professional.

CUA 281 SPECIAL TOPICS IN COMMERCIAL FOOD PREPARATION: 1 - 3 credits
Prerequisite: Permission of instructor
This course provides instruction in special topics in commercial food preparation. Emphasis is placed on timely topics related to commercial food preparation and service, and the course may be repeated as subject matter varies. Upon completion, students will have an understanding of timely topics related to the commercial food preparation industry.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 146 MICROCOMPUTER APPLICATIONS: 3 credits
Prerequisite: Permission of instructor
This course is an introduction to the most common software microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC3 certification. This course or an equivalent is CORE for the ATT and AAS CIS programs.

CIS 147 ADAVNCED MICRO APPLICATIONS: 3 credits
Prerequisite: Permission of instructor
This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered   in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare students for the MOS certification.

CIS 149 INTRODUCTION TO COMPUTERS: 3 credits
Prerequisite: Permission of instructor
This course is an introduction to computers and their impact on society. This course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and be able to perform basic functions with a computer system. The course will help prepare students for the IC certification.

CIS 150 COMPUTER LOGIC & PROGRAMMING: 3 credits
Prerequisite: Permission of instructor
This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems.

CIS 155 INTRODUCTION TO MOBILE APP DEVELOPMENT: 3 credits
Prerequisite: Permission of instructor
The purpose of this course is to introduce students to various app development tools for various mobile platforms. Specific topics include: app distribution sources, mobile device operating systems, the survey of app development software, processes for design, build, deploying, and optimizing apps. At the conclusion of this course students will be able to design, build, deploy, and optimize a basic app

CIS 157 INTRODUCTION TO APP DEVLEOPMENT WITH SWIFT: 3 credits
Prerequisite: Permission of instructor
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 the tools, techniques, and concepts needed to build a basic iOS system.

CIS 212 VISUAL BASIC PROGRAMMING: 3 credits
Prerequisite: CIS 150 or equivalent background
This course emphasis is on BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics, such as advanced file handling techniques, simulation, and other selected areas. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 214 SECURITY ANALYSIS (PEN TESTING): 3 credits
Prerequisite: Permission of instructor
This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions

CIS 215: C# PROGRAMMING: 3 credits
Prerequisite: CIS 150 or equivalent background
This course is an introduction to the C# programming language. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. Topics include program structure, language syntax, and implementation details. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 219 ANDROID APP DEVELOPMENT: 3 credits
Prerequisite: CIS155
In this course students learn to program apps for an Android© operating system using a specified programming language. Student will be able to develop, build, deploy, and optimize an app for an Android© operating system.

CIS 220 APP DEVELOPMENT WITH SWIFT I: 3 credits
Prerequisite: CIS157
This is the first of two courses designed to teach specific skills related to app development using Swift language.

CIS 221 WINDOWS APP DEVELOPMENT: 3 credits
Prerequisite: Permission of instructor
In this course students learn to program apps for a Windows© Phone system using a specified programming language. Student will be able to develop, build, deploy, and optimize an app for a Windows© Phone system.

CIS 227 APP DEVELOPMENT WITH SWIFT II: 3 credits
Prerequisite: CIS220
This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps.

CIS 245 CYBER DEFENSE: 3 credits
Prerequisite: Permission of instructor
The course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. As part of this course students explore current and historical cyber threats and U.S. policy regarding infrastructure protection.

CIS 259 ADVANCED MOBILE APP DEVELOPMENT: 3 credits
Prerequisite: CIS219
This course serves as a capstone class for app development. Students will conceive, design, develop and deploy a finished app for mobile platforms using specified app development software

CIS 269 HARDWARE SUPPORT: 3 credits
Prerequisite: Permission of instructor
This course provides students with hands-on practical experience in installing and trouble-shooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for Networking Hardware (CIS240).

CIS 270 CISCO CCNA I: 3 credits
Prerequisite: Permission of instructor
This course is the first part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

CIS 271 CISCO CCNA II: 3 credits
Prerequisite: CIS270
This course is the second part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

CIS 272 CISCO CCNA III: 3 credits
Prerequisite: CIS271
This course is the third part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

CIS 273 CISCO CCNA IV: 3 credits
Prerequisite: CIS272
This course is the fourth part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

CIS 276 SERVER ADMINISTRATION: 3 credits
This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.

CIS 278: DIRECTORY SERVICES ADMINISTRATION: 3 credits
This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment.

CIS 284 CIS INTERNSHIP: 3 credits
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 287 SQL SERVER: 3 credits
Prerequisite: Permission of instructor
This course will provide students with the technical skill required to install, configure, administer and troubleshoot SQL Server client/server database management system. At the completion of this series students will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database devices and partition data using segments; manage the user accounts; manage user permissions; identify the various task scheduling and alerting abilities of SQL Executive; identify the concepts used in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server.

CIS 284 CIS INTERNSHIP: 3 credits
Prerequisite: Permission of instructor
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

COSMETOLOGY (COS)

COS 111 COSMETOLOGY SCIENCE AND ART: 3 credits, 3 hours (3-0-0)
Co-requisite: COS 112 or permission of instructor
In this course, students are provided a study of personal and professional image, ethical conduct, sanitation, hair styling, and nail care. Topics include personal and professional development, bacteriology, decontamination, infection control, draping, shampooing, conditioning, hair shaping, and hair styling. Upon completion, students should be able to apply safety rules and regulations for skills identified in this course.

COS 112 COSMETOLOGY SCIENCE AND ART LABORATORY: 3 credits, 9 hours (0-0-9)
Co-requisite: COS 111 or permission of instructor
In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, hairstyling, and nail care. Emphasis is placed on sterilization, shampooing, hair shaping, hair styling, manicuring, and pedicuring. Upon completion, students should be able to perform safety and sanitary precautions, shampooing, hair shaping, hair styling, and nail care procedures.

COS 113 CHEMICAL METHODOLOGY: 3 credits, 3 hours (3-0-0)
Co-requisite: COS 114 or permission of instructor
This course focuses on the theory of hair and scalp disorders, permanent waving, chemical relaxers, and the composition of the hair. Topics include disorders and analysis of the scalp and hair, permanent waving, chemical hair relaxing, and soft curling. Upon completion, students should be able to write procedures for permanent waving and chemical relaxing, identify the composition of the hair, safety and sanitary precautions and steps for scalp and hair analysis as well as disorders.

COS 114 CHEMICAL METHODOLOGY LABORATORY 3 credits, 6 hours (3-6-0)
Co-requisite: COS 113 or permission of instructor
In this course, students are provided practical experiences in permanent waving, chemical relaxing, and analysis. Topics include permanent waving, chemical relaxing, soft curl, and scalp and hair analysis. Upon completion, students should be able to analyze the scalp and hair and perform these chemical services using safety and sanitary precautions.

COS 121 COLORIMETRY: 3 credits, 3 hours (3-0-0)
Co-requisite: COS 122 or permission of instructor
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, students should be able to identify all phases of hair coloring and the effects on the hair.

COS 122 COLORIMETRY APPLICATIONS: 3 credits, 9 hours (0-0-9)
Co-requisite: COS 121 or permission of instructor
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin tests and procedures, and applications of all phases of hair coloring and lightening. Upon completion, the student should be able to perform procedures for hair coloring and hair lightening.

COS 131 AESTHETICS: 3 credits, 3 hours (3-0-0)
Co-requisite: COS 132 or permission of instructor
This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structures and functions of various systems of the body. Topics include massage, skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, and hair removal. Upon completion, students should be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, and disorders of the skin.

COS 132 AESTHETICS APPLICATIONS: 3 credits, 9 hours (0-0-9)
Co-requisite: COS 131 or permission of instructor
This course provides practical applications related to the care of the skin and related structures. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, and hair removal. Upon completion, students should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, and demonstrate facial massage movements, cosmetic application, and hair removal using safety and sanitary precautions.

COS 133 SALON MANAGEMENT TECHNOLOGY: 3 credits, 5 hours (1-4-0)
In this course, students develop entry-level management skills for the beauty industry. Topics include job-seeking, leadership and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, students should be able to demonstrate job-seeking and management skills and the technology that is available for use in the salon.

COS 141 APPLIED CHEMISTRY FOR COSMETOLOGY: 3 credits, 3 hours (3-0-0)
This course focuses on chemistry relevant to professional hair and skin care products, hair and its related structures, permanent waving, chemical hair relaxing, and hair coloring. Topics include knowledge of basic chemistry, pH scale measurements, water, shampooing and cosmetic chemistry, physical, and chemical changes in hair structure. Upon completion, the student should be able to define chemistry, types of matter, and describe chemical and cosmetic reactions as related to the hair and skin structure.

COS 144 HAIR SHAPING: 3 credits, 6 hours (1-2-3)
In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, students should be able to demonstrate the techniques and procedures for creating hair designs.

COS 145 HAIR SHAPING LABORATORY: 3 credits, 6 hours (0-6-0)
Co-requisite COS 144 or permission of instructor
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, students should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions.

COS 151 NAIL CARE: 3 credits, 3 hours (3-0-0)
This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, students should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify procedures for sanitation and nail care services.

COS 152 NAIL CARE APPLICATIONS: 3 credits, 9 hours (0-0-9)
Co-requisite: COS 151 or permission of instructor
This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring, and pedicuring. Upon completion, students should be able to perform nail care procedures.

COS 153 NAIL ART: 3 credits, 7 hours (1-0-2)
Co-requisite: COS 154 or permission of instructor
This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, students should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.

COS 154 NAIL ART APPLICATIONS: 3 credits, 9 hours (0-0-9)
Co-requisite: COS 153 or permission of instructor
This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, students should be able to perform the procedures for nail sculpturing and nail art.

COS 158 EMPLOYABILITY SKILLS: 3 credits, 3 hours (3-0-0)
This course provides the study of marketable skills to prepare the student to enter the world of work. Emphasis is placed on resumes, interviews, client and business relations, personality, and attitudes. Upon completion, students should be able to obtain employment in the field for which they have been trained.

COS 161-2 SPECIAL TOPICS IN COSMETOLOGY: 1 - 3 credits
Prerequisite: Permission of instructor
This course is designed to survey current trends and developing technology for the cosmetology. Emphasis is placed on but not limited to dependability, attitude, professional judgment, emerging trends, new styling techniques, and practical cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

COS 167 STATE BOARD REVIEW: 3 credits, 6 hours (0-6-0)
Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, students should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and gain entry-level employment.

COS 168 BACTERIOLOGY AND SANITATION: 3 credits, 3 hours (3-0-0)
In this skin care course, emphasis is placed on the decontamination, infection control, and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods, and bacterial prevention. Upon completion, students will be able to properly sanitize facial implements and identify non-reusable items.

COS 190 INTERNSHIP IN COSMETOLOGY: 1 - 3 credits
Prerequisite: Permission of instructor
This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitudes, professional judgment, and practical cosmetology skills. Upon completion, students should have gained skills necessary for entry-level employment.

COS 191 COSMETOLOGY CO-OP: 1 - 3 credits

COS 291 COSMETOLOGY CO-OP: 1 - 3 credits
Prerequisite: Permission of instructor
This course provides work experience with a college-approved employer in an area related to the students' program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, student 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: 3 credits, 3 hours (3-0-0)
Prerequisite: Licensed managing cosmetologist (1 year of experience)
This course focuses on principles of teaching, teaching maturity, personality 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, students 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 credits, 9 hours (0-0-9)
Prerequisite: Licensed managing cosmetologist (1 year of experience) Co-requisite: 211 or permission of instructor
This course is designed to provide practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, students' 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 213 LESSON PLAN DEVELOPMENT: 3 credits, 3 hours (3-0-0)
Prerequisite: Licensed managing cosmetologist (1 year of experience) Co-requisite: CIT 211, CIT 212 or permission of instructor
The course introduces students to methods for developing lesson plans. Emphasis is placed on writing lesson plans and on the four-step teaching plan. Upon completion, students should be able to write daily lesson plans and demonstrate the four- step teaching method.

CIT 221 LESSON PLAN IMPLEMENTATION: 3 credits, 9 hours (0-0-9)
Prerequisite: Licensed managing cosmetologist (1 year of experience)
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 INSTRUCTIONAL MATERIALS and METHODS: 3 credits, 3 hours (3-0-0)
Prerequisite: Licensed managing cosmetologist (1 year of experience) Co-requisite: CIT 223 or permission of instructor
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 INSTRUCTIONAL MATERIALS AND METHODS APPLICATIONS: 3 credits, 9 hours (0-0-9)
Prerequisite: Licensed managing cosmetologist (1 year of experience) Co-requisite: CIT 222 or permission of instructor
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, students should be able to prepare and effectively present different types of aids for use with a four-step lesson plan.

CRIMINAL JUSTICE (CRJ)

CRJ 100 INTRODUCTION TO CRIMINAL JUSTICE: 3 credits
This course surveys the entire criminal justice process from law enforcement to the administration justice through corrections. It discusses the history of the system and introduces various career opportunities.

CRJ 110 INTRODUCTION TO LAW ENFORCEMENT: 3 credits
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 140 CRIMINAL LAW AND PROCEDURE: 3 credits
This course examines both substantive and procedural law. The legal elements of various crimes are discussed with attention to the Alabama Criminal Code. Areas of criminal procedure essential to the criminal justice professional are covered.

CRJ 146 CRIMINAL EVIDENCE: 3 credits
This course considers the origin of the law of evidence and the current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the courts regarding evidence.

CRJ 147 CONSTITUTIONAL LAW: 3 credits
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 credits
This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

CRJ 156 CORRECTIONAL INSTITUTIONS: 3 credits
This course examines correctional institutions and their functions. Topics covered include prison facilities, programs, and the effects of incarceration.

CRJ 157 COMMUNITY BASED CORRECTIONS: 3 credits
This course examines various forms of community corrections and alternative sentences. Probation, parole, halfway houses, work release, community service, electronic monitoring, and camps are among the programs considered.

CRJ 160 INTRODUCTION TO SECURITY: 3 credits
This course surveys the operation, organization, and problems in providing safety and security to business enterprises. Private, retail, and industrial security is covered.

CRJ 166 PRIVATE AND RETAIL SECURITY: 3 credits
This course surveys the legal foundations, regulations, training, and other issues in private security. Typical offenses, laws, and law enforcement strategies common in the field are covered. Methods of loss prevention are examined.

CRJ 216 POLICE ORGANIZATION AND ADMINISTRATION: 3 credits
This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

CRJ 238 CRIME SCENE INVESTIGATION: 3 credits
This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collections and preservation, and courtroom procedures are considered.

CRJ 280 INTERNSHIP IN CRIMINAL JUSTICE: l credit
This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head.

DDT 111 FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY: 3 credits, 5 hours (1-4-0)
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. CORE.

DDT 124 TECHNICAL DRAWING I: 3 credits, 5 hours (1-4-0)
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. CORE.

DDT 127 INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN: 3 credits, 5 hours (1-4-0)
Prerequisite: DDT 104, DDT 111, DDT 124 or permission of instructor
This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software. CORE.

DDT 128 TECHNICAL DRAWING II: 3 credits, 5 hours (1-4-0)
Prerequisite: DDT 111, DDT 124 or permission of instructor
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings. CORE.

DDT 131 BASIC MACHINE DRAFTING: 3 credits, 5 hours (1-4-0)
Prerequisites: DDT 104, DDT 111, DDT 124 or permission of instructor
This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, lay out, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

DDT 132 ARCHITECTURAL DRAFTING: 3 credits, 5 hours (1-4-0)
Prerequisite: DDT 104, DDT 111, DDT 124 or permission of instructor
This initial 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 212 INTERMEDIATE ARCHITECTURAL DRAFTING: 3 credits, 5 hours (1-4-0)
Prerequisite: As required by program
This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor construction and detailing foundation, wall and roof construction and detailing; use of standards manuals; perspective drawings; electrical plans; plumbing plans; and building materials, with emphasis on residential and home light commercial application. Upon completion, students should be able to draw and specify advanced-level plans, including various architectural details.

DDT 134 DESCRIPTIVE GEOMETRY: 3 credits, 5 hours (1-4-0)
This course is designed to teach the fundamental concepts of descriptive geometry through an emphasis on logical reasoning, visualization, and practical applications. Topics include orthographic projection, points and lines in space, auxiliary views, plane representation, intersecting and non-intersecting lines, piercing and intersecting planes, plane development, and calculations. Upon completion, students should be able to project and intersect points, lines, and planes, with their relationships in space, as well as develop surfaces of an object for fabrication purposes.

DDT 191-3 DRAFTING INTERNSHIP: 1 - 3 credits, (5-15 hours)
Prerequisite: Permission of instructor
This course is designed for those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. Students must spend at least five (5) hours per week per credit hour in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, students will have gained valuable work experience in a well-planned, coordinated training/work situation.

DDT 214 PIPE DRAFTING: 3 credits, 5 hours (1-4-0)
Prerequisite: DDT 104, DDT 111, DDT 124 or permission of instructor
This course covers the theory and practical application needed to understand piping fundamentals used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, students should be able to demonstrate pipe drafting techniques and fundamentals to prepare working drawings used in refineries and the petrochemical industrial environment.

DDT 224 STRUCTURAL CONCRETE DRAFTING: 3 credits, 5 hours (1-4-0)
Prerequisite: DDT 104, DDT 111, DDT 124 or permission of instructor
This course is designed to develop the knowledge and skills necessary to understand the basic components and terminology of pre-cast and poured-in-place concrete structures. Emphasis is placed on pre-cast concrete framing plans, sections, fabrication and connection details, poured-in-place concrete foundations, floor systems, and bills of material. Upon completion, students should be able to construct engineering and shop drawings of concrete beams, column, floor, rood, and wall framing plans using the A.I.S.C. Manual and incorporating safety practices.

DDT 225 STRUCTURAL STEEL DRAFTING: 3 credits, 5 hours (1-4-0)
Prerequisite: DDT 104, DDT 111, DDT 124 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 material. 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 233 ADVANCED CAD: 3 credits, 5 hours (1-4-0)
Prerequisite: DDT127 or permission of instructor
This course covers the application of advanced 3D modeling as it relates to modern CAD software and current industry practices. Topics include 3D modeling visualization, coordinate system creation, wireframe modeling, surface modeling, solid modeling, 3D modeling output, and introduction to rendering. Upon completion, students should be able to apply advanced 3D modeling CAD techniques to a number of architectural and engineering applications.

DDT 232 CAD CUSTOMIZATION: 3 credits, 5 hours (1-4-0)
Prerequisite: DDT 127 or permission of instructor
This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the proficiency of the CAD operator.

DDT 239 INDEPENDENT STUDIES: 1 - 4 credits, 2 to 8 hours
Prerequisite: DDT131 or permission of instructor
This course provides practical application of prior attained skills and experiences as selected by the instructor for individual students. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, students will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

DDT 267-8 CO-OP ELECTIVE: 1 - 2 credits
Prerequisite: Permission of instructor
These courses allow students to work in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the students' productivity, an evaluation work report submitted by students, and the students' learning contract.

DIESEL MECHANICS (DEM)

DEM 104 BASIC ENGINES: 3 credits, 5 hours (1-4-0)
This course is designed to give the student knowledge of the diesel engine components and auxiliary systems, the proper way to maintain them, and the proper procedures for testing and rebuilding components. Emphasis is placed on safety, theory of operation, inspection, and measuring and rebuilding diesel engines according to factory specifications. Upon completion students should be able to measure, diagnose problems, and repair diesel engines.

DEM 105 PREVENTIVE MAINTENANCE: 3 credits, 5 hours (1-4-0)
This course provides instruction on how to plan, develop. and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

DEM 108 DOT VEHICLE INSPECTION: 1 credit, 1 hour (1-0-0)
This course introduces students to the Department of Transportation Vehicle Inspection procedures. Emphasis is placed on inspecting Class 8 truck tractors and trailers. Upon completion, students should be able to perform the Federal Vehicle Inspection on Class 8 truck tractors and trailers.

DEM 110 DIESEL POWERED AUXILIARY EQUIPMENT: 3 credits, 6 hours (1-2-3)
This course provides instruction in diesel-powered auxiliary equipment. Topics covered include the application of diesel engines to generators, pumps, refrigeration, drilling, boring machines, and marine power units. Upon completion, students should be able to test, troubleshoot, diagnose, and repair diesel powered auxiliary equipment.

DEM 114 FLUID POWER COMPONENTS: 3 credits, 6 hours (1-2-3)
This course is designed to provide the fundamental knowledge of hydraulic and pneumatic components currently in use on mobile as well as stationary equipment. Instruction is provided in the identification and repair of various pumps, motor, valves, heat exchangers, and cylinders. Upon completion, students should be able to diagnose, service, and repair hydraulic and pneumatic components.

DEM 117 DIESEL AND GAS TUNE-UP: 3 credits, 5 hours (1-4-0)
This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

DEM 120 MEDIUM AND HEAVY VEHICLE CAB SYSTEMS: 3 credits, 5 hours (1-4-0)
This course provides instruction in the diagnosis and repair of medium and heavy vehicle cab and cargo systems. Topics include hydraulics, HVAC, and other systems of control. Upon completion, students should be able to identify, repair, and adjust medium and heavy cab and cargo systems.

DEM 122 HEAVY VEHICLE BRAKES: 3 credits, 5 hours (1-4-0)
This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles.

DEM 123 PNEUMATICS AND HYDRAULICS: 3 credits, 5 hours (2-0-3)
This course provides instruction in the identification and repair of components found in hydraulic systems. Topics include schematics, circuits, and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, students should be able to diagnose, adjust, and repair hydraulic system components.

DEM 124 ELECTRONIC ENGINE SYSTEMS: 3 credits, 5 hours (2-0-3)
This course introduces the principles of electronically-controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically-controlled diesel engines.

DEM 125 HEAVY VEHICLE DRIVE TRAINS: 3 credits, 5 hours (2-0-3)
This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, slider idler clutches, friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions.

DEM 126 ADVANCED ENGINE ANALYSIS: 3 credits, 5 hours (2-0-3)
This course provides instruction in the disassembly, inspection, and rebuilding of diesel and heavy-duty gas engines. Emphasis is placed on the manufacturers' standards and factory recommended service tools and equipment. Upon completion, students should be able to disassemble, inspect, and rebuild engines according to the manufacturer's specifications.

DEM 127 FUEL SYSTEMS: 3 credits, 6 hours (1-2-3)
This course is designed to provide practice in troubleshooting, fault code diagnosis, information retrieval, calibration, repair and replacement of fuel injectors, nozzles, and pumps. Emphasis is placed on test equipment, component functions, and theory. Upon completion, students should be able to diagnose, service, and repair fuel systems and governors.

DEM 131 COMPUTER APPLICATIONS FOR DIESEL MECHANICS: 2 credits, 4 hours (0-4-0)
This course introduces students to the use of microcomputers. It includes keyboarding exercises, disk operating systems, formatting, and diagnostic applications for internal combustion engines. Upon completion, students should be able to perform simple operations on the microcomputer, such as use of DOS, Windows 95, and word processing operations, and use the microcomputer with diesel engine diagnostic software to identify and correct engine malfunctions.

DEM 132 BASIC REPAIR WELDING FOR DIESEL MECHANICS: 3 credits, 6 hours (1-2-3)
This course is a study of the principles and procedures of the basic welding processes commonly used for diesel and heavy equipment repair. It includes safety procedures and the various types of welding and cutting apparatus and procedures used for diesel and heavy equipment repair. Upon completion, students will be able to safely demonstrate the use of welding and cutting equipment and applications.

DEM 135 HEAVY VEHICLE STEERING AND SUSPENSION: 3 credits, 6 hours (1-2-3)
This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.

DEM 190 SELECTED TOPICS: 3 credits, 5 hours (2-0-3)
This course covers selected topics in the diesel mechanics field. Emphasis is placed on topics which keep students informed about the latest changes in diesel technology.

DEM 191 SPECIAL PROJECTS IN DIESEL MECHANICS: 1 to 3 credits, 3 to 9 hours
This course provides information on current trends in diesel mechanics as they relate to employment responsibilities. Topics may vary by term to reflect relevant training needs by the industry.

DEM 291-3 COOPERATIVE EDUCATION IN DIESEL MECHANICS: 1 to 3 credits, 5 to 15 hours
Prerequisite: Approval of advisor
This course provides work experience with a college-approved employer in an area related to the students' 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.

EARLY CHILDHOOD EDUCATION (CHD)

CHD 100 INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN: 3 credits
This course introduces students to the childcare profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through ages eight- to nine-years-old. 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 observations of the young child in early childhood settings. CORE

CHD 201 CHILD GROWTH AND DEVELOPMENT PRINCIPLES: 3 credits
This course is a systematic study of child growth and development from conception through early childhood. Emphasis is on principles underlying physical, mental, emotional, and social development, and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that supports physical, social, emotional, language, cognitive, and aesthetic development. CORE

CHD 202 CHILDREN'S CREATIVE EXPERIENCES: 3 credits (2-Theory; 1-Lab)
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, and math. Movement with observation and interaction with young children is required. On completion, students will be able to select and implement creative and age-appropriate experiences for young children.

CHD 203 CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT: 3 credits (2-Theory; 1-Lab)
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. CORE

CHD 204 METHODS AND MATERIALS FOR TEACHING CHILDREN: 3 credits (2-Theory; 1-Lab)
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 appropriate techniques, materials, and realistic expectations. Course includes observations of young children in a variety of childcare environments. CORE

CHD 205 PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN: 3 credits
Prerequisite: CHD 204
This course provides students with knowledge to develop programs for early 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 credits
This course introduces basic health, nutrition, and safety management practices for young children. Emphasis is placed on how to set up and maintain safe, healthy environments for young children, including specific procedures for infants and toddlers. Also included are procedures regarding childhood illnesses and communicable diseases. CORE

CHD 208 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS: 3 credits
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 credits
This course focuses on child development from infancy to thirty-five (35) 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 both the children and their families.

CHD 210 EDUCATING EXCEPTIONAL YOUNG CHILDREN: 3 credits
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 children.

CHD 211 CHILD DEVELOPMENT SEMINAR: 1 credit
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 212 SPECIAL TOPICS IN CHILD DEVELOPMENT: 3 credits
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 credits
This course provides students with 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 members of society. Students will study and practice techniques for developing these important relationships and effective communication skills.

CHD 215 SUPERVISED PRACTICAL EXPERIENCE: 3 credits
Prerequisites: CHD 100, CHD 201, CHD 202, CHD 203, CHD 204, CHD 205, CHD 206; CHD 208, CHD 209, CHD 210
This course provides hands-on, supervised experience in an approved program for young children. Emphasis is placed on students' performance of daily duties, which are assessed by the college instructor and the cooperating teacher. Upon completion, students should be able to demonstrate competency in a childcare setting. Students will develop a portfolio documenting their experiences.

CHD 220 PARENTING SKILLS: 3 credits
This course introduces childcare providers to important issues in parenting education, beginning with prenatal concerns and continuing through childhood years. Emphasis is placed on using effective parenting and childrearing practices, including appropriate guidance methods. Students learn to apply parenting skills for diverse families. Upon completion, students will be more effective in working with families and young children.

CHD 221 FAMILY CHILD CARE: 3 credits

This course introduces methods for providing a developmentally-appropriate childcare program in a home setting to include organizing home environments; establishing a daily schedule with children of different ages; building partnerships with parents; and helping children learn through play; and other experiential activities. Special instruction addresses family care as a small business operation with emphasis being placed on budgeting and tax requirements.

CHD 224 SCHOOL AGE CHILDCARE: 3 credits

This course is designed for caregivers/teachers providing programs for children ages five- to twelve-year-old in their before- and after-school care needs. The course provides information on developmental profiles, discusses family concerns, and offers a variety of activities caregivers may choose to adopt.

CHD 230 INTRODUCTION TO SCHOOL-AGE PROGRAM: 3 credits

This course will introduce and discuss the unique aspects of quality school-age programs and the roles of the adult staff. Topics will include a brief view of child development, positive guidance techniques, administrative considerations, beginning program planning, and adaptations for a variety of program settings. Upon completion, students should be able to understand the staff's role, create and modify unique program settings, use positive guidance, and implement a quality program.

CHD 231 SCHOOL-AGE PROGRAMMING: 3 credits

This course focuses on the specialized variety of needs for a quality school-age program. Topics will include program planning and material considerations for a variety of quiet/active indoor/outdoor activities, health/safety/nutrition needs, and parent and community information and involvement. Upon completion, students should be able to select a variety of age-appropriate activities, implement a safe, healthy, quality program, and effectively communicate with parents and the community.

ECONOMICS (ECO)

ECO 231 PRINCIPLES OF MACROECONOMICS: 3 credits

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 credits

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.

ELECTRICAL TECHNOLOGY (ELT)

ELT 104 DISTRIBUTION SYSTEM: 3 credits, 5 hours (2-0-3)

This course involves the theory, applications, calculations and connections associated with transformers and power distribution systems used in the electrical field.

ELT 108 DC FUNDAMENTALS: 3 credits, 5 hours (2-0-3)

Prerequisite: MTH090 or permission of instructor

This course provides a study of atomic structure, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced, and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables, and use basic electronic test equipment. This course also provides hands-on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of the scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction. CORE.

ELT 109 AC FUNDAMENTALS: 3 credits, 5 hours (2-0-3)
Prerequisite: ELT108 or permission of instructor
This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of AC such as RLC, impedance, phase relationships and power factors. This course also provides hands-on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. CORE.

ELT 110 WIRING METHODS: 3 credits, 5 hours (2-0-3)
This course is a study of various tasks, wiring methods, materials, and associated National Electric Code (NEC) requirements that students will be required to work with in residential and commercial wiring courses. CORE.

ELT 116 RESIDENTIAL WIRING: 6 credits, 10 hours (4-0-6)
Prerequisites: ELT108, ELT109 or permission of instructor
This course is a study of residential wiring practices and methods, NEC requirements, and residential blueprint interpretations.

ELT 117 AC/DC MACHINES: 3 credits, 5 hours (2-0-3)
Prerequisites: ELT108, ELT109 or permission of instructor
This course covers the theory and operation of DC motors and single and three phase AC motors; 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. CORE.

ELT 118 COMMERCIAL/INDUSTRIAL WIRING I: 3 credits, 5 hours (2-0-3)
Prerequisites: ELT109 or permission of instructor
This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of NEC requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gears, and generation principles.

ELT 122 ADVANCED AC/DC MACHINES: 3 credits, 5 hours (2-0-3)
Prerequisites: ELT108, ELT121 or permission of instructor
This course focuses on single and three phase motors and introduces students to DC motors. Emphasis is placed on field wiring, various types of AC and DC motors, troubleshooting AC and DC motors and using test instruments. Upon completion, students should be able to explain, wire, troubleshoot, and test almost all types of AC and DC electric motors.

ELT 132 COMMERCIAL/INDUSTRIAL WIRING II: 3 credits, 5 hours (2-0-3)
Prerequisites: ELT109, ELT118 or permission of instructor
This course is a continuation of ELT118 and includes the study of branch circuits, installation requirements for services, feeders and special equipment, including 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 size complete electrical commercial/industrial systems and know NEC requirements for each system.

ELT 181-2 SPECIAL TOPICS IN ELECTRICAL TECHNOLOGY: (1 to 3 credits)
Prerequisite: Permission of instructor
These courses provide specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.

ELT 200 SPECIAL PROJECTS: (1 - 3 credits)
Prerequisite: Permission of instructor
This course provides additional time and/or practice for the electrical technology major on a project which will enhance his or her abilities to perform required tasks. Emphasis is placed on the upgrading of students' skills and abilities. Upon completion, students should be able to perform at a higher ability within his or her chosen field of study.

ELT 209 MOTOR CONTROLS I: 3 credits, 5 hours (2-0-3)
Prerequisites: ELT108, ELT109 or permission of instructor
This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protection, the use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors, wye-delta starting, part start winding, resistor starting, and electric starting devices. Upon completion, students should be able to understand the operation of magnetic motor starters and overload protection, interpret ladder diagrams using push-button stations, and understand complex motor control diagrams. CORE.

ELT 212 MOTOR CONTROLS II: 3 credits, 5 hours (2-0-3)
Prerequisites: ELT108, ELT 109, ELT209 or permission of instructor
This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting, and electronic starting devices. Upon completion, students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

ELT 221 ELECTRONICS FOR ELECTRICIANS I: 3 credits, 5 hours (2-0-3)
Prerequisite: ELT109 comparable competencies or permission of instructor
This course introduces the basic principles of solid state equipment as found in many electrical and motor control circuits. Emphasis is placed on fundamental concepts of diodes, transistors, FETs and MOSFETs as they are used in electrical control circuits. Upon completion, students should be able to explain the basic operation of these basic solid state components and perform basic troubleshooting tasks.

ELT 224 SECURITY AND ALARM SYSTEMS: 3 credits, 5 hours (2-0-3)
Prerequisite: Permission of instructor
This course introduces the basic operation and installation of home and business security and fire alarm systems as well as low voltage (under 30v) systems such as lighting, door chimes, and intercom systems. Emphasis is placed on installation of home and business security and fire alarm systems. Upon completion, students should be able to install residential and commercial security systems in accordance with code and directives.

ELT 231 PROGRAMMABLE CONTROLS I: 3 credits, 5 hours (2-0-3)
Prerequisite: ELT 102 or instructor approval
This course includes the fundamental principles of PLCs, including hardware and programming. Emphasis is placed on, but not limited to, the following: hardwiring associated with the PLC, different options available with most PLCs, and basic ladder logic programming. Upon completion, students must demonstrate their ability by developing programs, loading programs into real world PLCs, and troubleshooting the system, if necessary.

ELT 232 PROGRAMMABLE CONTROLS II: 3 credits, 5 hours (2-0-3)
Prerequisite: ELT 102 or instructor approval; Co-requisite ELT 231
This course includes the principles of PLCs, including hardware, programming, and program design. Emphasis is placed on, but not limited to, the following: developing working programs, timers, counters, different special functions, and designing programs from existing hardwired systems. Upon completion, students must demonstrate their ability by developing programs, loading programs into real world PLCs, and troubleshooting the system, if necessary.

ELT 242 JOURNEYMAN-MASTER PREP EXAM: 3 credits, 3 hours (3-0-0)
Prerequisite: Permission of instructor
This course is designed to help prepare students to take either the Journeyman or Master Certification Exam. Emphasis is placed on review of electrical concepts and principles, practice tests, and test-taking procedures. Upon completion, students should be able to pass the Journeyman/Masters Certifying Exam.

ELECTRONICS ENGINEERING TECHNOLOGY (EET)

EET 103 DC FUNDAMENTALS: 3 credits, 5 hours (1-4-0)
This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables, and use basic electronic test equipment. This course also provides hands-on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of the scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction. CORE.

EET 104 AC FUNDAMENTALS: 3 credits, 5 hours (1-4-0)
Prerequisite: EET103 or Co-requisite
This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of AC such as RLC, impedance, phase relationships and power factors. This course also provides hands-on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. CORE.

EET 105 SOLID STATE FUNDAMENTALS: 3 credits, 5 hours (1-4-0)
Prerequisite: EET103, EET113 or permission of instructor
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. 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. CORE.

EET 109 ELECTRICAL BLUEPRINT READING: 3 credits, 3 hours (3-0-0)
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 drawings, and the ability to visualize the entire building structure in relationship to the electrical system. CORE.

EET 119 CIRCUIT FABRICATION: 1 credit, 2 hours (0-2-0)
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. CORE.

EET 186 MICROPROCESSOR BASICS: 3 credits, 3 hours (3-0-0)
Prerequisite: Permission of instructor
This course is an introduction to the organization and interconnection of microprocessor system components. Topics include machine architecture, arithmetic logic, data handling operations, bus concepts, interrupt concepts, subroutines, stack operations, and elementary programming. Upon completion of this course, students will be able to program a simple microprocessor system.

EET 203 ELECTRONIC CIRCUITS: 3 credits, 5 hours (1-4-0)
Prerequisite: EET105 or permission of instructor
This course covers the commonly utilized circuits found in all areas of electronics. These include the various rectifiers, filters, 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. CORE.

EET 206 DIGITAL FUNDAMENTALS: 3 credits, 7 hours (1-0-6)
Prerequisite: EET105
This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog to digital conversion, and digital to 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; diagnose and troubleshoot electronic components; and demonstrate knowledge of microprocessor and computer circuits. CORE.

EET 230 COMMUNICATIONS BASICS: 3 credits, 3 hours (3-0-0)
Prerequisite: EET203
This course is an introduction to electronic communication. Topics include AM and FM modulation and demodulation, RF amplifiers, mixers, heterodyning and frequency shifting, and oscillators. Upon completion of this course and EET 231, students should be able to describe, operate, and troubleshoot basic communication circuits.

EET 231 COMMUNICATIONS BASICS LABORATORY: 1 credit, 3 hours (0-0-3)
Co-requisite: EET230
This is a companion course to EET230. Topics include RF amplifiers, oscillators, mixers, AM and FM modulation and demodulation. Upon completion of this course and EET230, students should be able to describe, operate, and troubleshoot basic communication circuits.

EET 234 ROBOTIC SYSTEMS: 3 credits, 3 hours (3-0-0)
Co-requisite: EET239
This course introduces students to elements that make up a robotic system. The fundamental parts of the robotic system are studied in detail as to their function, components, and integration into a robotic system. Upon completion of this course and EET239, students will be able to program and operate a simple robot.

EET 239 ROBOTIC SYSTEMS LAB: 2 credits, 4 hours (0-4-0)
Co-requisite EET234
This is a companion course to EET234. The course emphasizes hands-on experience in the basics of a robotic system in the laboratory. Upon completion of this course and EET234, students will be able to program and operate a simple robot.

EET 254 MICROCOMPUTER SYSTEMS BASICS: 3 credits, 3 hours (3-0-0)
Co-requisite: EET255
This course is a fundamental study of the systems and subsystems in a microcomputer and covers the core hardware requirements for A+ certification.

EET 255 MICROCOMPUTER SYSTEMS BASICS LAB: 2 credits, 4 hours (0-4-0)
Co-requisite: EET254
This course is a practical application of the techniques learned in EET254. Upon completion, students should have the core computer hardware skills necessary for acquiring A+ certification.

EET 256 MICROCOMPUTER SYSTEMS ADVANCED: 3 credits, 3 hours (3-0-0)
Prerequisites: EET254, EET255; Co-requisite: EET257
This course is a continuation of EET254 and EET255. Topics covered in this course include operating systems and networking. Students are prepared to acquire A+ certification after completion of this course.

EET 257 MICROCOMPUTER SYSTEMS ADVANCED LAB: 2 credits, 4 hours (0-4-0)
Prerequisites: EET254, EET255; Co-requisite: EET256
This course provides opportunities for practical application of the techniques learned in EET256. Upon completion, students are prepared to acquire A+ certification.

EET 281 SPECIAL TOPICS IN EET: 1 - 3 credits
Prerequisite: Permission of instructor
This course provides specialized instruction in various areas related to electronic engineering technology. Emphasis is placed on meeting students' needs.

EET 290 ELECTRONICS PROJECT: 1 - 3 credits, 2 to 6 hours
Prerequisite: Permission of instructor
This course integrates skills and knowledge from other courses. Upon course completion, students will be able to design, fabricate, analyze, program, and/or operate an electronic system under faculty supervision. Emphasis will be placed on skills identified by the instructor.

EET 294 CO-OP EDUCATION: 1 - 4 credits 5-20 hours
Prerequisite: Permission of instructor
This course provides work experience with a college-approved employer in an area related to students' 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.

ENGLISH (ENG)

ENG 092 BASIC ENGLISH I: 3 credits
This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

ENG 093 BASIC ENGLISH II: 3 credits
Prerequisite: A grade of C or higher in ENG 092 or a minimum score of 38 on the COMPASS
This course is a review of composition skills and grammar. Emphasis is placed on coherence and use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

ENG 101 ENGLISH COMPOSITION I: 3 credits
Prerequisite: A grade of C or higher in Basic English II (ENG 093); or a score of 65 on the writing section of COMPASS; or a score of 20 on English section of the ACT (or equivalent SAT score)
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 credits
Prerequisite: A grade of C or higher in English Composition I (ENG 101) or equivalent
English Composition II provides instruction and practice in the writing of six (6) formal essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides information 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 I: 3 credits
Prerequisite: COMPASS score of 65 or higher or a grade of C or higher in ENG 093
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, graphic elements, the abstract, appropriate diction, grammar, punctuation, and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents.

ENG 246-247 CREATIVE WRITING: 3 credits/each
Prerequisite: A grade of C or higher in ENG 101 or equivalent
These courses provide instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and the course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

ENG 251 AMERICAN LITERATURE I: 3 credits
Prerequisite: A passing grade of D in ENG 102 or equivalent
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 credits
Prerequisite: A passing grade of D in ENG 102 or equivalent
This course is a survey of American literature from the middle of the nineteenth 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 261 ENGLISH LITERATURE I: 3 credits
Prerequisite: A passing grade of D in ENG 102 or equivalent
This course is a survey of English literature from its Anglo-Saxon period to the Romantic Age. 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 262 ENGLISH LITERATURE II: 3 credits
Prerequisite: A passing grade of D in ENG 102 or equivalent
This course is a survey of English literature from the Romantic Age 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 credits
Prerequisite: A passing grade of D in ENG 102 or equivalent
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 credits
Prerequisite: A passing grade of D in ENG 102 or equivalent
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.

ENG 297 AFRICAN AMERICAN LITERATURE: 3 credits
Prerequisite: A passing grade of D in ENG 102 or equivalent
This course is a study of literature by representative African-Americans from the eighteenth century to the present. The course emphasizes the diversity of themes and techniques found in these works and examines the historical, cultural, literary, and philosophical forces that shaped these works and that are reflected in them. Students will demonstrate the ability to interpret the literature and to relate the works to their historical and literary contexts.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL 048 INTENSIVE GRAMMAR, SPEAKING, LISTENING, & READING: 3 credits
This course provides a review of fundamentals and an introduction to more complex grammar and oral communication skills and strategies for intermediate to high-intermediate students whose native language is not English. Focus is on improving sentence structure, and on improving listening, reading and speaking skills in various situations.

GRAPHIC COMMUNICATIONS TECHNOLOGY (GRD)

GRD 101 INTRODUCTION GRAPHICS: 3 credits, 5 hours (1-2-0)
This course introduces the student to the Graphic Design industry. Emphasis is placed on visual language vocabularies, the elements and principles of design, typography, creative problem solving, design processes, current design technologies, and professional expectations of graphic designers..

GRD 112 LAYOUT AND DESIGN: 3 credits, 5 hours (1-2-0)
This course introduces students to layout and design principles using current software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Upon completion, students should be able to design and layout various projects at a professional level for production.

GRD 114 ILLUSTRATION GRAPHICS: 3 credits, 5 hours (1-2-0)
Prerequisite: GRD 101 or permission of instructor
This course covers the use of vector based software for preparing illustrations for output using form, balance, repetition, proportion, and color theory. Emphasis is placed on creating clip art, logos, and illustrations to be reproduced in print and electronic media. Upon completion, students should be able to successfully prepare scalable artwork for production.

GRD 116 PHOTOSHOP: 3 credits, 5 hours (1-2-0)
Prerequisite: GRD 101 or permission of instructor
This course introduces students to digital imaging software. Emphasis is placed on painting and editing, creating special effects, basic image corrections, photo retouching, preparing images for web publications and creating color separations. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch a photograph, create special effects and prepare an image for a web publication.

GRD 118 GRAPHICS DESIGN TECHNIQUES: 3 credits, 5 hours (1-2-0)
Prerequisite: GRD 101 or permission of instructor
This course introduces the different creative processes involved to produce professional graphic designs. Emphasis is placed on the student developing a standard of design quality to be used throughout the graphic design program and professional life.

GRD 121 DIGITAL PHOTOGRAPHY FOUNDATION: 3 credits, 5 hours (1-2-0)
Prerequisite: GRD 101 or permission of instructor
This course introduces the creative process of digital photography. Emphasis is placed on the components, accessories, and maintenance of a digital camera. Upon completion, a student will comprehend how to compose and shoot a picture using a digital camera.

GRD 143 DIGITAL VIDEO FOUNDATION: 3 credits, 5 hours (1-2-0)
Prerequisite: GRD 101 or permission of instructor
This course introduces students to the basic knowledge and development of digital video and audio. Students are introduced to creating digital video productions and editing techniques. Emphasis is placed on aesthetics and techniques of digital video and audio recording and non-linear editing.

GRD 170 PRODUCTION PROCESSES: 3 credits, 5 hours (1-0-6)
Prerequisite: Permission of instructor
This course introduces students to the stages and procedures necessary to prepare conceptual artwork for print. Traditional as well as contemporary production methods are explored. Students will develop and enhance interpersonal and communication skills necessary to work with clients, peers and suppliers involved in the print production process.

GRD 190 PORTFOLIO PREPARATION: 3 credits, 5 hours (1-2-0)
Prerequisite: Permission of instructor
This course includes the preparation of artwork for a portfolio presentation. Topics include production of a portfolio for presentation at the completion of the first year of coursework. Upon completion, students should be able to prepare a portfolio for presentation.

GRD 208 GRAPHICS BUSINESS MANAGEMENT: 3 credits, 3 hours (3-0-0)
Prerequisite: Permission of instructor
This course is designed to introduce the student to general business practices including finance, accounting, insurance, taxes, management, marketing, and negotiation. Students are provided a foundation that addresses the complexities of intellectual properties, copyright, and basic business and contract law as it pertains to creative content.

GRD 212 PUBLICATION DESIGN: 3 credits, 5 hours (1-2-0)
Prerequisite: Permission of instructor
This course includes the preparation of artwork for a portfolio presentation. Topics include production of a portfolio for presentation at the completion of the first year of course work. Upon completion, students should be able to prepare and produce a portfolio for presentation.

GRD 214 ILLUSTRATION DESIGN TECHNIQUES: 3 credits, 5 hours (1-2-0)
Prerequisite: Permission of instructor
This course further develops the student's ability to communicate visually by incorporating raster and vector imagery for illustration purposes. Emphasis is placed on creating complex illustrations that communicates an idea or concept.

GRD 250 WEB MEDIA: 3 credits, 5 hours (1-2-0)
Prerequisite: Permission of instructor
This course focuses on creating original graphics for the web. Students will design web based media, animation, and navigation for the purpose of human interface design. Emphasis is placed on techniques and technologies for designing web media in which interactivity is the focus.

GRD 265 PACKAGE DESIGN STUDIO: 3 credits, 6 hours (0-3-0)
Prerequisite: Permission of instructor
This course is designed to allow the student to draw on their previous course work to produce a prototype package design. Classes are designed to allow students to explore the form and function of 3-D packaging. Emphasis is placed on designing and constructing containers and/or displays for various products..

HEALTH (HED)

HED 224 PERSONAL AND COMMUNITY HEALTH: 3 credits
This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.

HED 226 WELLNESS: 3 credits
This course provides health-related education to those individuals seeking advancement in the area of personal wellness. This course has five (5) major components: (1) fitness and health assessment, (2) physical work capacity, (3) education (4) reassessment, and (5) retesting of fitness and health assessment.

HED 231 FIRST AID: 3 credits
This course provides instruction in the immediate, temporary care which should be given to the victims of accidents and sudden illnesses. 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 credits
This course provides a study of specific athletic injuries, their treatment, and preventive measures.

HED 266 INTRODUCTION TO HEALTH OCCUPATIONS: 3 credits
This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled.

HED 267 DRUG EDUCATION: 3 credits
This course provides an examination of illegal drugs used today with emphasis on the pharmacological and sociological aspects of drug use.

HEALTH INFORMATION TECHNOLOGY (HIT)

HIT 110 MEDICAL TERMINOLOGY: 3 credits
This course is an introduction to the language of medicine. Course emphasis is on terminology related to disease and treatment in correlation with anatomy and physiology of all anatomical body systems. Student competencies include word construction, definition, spelling, pronunciation, and use of correct abbreviations for numerous medical terms. CORE

HIT 111 DIAGNOSTIC AND PHARMACOLOGY: 2 credits
Prerequisite or Corequisite: HIT 110 or HIT 113
This course is a study of drug classification and diagnostic procedures. Instruction includes information on common laboratory findings and the significance of abnormal findings in diseases processes. At the conclusion of the course, the student should be able to apply knowledge regarding medications and tests used in treatment and diagnosis of abnormal human conditions.

HIT 115 PATHOPHYSIOLOGY AND PHARMACOLOGY FOR HIT: 4 credits
Prerequisite: Admission to program and permission of instructor.
This course is a detailed study of common pathological conditions and the drugs of choice used in their treatment. Course focus is on description of conditions and diseases of the organ systems, including etiology, signs and symptoms, methods of diagnosis, and treatment. Expected students' outcomes include ability to analyze signs and symptoms in identifying disease entities and ability to describe appropriate diagnostic and treatment modalities.

HIT 130 HIT CLASSIFICATION AND REIMBURSEMENT: 3 credits
Prerequisite: Admission to program and permission of instructor.
This course includes study of the uses of coded data in reimbursement and payment systems appropriate to healthcare settings and managed care. Course instruction focuses on techniques of coding; elements of prospective payment systems; billing and insurance procedures; third party payers; peer review organizations; explanation of benefits, managed care/capitation; and charge master description. Student competency includes demonstration of reimbursement and payment system principles, coding skills and billing applications (manual and/or computer assisted).

HIT 131 CLASSIFICATION SKILLS LABORATORY: 1 credit
Prerequisite: As required by program
This course allows the student to develop basic skills in classification and reimbursement methodologies. Emphasis is on coding techniques and billing procedures. Student competency is demonstrated by application of skills acquired in the theory class.

HIT 134 HIT LEGAL AND ETHICAL ISSUES: 3 credits
Prerequisite: Admission to program and permission of instructor.
This course is a review of the legal and ethical aspects applicable to health information. This course focuses on the health record as a legal document; legal principles; patient rights/advocacy issues; definition and application of professional ethics; release of information and confidentiality of health information. Student outcomes include demonstration of the use of legal vocabulary and application of release of information guidelines. CORE

HIT 151 HEALTH DATA CONTENT AND STRUCTURE: 3 credits
Prerequisite: Admission to program and permission of instructor.
This course is an introduction to the health information technology (HIT) profession and its basic skill requirements. This course includes an introduction to the content, use and structure of healthcare data and data sets and how these components relate to primary and secondary record systems. Student outcomes include mastery of basic concepts and functions in HIT; including storage and retrieval systems; documentation requirements; abstracting quantitative and qualitative analysis; registries and indexes; and forms and screen design. CORE

HIT 152 SKILLS DEVELOPMENT LABORATORY I: 1 credit
Prerequisite: Admission to program and permission of instructor.
This course allows the student to demonstrate basic competencies acquired in coursework with on-campus laboratory experience. Emphasis is on development of basic HIT competencies. Student competency is demonstrated by application of basic skills covered in theory and laboratory classes.

HIT 153 OPERATIONAL STANDARDS FOR HEALTH CARE DELIVERY SYSTEMS: 3 credits
Prerequisite: Admission to program and permission of instructor.
This course includes a review of health care delivery systems. Course focus is on information management practices of agencies that provide health services in ambulatory care, home health care, hospice, long term care, mental health, and other alternate care systems. Students' competency includes the ability to describe and contrast the structure of health services in relation to operational and accrediting agency standards, and the role of the health information practitioner in each of these settings. CORE

HIT 155 HEALTH CARE STATISTICS: 2 credits
Prerequisite: Admission to program and permission of instructor.
This course covers the fundamental concepts of descriptive statistics in health care settings. Emphasis is on the effective use, collection, arrangement, presentation, and verification of health care data. Students' competency includes proficiency in the computation and interpretation of commonly computed health care statistics, report generation, data display, and data analysis. CORE

HIT 156 CLINICAL CARE STATISTICS LABORATORY: 1 credit
Prerequisite: Admission to program
This course includes development of skills presented in health care statistics theory classes. This course allows the student to demonstrate proficiency with fundamental concepts of descriptive health care statistics. Students' outcome is measured by demonstrated computation of commonly computed statistics, report generation, data display, and statistical analysis.

HIT 160 PROFESSIONAL PRACTICE EXPERIENCE: 1 credit
Prerequisite: Admission to program and permission of instructor.
This course allows the student to demonstrate basic competencies acquired in previous course work with on-site and on-campus laboratory experience. This course requires student practice in health information technology in a health care facility. Students' competency is demonstrated by application of basic skills covered in theory and laboratory classes. CORE

HIT 170 MEDICAL TRANSCRIPTION: 2 credits
Prerequisite: Admission to program and permission of instructor.
This course introduces transcription equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, use of reference materials, correct punctuation, capitalization, spelling, editing, proofreading, and various report formats. Upon completion, students should be able to demonstrate competence in transcribing physicians' dictation.

HIT 221 HIT COMPUTER APPLICATIONS: 2 credits
Prerequisite: Admission to program and permission of instructor.
This course is a survey of computer usage in health care facilities with emphasis on data security and integrity in health information systems (administrative, patient registration, etc.). Course instruction focuses on concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Upon completion, students should be able to demonstrate knowledge of and competence in the use of various health information specific software applications. CORE

HIT 222 HIT COMPUTER APPLICATIONS LABORATORY: 1 credit
Prerequisite: Admission to program and permission of instructor.
This course is designed to provide the opportunity to apply HIT computer applications skills in the on-campus laboratory. Emphasis includes concentration in the use of computer technology in collecting, storing, retrieving, reporting, and displaying health care data. Upon completion, students should be able to demonstrate specific computer skills in these areas. CORE

HIT 230 MEDICAL CODING SYSTEMS I: 3 credits
Prerequisite: Admission to program and co-requisite HIT 231 MEDICAL CODING SYSTEMS LABORTORY I.
All HIT students must complete HIT 110 Medical Terminology, BIO 201 & 201 Anatomy and Physiology I & II prior to entering course, as well as receive permission from instructor. This course is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Students' competency includes demonstration of coding principles and applications (manual and/or computer assisted).

HIT 231 MEDICAL CODING SKILLS LABORATORY I: 1 credit
Prerequisite: Admission to program and co-requisite HIT 230 MEDICAL CODING SYSTEMS I.
All HIT students must complete HIT 110 Medical Terminology, BIO 201 & 202 Anatomy and Physiology I & II prior to entering course, as well as receive permission from instructor. This course provides laboratory practice in medical coding. This course allows students to become proficient at skills learned in classification and coding systems theory classes. Students' competency is demonstrated by accuracy in medical coding.

HIT 232 MEDICAL CODING SYSTEMS LABORATORY II: 3 credits
Prerequisite: Admission to program and co-requisite HIT 233 MEDICAL CODING SYSTEMS II.
All HIT students must complete HIT 110 Medical Terminology, BIO 201 & 202 Anatomy and Physiology I & II prior to entering course, as well as receive permission from instructor. This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information, DRG assignment and case mix/severity of illness data. Students' competency includes demonstration of coding principles and applications (manual and/or computer assisted). CORE

HIT 233 MEDICAL CODING SKILLS LABORATORY II: 1 credit
Prerequisite: Admission to program and co-requisite HIT 232 MEDICAL CODING SYSTEMS II.
All HIT students must complete HIT 110 Medical Terminology, BIO 201 & 202 Anatomy and Physiology I & II prior to entering course, as well as receive permission from instructor. This course provides laboratory experience in medical coding. This course allows students to become proficient at skills learned in medical coding systems theory classes. Students' competency is demonstrated by accuracy and speed in medical coding simulation.

HIT 235 MEDICAL CODING SYSTEMS III: 2 credits
Prerequisite: Admission to program and co-requisite HIT 236 MEDICAL CODING SKILLS LABORATORY SYSTEMS III.
All HIT students must complete HIT 110 Medical Terminology, BIO 201 & 202 Anatomy and Physiology I & II prior to entering course, as well as receive permission from instructor. This course is intended to develop an understanding of coding and classification systems in outpatient settings in order to assign valid diagnostic and procedure codes. Instruction includes coding diagnoses and procedures; sequencing codes; analyzing actual physician documentation to identify data elements to be coded; and validated coded clinical information. Student competency includes demonstration of outpatient coding principles and applications (manual and/or computer assisted).

HIT 236 MEDICAL CODING SKILLS LABORATORY III: 1 credit
Prerequisite: Admission to program and co-requisite HIT 235 MEDICAL CODING SKILLS SYSTEMS III.
This course provides laboratory experience in medical coding in an outpatient setting. This course allows the student to become proficient at skills learned in medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulation.

HIT 254 ORGANIZATIONAL IMPROVEMENT: 3 credits
Prerequisite: Admission to program and permission of instructor.
This course is a study of the purpose and principles of improving organizational performance through quality assessment and utilization management. Topics include use of quality improvement tools; data collection, display, analysis, and reporting methods; resource and risk management techniques; clinical critical paths in case management; and application of accreditation and licensing standards. Students' outcomes include demonstrated proficiency in the use of quality improvement techniques and application of accrediting agency standards. CORE

HIT 255 PRINCIPLES OF SUPERVISION IN HIT: 3 credits
Prerequisite: Admission to program and permission of instructor.
This course is an introduction to principles of organization and supervision in a health information department. This course focuses on specific human resource management functions, including communication, motivation, team building, budgeting, and staff scheduling; productivity reporting, policy and procedure development; ergonomics; equipment selection; and marketing health information department services. Students' competency includes demonstration of knowledge of human resource functions and application of supervisory skills. CORE

HIT 260 PROFESSIONAL PRACTICE EXPERIENCE II: 3 credits
Prerequisite: Admission to program and permission of instructor.
This course allows students to correlate the experience of previous courses with on-site and on-campus laboratory learning experience. Emphasis is placed on application of all previous coursework and orientation to all aspects of practice in a health information management department of a health care facility. Students' competency is demonstrated by application of skills covered in theory and laboratory classes.

HIT 283 MEDICAL CODING PRECEPTORSHIP: 2 credits
Prerequisite: As required by program.
This course provides experience in medical coding. It allows students to demonstrate basic competencies acquired in previous medical coding course work with on-site and on-campus laboratory experience. Students' competency includes demonstrated medical coding proficiency.

HIT 285 MEDICAL CODING WITH COMPUTERS: 1 credit
Prerequisite: As required by program.
This course is a survey of computer usage in medical coding and classification. Course emphasis is on applying coding techniques using computer technology. Upon completion, students' competency should be demonstrated by proficiency in use of the computer in medical coding.

HIT 286 EXPANDED MEDICAL CODING: 2 credit
Prerequisite: As required by program.
This course covers advanced guidelines of medical classification systems. The course focuses on coding techniques and coded data quality issues in relation to reimbursement systems and medical research. Upon completion, the student should be able to demonstrate proficiency in advanced coding systems.

HIT 290 HIT SEMINAR (PROBLEM SOLVING): 1 credit
Prerequisite: As required by program.
This course is an examination of problem solving skills in health information management. Course work includes use of case studies for problem solving responses to management and supervisory issues. Student outcomes include demonstrated proficiency in problem solving.

HIT 291 HIT SEMINAR (EXAM PREPARATION): 1 credit
Prerequisite: As required by program.
This course is an extensive review of health information technology skills. Course work includes a review of various aspects of health information technology. Student outcomes include demonstrated understanding of the topics covered in this course.

HIT 294 SPECIAL TOPICS IN HIT II: 2 credits
Prerequisite: As required by program.
This course includes specialized study on current topics and issues in the field of health information technology. Health information topics discussed may include quality assessment, emerging technology, security and control programs, risk assessment, and/or data analysis techniques. Student outcomes include demonstrated understanding of the topics covered in this course.

HIT 295 SPECIAL TOPICS IN HIT III: 3 credits
Prerequisite: As required by program.
This course includes specialized study on current topics and issues in the field of health information technology. Health information topics discussed may include quality assessment, emerging technology, security and control programs, risk assessment, and/or data analysis techniques. Student outcomes include demonstrated understanding of the topics covered in this course.

HIT 296 CLINICAL PRACTICUM: 2 credits
Prerequisite: As required by program.
This course allows the student to correlate the experience of previous courses with on-site and on-campus laboratory learning experience. Course focuses on providing a full range of practical experiences in a variety of hospital departments, such as Human Resources/Personnel, Business Office, Medical Staff Coordination, Finance Department, and the Health Information Management Department. Student competency is demonstrated by application of skills covered in theory and laboratory classes.

HIT 294 SPECIAL TOPICS IN HIT II: 2 credits
Prerequisite: As required by program.
This course includes specialized study on current topics and issues in the field of health information technology. Health information topics discussed may include quality assessment, emergency technology, security and control programs, risk assessment, and/or data analysis techniques. Students' outcome includes demonstrated understanding of the topics covered in this course.

HISTORY (HIS)

HIS 101 HISTORY OF WESTERN CIVILIZATION I: 3 credits
This course is a survey of social, intellectual, economic, and political developments which have molded the modern Western world. This 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 credits
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 credits
This course surveys the history of the United States from the Exploration period to 1877. It addresses the political, social and intellectual history of the United States.

HIS 202 UNITED STATES HISTORY II: 3 credits
This course is a continuation of HIS 201; It surveys the political, economic, social, and historical aspects of the United States from 1877 to the present**.**

HIS 256 AFRICAN-AMERICAN HISTORY: 3 credits
A survey of the history of Black Americans from the Trans-Atlantic Slave Trade period to the present. It addresses the continued struggle for political, educational, and economic equality by African Americans. Emphasis is placed on the contributions of African Americans in the development of an industrialized United States as well as their place in the historical record.

HIS 260 ALABAMA HISTORY: 3 credits
This course surveys the development of the state of Alabama from prehistoric times to the present. The course presents material on the discovery, exploration, colonization, territorial period, antebellum Alabama, reconstruction, and modern history.

HOME ECONOMICS (HEC)

HEC 140 PRINCIPLES OF NUTRITION: 3 credits
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.

INDUSTRIAL MAINTENANCE TECHNOLOGY (INT)

INT105 INTRODUCTION TO PROCESS CONTROL TECHNOLOGY: 3 credits, 5 hours (2-0-3)
This course is designed to provide students with an introduction to process control technology and various instruments used to control processes. Upon completion, students should be able to comprehend principles of process control technology and the application of various instruments used to control processes in an industrial setting.

INT 113 FUNDAMENTALS OF INDUSTRIAL HYDRAULICS: 3 credits, 5 hours (2-0-3)
Prerequisite: Permission of instructor
This course includes the fundamental concepts and theories for the safe operation of hydraulic components and systems used with industrial production equipment. Topics include the physical concepts, theories, laws, and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic systems.

INT 117 PRINCIPLES OF INDUSTRIAL MECHANICS: 3 credits, 5 hours (1-4-0)
This course provides instruction in basic physics concepts applicable to the mechanics of industrial production equipment. Topics include the 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 credits, 5 hours (1-4-0)
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 preventive maintenance; and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.

INT 122 PREVENTIVE AND PREDICTIVE MAINTENANCE: 3 credits, 5 hours (2-0-3)
Prerequisite: Permission of instructor
This course focuses on the concepts and applications of preventive and predictive maintenance. Topics include the introduction to optic alignment equipment; vibration testing and analysis; data collection; job safety; tool safety; systems analysis; preventive maintenance procedures and tasks; and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply the planning process for proper preventive and predictive maintenance.

INT 123 INDUSTRIAL PUMPS AND PIPING SYSTEMS: 3 credits, 5 hours (1-4-0)
Prerequisite: Permission of instructor
This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting. Also included are piping systems and their installation. Upon course completion, students will be able to install, maintain, and troubleshoot industrial pumps and piping systems.

INT 124 PRODUCTION EQUIPMENT LAYOUT/INSTALLATION: 3 credits, 7 hours (1-0-6)
Prerequisite: Permission of instructor
This course provides instruction in the layout and installation of production equipment and the use of rigging and installation tools. Topics include the use of wire rope, chain and metal-mesh, fiber rope, and webbing slings, industrial hoists and cranes, crane operation, scaffolds and ladders, machine anchoring for vibration control, moving and setting new equipment, leveling and alignment, preparing equipment for test run, test run guidelines, and safety precautions. Upon course completion, students will be able to install production equipment.

INT 129 INDUSTRIAL SAFETY AND MAINTENANCE TECHNIQUES: 3 credits, 5 hours (1-4-0)
This course provides instruction in basic maintenance techniques and safety. Topics include drawing, sketching, hand tools, portable power tools, stationary power tools, measurement, screw threads, mechanical fasteners, machinery and equipment installation, rigging, and their proper safe operations.

INT 233 INDUSTRIAL MAINTENANCE, METAL WELDING AND CUTTING TECHNIQUES: 3 credits, 7 hours (1-0-6)
Prerequisite: Permission of instructor
This course provides instruction in the fundamentals of acetylene cutting and the basics of SMAW welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety; choice of cutting equipment; proper cutting angles; equipment setup; cutting plate and pipe; hand tools; types of metal welding machines; rod and welding joints; and common welding passes and beads. Upon completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing industrial production equipment.

INT 242 FUNDAMENTALS OF INDUSTRIAL PNEUMATICS: 3 credits, 5 hours (2-0-3)
Prerequisite: Permission of instructor
This course provides instruction in fundamental concepts and theories for the safe operation of pneumatic components and systems used with industrial production equipment. Topics include the physical concepts, theories, laws, and the application

INTERDISCIPLINARY STUDIES (IDS)

IDS 230 PHI BETA LAMBDA LEADERSHIP: 1 credit
This course offers preparation, practice, and participation in the Phi Beta Lambda Business Fraternity Leadership Program.

IDS 231 PHI BETA LAMBDA LEADERSHIP: 1 credit
This course is a continuation of IDS 230.

IDS 232 PHI BETA LAMBDA LEADERSHIP: 1 credit
This course is a continuation of IDS 231.

IDS 299A-F HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA): 2 credits
This course provides training and experience in leadership techniques and practice. This leadership class enhances the delivery of compassionate, quality health care by providing opportunities for knowledge, skill, and leadership development of all health occupations students, thereby helping students to meet the needs of the heath care community. This course may be repeated for credit.

IDS 299G-L AMBASSADORS CLASS: 1 credit
This course provides training and experience in leadership techniques and practice. This leadership class allows students to serve in leadership positions and act as hosts/hostesses and recruiters for the College and other college-related functions. Student ambassadors must have a minimum grade point average of 2.0 and must complete an interview process before a selected body of the Student Activities Committee.

MATHEMATICS (MTH)

Core and Transfer Courses: MTH 110, 112, 113, 120, 125, 126, 227, 237, 238, 265
Developmental Courses: MTH 090, 098. Academic Support Discipline Courses: MTH 100, 116, 118.

MTH 090 BASIC MATHEMATICS: 3 credits
This is a developmental course reviewing arithmetical principles and computations designed to help students' mathematical proficiency for selected curriculum entrance. There is a required computer component for this course. This course does not meet the general core requirements for mathematics.

MTH 098 ELEMENTARY ALGEBRA: 3 credits
Prerequisite: A grade of C or higher in MTH 090 or appropriate placement score
This course is a review of the fundamental arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into Intermediate College Algebra. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs. There is a required computer component for this course. This course does not meet the general core requirements for mathematics.

MTH 100 INTERMEDIATE ALGEBRA: 3 credits
Prerequisite: A grade of C or higher in MTH 098 or appropriate placement score
This course is a study of algebraic techniques applied to linear equations and inequalities; quadratic equations; systems of linear equations; and operations with exponents and radicals. Functions and relations are introduced with special emphasis on linear and quadratic functions. There is a required computer component for this course. This course does not meet the general core requirement for mathematics.

MTH 110 FINITE MATHEMATICS: 3 credits
Prerequisite: High school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score, or a grade of C or higher in MTH 100
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. A scientific calculator is required. Required computer component based on textbook. CORE

MTH 112 PRECALCULUS ALGEBRA: 3 credits
Prerequisite: High school Algebra I, Geometry and Algebra II with an appropriate mathematics placement score, or a mathematics or ACT score of 20, or a grade of C or higher in MTH 100
This course emphasizes the algebra of functions, including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Emphasis throughout is on the use of current technology – graphics calculators and algebraic computing tools – in the study of functions. There is a required computer component for this course. A graphing calculator is required. CORE

MTH 113 PRECALCULUS TRIGONOMETRY: 3 credits
Prerequisite: A grade of C or higher in MTH 112
This course is a study of trigonometric (circular) functions and inverse trigonometric functions that includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, Demoive's Theorem, and polar coordinates. Conic sections are also included. Current technology – graphic calculators and algebraic computing tools – is used throughout the course. There is a required computer component for this course. A graphing calculator is required. CORE

MTH 115 PRECALCULUS ALGEBRA & TRIGONOMETRY: 4 Credits
Prerequisite: High school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score, or a grade of C or higher in MTH 100
This course is a one-semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The 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 trigonometry functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem and polar coordinates. A graphing calculator is required.

MTH 116 MATHEMATICAL APPLICATIONS: 3 credits
Prerequisite: MTH 090 or satisfactory placement score
This course provides practical applications of mathematics and includes selected topics from consumer mathematics, algebra, and geometric measurement formulas. Typical problems include percent, interest, ratio and proportion, metric measures, linear equations, and problem solving. This course does not meet the general education core requirement for mathematics. Students may only receive credit in Area V for this technical course.

MTH 118 TECHNICAL MATHEMATICS: 3 credits
Prerequisite: A grade of C or higher in MTH 100 or appropriate placement score
This course is a survey of ideas and methods from algebra, analytic geometry, and trigonometry that routinely occur in engineering technology. Topics include variation, determinants, conic sections, exponential and logarithmic functions, and solutions of right triangles. This terminal course is designed for students seeking an AAS or AAT degree. A graphing calculator is required. This course does not meet the general core requirement for mathematics.

MTH 120 CALCULUS and ITS APPLICATIONS: 3 credits
Prerequisite: A grade of C or higher in MTH 112
This course is an overview of calculus for students majoring in business-related fields. The course includes the study of functions, along with differentiation and integration of algebraic, exponential, and logarithmic functions. Problems in business, economics, finance, science, and social science are emphasized. A graphing calculator is required. CORE

MTH 125 CALCULUS I: 4 credits
Prerequisite: A grade of C or higher in MTH 113
This course is the first course of a three-semester calculus sequence intended for students of science, engineering, and mathematics. Topics include limits and continuity of functions; derivatives of algebraic, trigonometric, exponential and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative to extreme, curve sketching, and approximation are covered in detail. A graphing calculator is required. There is a required computer component for this course. CORE

MTH 126 CALCULUS II: 4 credits
Prerequisite: A grade of C or higher in MTH 125
This course is the second course of a three-semester calculus sequence. It includes applications of integration to work, mensuration, and average value; techniques of integration, polar coordinates, parametric equations; and infinite series. There is a required computer component for this course. A graphing calculator is required. CORE

MTH 227 CALCULUS III: 4 credits
Prerequisite: A grade of C or higher in MTH 126
This course is the final course of a three-semester calculus sequence. Topics include vector valued functions; functions of two or more variables; partial derivatives and their applications; quadric surfaces; multiple integration; and the calculus of vector fields. A graphing calculator is required. CORE

MTH 231 MATH FOR THE ELEMENTARY TEACHER I: 3 credits
Prerequisite: A grade of C or higher in MTH 100
This is the first of a two-course sequence designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure their proficiency in 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. Upon completion, students are required to demonstrate proficiency in each topic studied and the application of teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts. This course does not meet the general core requirement for mathematics.

MTH 232 MATH FOR THE ELEMENTARY TEACHER I: 3 credits
Prerequisite: A grade of C or higher in MTH 231
This course is the second of a three-course sequence designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure their proficiency in performing basic arithmetic operations. Topics include numeration skills with fractions; decimals and percentage; 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. This course does not meet the general core requirement for mathematics.

MTH 237 LINEAR ALGEBRA: 3 credits
Prerequisite: A grade of C or higher in MTH 126
This course is the third of a three-course sequence designed to provide an introduction to the basic theory of linear and matrices; real vector spaces; bases and dimensions; linear transformations; eigenvalues and eigenvectors; inner product spaces; and the diagonalization of symmetric matrices. A graphing calculator is required. CORE

MTH 238 APPLIED DIFFERENTIAL EQUATIONS I: 3 credits
Co-requisite: MTH 227
This course is an introduction to the analytical solution methods of selected separable first order differential equations; linear first order equations; the qualitative behavior of solutions of first order equations; and the numerical solution of such equations. Other topics included are techniques for solving higher order equations with constant coefficients, the qualitative behavior of such systems, and the use of Laplace transforms of differential equations to obtain solutions. Applications to kinematics, dynamics, chemical mixtures, population studies, and other physical and engineering systems are explored throughout the course. A graphing calculator is required. CORE

MTH 265 ELEMENTARY STATISTICS: 3 credits
Prerequisite: A grade of C or higher in MTH 100
This course is an introduction to methods of statistics. Topics include sampling, frequency distributions, measures of central tendency, reliability, hypothesis testing, confidence intervals, analysis of variance regression, estimation, and application. Probability, permutations, combinations, binomial theorem, random variables, and distributions are included. A graphing calculator is required. This course does not meet the general core requirement for mathematics.

MTH 231 MATH FOR THE ELEMENTARY TEACHER I: 3 credits
Prerequisite: A grade of C or higher in MTH 100
This is the first of a two-course sequence designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure their proficiency in 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. Upon completion, students are required to demonstrate proficiency in each topic studied and the application of teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts. This course does not meet the general core requirement for mathematics.

MTH 238 APPLIED DIFFERENTIAL EQUATIONS I: 3 credits
Co-requisite: MTH 227
This course is an introduction to the analytical solution methods of selected separable first order differential equations; linear first order equations; the qualitative behavior of solutions of first order equations; and the numerical solution of such equations. Other topics included are techniques for solving higher order equations with constant coefficients, the qualitative behavior of such systems, and the use of Laplace transforms of differential equations to obtain solutions. Applications to kinematics, dynamics, chemical mixtures, population studies, and other physical and engineering systems are explored throughout the course. A graphing calculator is required. CORE

MTH 265 ELEMENTARY STATISTICS: 3 credits
Prerequisite: A grade of C or higher in MTH 100
This course is an introduction to methods of statistics. Topics include sampling, frequency distributions, measures of central tendency, reliability, hypothesis testing, confidence intervals, analysis of variance regression, estimation, and application. Probability, permutations, combinations, binomial theorem, random variables, and distributions are included. A graphing calculator is required. This course does not meet the general core requirement for mathematics.

MEDICAL TRANSCRIPTION (MTR)

MTR 270 ADVANCED MEDICAL TRANSCRIPTION: 3 credits
Prerequisite: Admission to MTR Program and permission of instructor
This course involves word processing of highly complex medical reports common to acute care and other health care facilities. Emphasis is placed on speed and accuracy of medical transcription. Upon completion, students should be able to demonstrate speed and competence in transcribing a physician's dictation.

MTR 271 CLINICAL MEDICAL TRANSCRIPTION: 4 credits
Prerequisite: Admission to MTR Program and permission of instructor
This course includes laboratory or on-site medical transcription practice. This course allows the student to demonstrate advanced competencies acquired in previous medical transcription coursework. Student competency includes demonstrated medical transcription proficiency.

MTR 275 INTRODUCTION TO COMPUTERS IN TRANSCRIPTION: 2 credits
Prerequisite: Admission to MTR Program
This course is a survey of computer usage in transcription with emphasis on software applications and data security and integrity in health information systems. Course instruction focuses on concepts of computer usage in transcription with experience using various software packages. Upon completion, students should be able to demonstrate competence in the use of various transcription specific software applications.

MUSIC (MUS)

MUS 101 MUSIC APPRECIATION: 3 credits
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 stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music. Core-Area II

MUS 110 BASIC MUSICIANSHIP: 3 credits
This course is designed to provide rudimentary music knowledge and skills for the student with a limited musical background. Topics include a study of notation, rhythm, scales, keys, intervals, chords, and basic sight singing, and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody, and harmony.

MUS 290 COMMERCIAL MUSIC: 3 credits
This course provides an introduction to the commercial music industry and the types of careers in commercial available. Topics include music publishing, recording, contracts, agents and managers, copyrights, unions, music companies, and retailers. Upon completion, students should be able to demonstrate a basic knowledge and understanding of the different components of the commercial music industry and the various career options.

MUSIC ENSEMBLE (MUL)

CLASS PERFORMANCE INSTRUCTION: 1 credit
Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and knowledge of music fundamentals.

MUL 101, 102, 201, 202 MUSIC ENSEMBLES I, II, III, IV: 1-2 credits
Prerequisite: Permission of instructor
These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing musical selections appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

MUL 180, 181, 280, 281 CHORUS I, II, III, IV
MUL 182, 183, 282, 283 VOCAL ENSEMBLE I, II, III, IV
MUL 192, 193, 292, 293 INSTRUMENTAL ENSEMBLE I, II, III, IV

NURSING (NUR)

NUR 112 FUNDAMENTAL CONCEPTS OF NURSING - 7 Hrs.
Prerequisite: Admission to Program
Corequisite: BIO 201, MTH 100 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 health care 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
Corequisite: ENG 101, BIO 202, PSY 210
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 are, 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: NUR 113
Corequisite: SPH 106 or 107, NUR 115
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: NUR 113
Corequisite: SPH 106 or 107, NUR 114
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 Hrs.
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: NUR 114, NUR 115 or NUR 209
Corequisite: BIO 220
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
Corequisite: HUM (Ethics preferred)
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, healthcare delivery systems.

OFFICE ADMINISTRATION (OAD)

Students graduating with a major in Office Administration must achieve a minimum keyboarding speed of 50 CWPM (Correct Words per Minute).

OAD 101 BEGINNING KEYBOARDING: 3 credits **
This course is designed to enable students to use the touch method keyboarding through classroom instruction and lab exercises. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, students should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, and other business documents. CORE.
****Students may take and pass a proficiency test for OAD100 and/or OAD101. Permission of instructor and Chair of the Division is required**.

OAD 103 INTERMEDIATE KEYBOARDING: 3 credits
Prerequisite: OAD 100/101 or permission of instructor
This course is designed to assist students in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, students should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents. CORE.

OAD 104 ADVANCED KEYBOARDING: 3 credits
Prerequisite: OAD 103 or permission of instructor
This course is designed to assist students in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents using decision-making skills. Upon completion, students should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents. CORE.

OAD 125 WORD PROCESSING I: 3 credits
Prerequisite: OAD 101
This course is designed to provide students with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, students should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memo, letters, and reports. CORE.

OAD 126 ADVANCED WORD PROCESSING: 3 credits
Prerequisite: OAD 125
This course is designed to increase students' proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, students should be able to demonstrate the ability to generate advanced business documents.

OAD 130 ELECTRONIC CALCULATIONS: 3 credits
This course is designed to teach the numeric touch system and problem-solving techniques. Emphasis is on basic mathematical functions. Upon completion, students should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications.

OAD 131 BUSINESS ENGLISH: 3 credits
This course is designed to develop students' ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, students should be able to write and communicate effectively.

OAD 135 FINANCIAL RECORD KEEPING: 3 credits
This course is designed to provide students with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, students should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation. CORE.

OAD 136 ADVANCED FINANCIAL RECORD KEEPING: 3 credits
Prerequisite: OAD 135
This course is designed to provide more in-depth principles and practices of the accounting cycle. Emphasis is on the preparation of financial records such as payroll records, vouchers, accruals and deferrals, and related documents. Upon completion, the student should be able to demonstrate the ability to prepare and manage financial records and information.

OAD 138 RECORDS/INFORMATION MANAGEMENT: 3 credits
This course is designed to give students' 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. CORE.

OAD 200 MACHINE TRANSCRIPTION: 3 credits
Prerequisite: OAD 100/101 or equivalent skill level
This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, students should be able to accurately transcribe documents from dictated recordings.

OAD 201 LEGAL TERMINOLOGY: 3 credits
This course is designed to familiarize students with legal terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, students should be able to communicate effectively using legal terminology.

OAD 202 LEGAL TRANSCRIPTION: 3 credits
Prerequisite: OAD 201
This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and lab experiences. Emphasis is on transcribing error-free legal documents using transcription equipment. Upon completion, students should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted and error free.

OAD 211 MEDICAL TERMINOLOGY: 3 credits
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, students should be able to communicate effectively using medical terminology.

OAD 212 MEDICAL TRANSCRIPTION: 3 credits
Prerequisite: OAD 211
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. Learn/maintain standards of ethical/professional conduct. Upon completion, students should be able to accurately transcribe medical documents from dictated recordings.

OAD 217 OFFICE MANAGEMENT: 3 credits
This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace. Included are the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, students should be able to demonstrate effective supervision in the modern office. CORE.

OAD 218 OFFICE PROCEDURES: 3 credits
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 communications, and professionalism. Upon completion, students should be able to demonstrate the ability to effectively function in an office support role.

OAD 230 COMPUTERIZED DESKTOP PUBLISHING: 3 credits
Prerequisite: Permission of instructor
This course is designed to introduce students to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, students should be able to utilize proper layout and design concepts in the production of attractive desktop-published documents.

OAD 231 OFFICE APPLICATIONS: 3 credits
Prerequisite: Permission of instructor
This course is designed to provide students with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks through classroom instruction and lab exercises. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon completion, students should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

OAD 241 OFFICE CO-OP: 3 credits (Lab)
Prerequisite: Permission of instructor
This course is designed to provide students with an opportunity to work in an office environment. Emphasis is on the integration of classroom learning with on-the-job experiences that relate meaningfully to office careers. Upon completion, students should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to an actual work situation.

OAD 242 OFFICE INTERNSHIP: 3 credits
Prerequisite: Permission of instructor
This course is designed to provide students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, students should be able to demonstrate successful performance of skills required in an office support position.

PHILOSOPHY (PHL)

PHL 206 ETHICS AND SOCIETY: 3 credits
This course involves the study of ethical issues which confront individuals daily. The focus is on the fundamental questions of right and wrong, human rights, and personal conflicting obligations. Students should be able to understand and be prepared to make decisions in life regarding ethical issues.

PHL 210 ETHICS AND THE HEALTH SCIENCES: 3 credits
This course is a study of ethical issues related to the health sciences such as contraception, abortion, and eugenics; human experimentation; truth in drugs and medicine; death and dying; and other health related issues. The student should be able to clarify relevant ethical considerations and have a philosophical basis for decisions on right and wrong, good and bad, rights and responsibilities.

PHYSICAL EDUCATION AND RECREATION (PED)

PED 103 WEIGHT TRAINING (BEGINNING): 1 credit
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 252 A-F VARSITY BASEBALL: 1 credit
It is recommended that students be a member (player or manager) of the Varsity Baseball Program.
This course covers advanced fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to demonstrate the proper knowledge of organizing and playing competitive baseball. *This course may be repeated for credit.*

PED 254 A-F VARSITY SOFTBALL: 1 credit
It is recommended that students be a member (player or manager) of the Varsity Softball Program.
This course covers advanced fundamentals of softball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to demonstrate the proper knowledge of organizing and playing competitive softball. *This course may be repeated for credit.*

PED 257A-F VARSITY CHEERLEADING: 1 credit
It is recommended that students be a member of the Varsity Cheerleading Team.

PHYSICAL SCIENCE (PHS)

Note: For Physical Sciences courses, credit hours are indicated first, then contact hours are designated (in parentheses) in this order: theory, lab, clinical.

PHS 111 PHYSICAL SCIENCE: 4 credits, (3, 2, 0)
This course provides non-technical students with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required.

PHS 112 PHYSICAL SCIENCE II: 4 credits, (3, 2, 0)
Prerequisite: MATH 098 or higher or adequate placement test scores
This course provides non-technical students with an introduction to the basic principles of chemistry and physics. Laboratory is required.

PHS 230 INTRODUCTION TO METEOROLOGY: 4 credits, (3, 2, 0)
This course is an introductory survey of meteorology emphasizing the hydrologic cycle, cloud formation, weather maps, forecasting, and wind systems. Local weather systems will be given detailed study. Laboratory is required.

PHYSICS (PHY)

Note: For Physics courses, credit hours are indicated first, then contact hours are designated (in parentheses) in this order: theory, lab, clinical.

PHY 120 INTRODUCTION TO PHYSICS: 4 credits, (3, 2, 0)
Prerequisite: MTH 098 or higher or adequate placement test scores
This course provides an introduction to general physics for non-science majors. Topics in fundamental of mechanics, properties of matter, heat, and temperature, electricity and magnetism, optics, and modern physics are included. Laboratory is required.

PHY 201 GENERAL PHYSICS I - TRIG BASED: 4 credits, (3, 2, 0)
Prerequisite: MTH 113 or equivalent
This course is designed to cover general physics at a level that assures previous exposures to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. Laboratory is required.

PHY 202 GENERAL PHYSICS II - TRIG BASED: 4 credits, (3, 2, 0)
Prerequisite: PHY 201
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatic, circuits, magnetism, and modern physics. Laboratory is required.

PHY 205 RECITATIONS IN PHYSICS I - TRIG BASED: 1 credit
One hour weekly purely for problem solving.

PHY 206 RECITATIONS IN PHYSICS II - TRIG BASED: 1 credit
One hour weekly purely for problem solving.

PHY 213 GENERAL PHYSICS WITH CALCULUS I: 4 credits, (3, 2, 0)
Prerequisite: MTH 125
This course provides a calculus-based treatment of the principle subdivision of classical physics, mechanics, and energy. Laboratory is required.

PHY 214 GENERAL PHYSICS WITH CALCULUS II: 4 credits, (3, 2, 0)
Prerequisite: PHY 213
This course provides a calculus-based study in classical physics. Topics include simple harmonic motion, waves, sound, light, optics, electricity, and magnetism. Laboratory is required.

PHY 216 RECITATIONS IN PHYSICS WITH CALCULUS I: 1 credit
One hour weekly purely for problem solving.

PHY 217 RECITATIONS IN PHYSICS WITH CALCULUS II: 1 credit
One hour weekly purely for problem solving.

POLITICAL SCIENCE (POL)

POL 211 AMERICAN NATIONAL GOVERNMENT: 3 credits
Prerequisite: permission of the instructor
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.

POL 220 STATE AND LOCAL GOVERNMENT: 3 credits
This course is a study of the forms, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements and explain relationships among the state, local, and national governments of the U.S. and function as more informed participants or state and local political systems.

PSYCHOLOGY (PSY)

PSY 200 GENERAL PSYCHOLOGY: 3 credits
This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

PSY 210 HUMAN GROWTH AND DEVELOPMENT: 3 credits
Prerequisite: PSY 200 (Except for nursing students)
This course is a study of the psychological, social, and physical factors that affect human behavior from conception to death.

PSY 230 ABNORMAL PSYCHOLOGY: 3 credits
Prerequisite: PSY 200
This course is a survey of abnormal behavior and its social and biological origins. Anxiety-related disorders, psychoses, personality disorders, and mental deficiencies will be covered.

PSY 250 SOCIAL PSYCHOLOGY: 3 credits
Prerequisite: PSY 200
This course is a study of social factors and their influence on individual behavior.

PSY 270 BUSINESS AND INDUSTRIAL PSYCHOLOGY: 3 credits
This course is a study of interpersonal relations in the working environment, interpersonal communications, and techniques for selection and supervision of personnel.

PHYSICAL THERAPIST ASSISTANT (PTA)

PTA 180 MEDICAL TERMINOLOGY: 1 credit
Prerequisite: Admission to program
This course is an introduction to the language of medicine with emphasis on its use in physical therapy. Emphasis is on terminology of anatomical systems, root forms, prefixes and suffixes, surgery, symptomatology, psychiatric terms, pharmaceutical terms, anesthetic terms, and abbreviation. Upon completion, students should be able to recognize this terminology as it is used in physical therapy (PT).

PTA 200 PT ISSUES AND TRENDS: 2 credits
Prerequisite: Admission to program
This is an introductory course to the trends and issues in PT. Emphasis are placed on areas such as history, practice issues, psychosocial aspects of illness and cultural diversity. Upon completion, students should be able to discuss trends and issues relevant to physical therapy. CORE.

PTA 201 PTA SEMINAR: 2 credits
Prerequisite: PTA 200
This course is a continuing study of issues and trends in PT practice. Emphasis is placed on issues such as licensure, job skills, board exam review, practitioners' roles, legal and ethical issues. Upon completion, students should have acquired necessary skills for transition from students to practitioner. CORE.

PTA 202 PTA COMMUNICATION SKILLS: 2 credits
Prerequisite: Admission to program
This course is the study of verbal and nonverbal communication and documentation in health care. Emphasis will be placed on terminology, forms, documentation formats, computer usage, reimbursement, interpersonal communication, and legal issues. Upon completion, students should be able to discuss and demonstrate communication methods for achieving effective interaction with patients, families, the public, and other health care providers.

PTA 220 FUNCTIONAL ANATOMY AND KINESIOLOGY: 3 credits
Prerequisite: Admission to program
This course is an in-depth, clinically oriented study of functional anatomy. Emphasis is placed on the musculoskeletal system, the nervous system, and study of human movement. Upon completion, students should be able to identify specific anatomical structures and analyze human movements. CORE.

PTA 222 KINESIOLOGY AND THERAPEUTIC EXERCISE LABORATORY: 2 credits
Prerequisite: Admission to program
This laboratory course allows for a-hands-on appreciation of anatomical structures and kinesiology concepts as they relate to therapeutic exercises. Emphasis includes muscle and joint function, testing applications, and therapeutic exercise. Upon completion, students should be able to integrate content areas into an understanding of normal human movement.

PTA 230 NEUROSCIENCE: 2 credits
Prerequisite: Admission to program
This course provides an overview of the neuroanatomy of the CNS and PNS as it relates to the treatment necessary for patients with dysfunctions of these systems. Emphasis includes the structure and function of the nervous system, neurophysiological concepts, human growth and development, and neurologic dysfunctions. Upon completion, students should be able to identify and discuss specific anatomical structures, the function of the nervous system, basic concepts of human growth and development, and identification of neurological pathologies. CORE.

PTA 231 REHABILITATION TECHNIQUES: 2 credits
Prerequisite: Admission to program and permission of the instructor
This course allows for hands-on appreciation of advanced rehabilitation techniques. Emphasis is placed on orthopedic and neurologic treatment techniques, therapeutic exercise procedures, and analysis and treatment of pathologic gait. Upon completion, students should be able to demonstrate an understanding of advanced rehabilitation techniques appropriate to orthopedic and neurologic dysfunctions. CORE.

PTA 232 ORTHOPEDICS FOR PTA: 2 credits
Prerequisite: Admission to program
This course provides students with an overview of orthopedic conditions observed in physical therapy. Emphasis is on the study of orthopedic conditions, determination of appropriate physical therapy interventions, and a review of related anatomical structures. Upon completion of the course, students should be able to discuss PT interventions for common orthopedic conditions.

PTA 240 PHYSICAL DISABILITIES I: 2 credits
Prerequisite: Admission to program
This course presents students with a body systems approach to the etiology, pathology, signs/symptoms, and treatment of conditions seen in PT. Emphasis may include conditions most commonly treated in physical therapy. Upon completion, students should be able to discuss basic pathological processes, treatment options, and prognoses of conditions studied. CORE.

PTA 241 PHYSICAL DISABILITIES II: 2 credits
Prerequisite: PTA 240
This course continues a body systems study of common PT pathologies. Emphasis may include various neurological pathologies with additional focus on the needs of special populations. Upon completion, students should be able to discuss the PT interventions appropriate to a variety of diagnoses.

PTA 250 THERAPEUTIC PROCEDURES I: 4 credits
Prerequisite: Admission to program
This laboratory course provides hands-on introduction to the principles and procedures of therapeutic physical therapy interventions. Emphasis is on basic patient care skills and procedures utilized in physical therapy. Upon completion, students should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment. CORE.

PTA 251 THERAPEUTIC PROCEDURES II: 4 credits
Prerequisite: PTA 250 and permission of instructor
This laboratory course is a continued study of the principles and procedures of therapeutic PT interventions. Emphasis is on advanced physical therapy interventions and procedures and their rationale. Upon completion, students should be able to demonstrate safe and effective delivery with an in-depth understanding of each. CORE.

PTA 260 CLINICAL EDUCATION I: 1 credit
Prerequisite: Admission to program and permission of instructor
This clinical experience is designed to introduce the student to the practice of physical therapy through interaction in the health care environment. The course entails on-going communication between the clinical instructor, the student, and the course coordinator. Upon completion, students should be able to safely and effectively apply procedures and techniques previously attained in the classroom. CORE.

PTA 266 CLINICAL FIELD WORK I: 2 credits
Prerequisite: Admission to program and permission of instructor
This clinical class will provide an intensive and extended clinical interaction in the health care environment. The course entails on-going communication between the clinical instructor, student, and course coordinator. Students will safely and effectively apply procedures and techniques previously attained in the classroom. CORE.

PTA 268 CLINICAL PRACTICUM: 5 credits
Prerequisite: Admission to program and permission of instructor
This clinical education experience allows the student to practice in the health care environment, using entry level skills attained in previous classroom instructions. The course entails on-going communication between the clinical instructor, the student, and course coordinator. Upon completion, students should be able to demonstrate entry level competency in those skills necessary for functioning as a physical therapist assistant. CORE.

PTA 293 DIRECTED STUDY FOR PTA: 1 credit
Prerequisite: Admission to program permission of instructor
This course is designed to increase the opportunity for exploring, reading, and reporting on specific topics related to the field of physical therapy. Emphasis is placed on the development of knowledge in an area of interest to students. Students should be able to meet the objectives of the course as approved by the instructor.

READING (RDG)

READING (RDG) RDG 083 DEVELOPMENTAL READING I: 3 credits

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 084 DEVELOPMENTAL READING II: 3 credits
Prerequisite: RDG 083 or equivalent placement score

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 114 CRITICAL READING FOR COLLEGE: 3 credits
Prerequisite: College test score placement or permission of instructor

This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and respond effectively to material across disciplines.

RELIGION (REL)

REL 151 SURVEY OF THE OLD TESTAMENT: 3 credits

This course is an introduction to the content of the Old Testament with emphasis on its historical content and contemporary theological and cultural significance. Students will gain an understanding of the significance of the Old Testament writings upon completion of this course.

REL 152 SURVEY OF THE NEW TESTAMENT: 3 credits

This course is a survey of books of the New Testament with special attention focused on the historical and geographical setting. The student will gain an understanding of the books of the New Testament based on cultural and historical events.

SOCIOLOGY (SOC)

SOC 200 INTRODUCTION TO SOCIOLOGY: 3 credits
This course is an introduction to vocabulary, concepts, and theory of sociological perspectives of human behavior.

SOC 208 INTRODUCTION TO CRIMINOLOGY: 3 credits
Prerequisite: SOC 200
This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control, and treatment.

SOC 209 JUVENILE DELINQUENCY: 3 credits
Prerequisite: SOC 200
This course examines the causes of delinquency. It also reviews program prevention and control of juvenile delinquency as well as the role of the courts.

SOC 210 SOCIAL PROBLEMS: 3 credits
Prerequisite: SOC 200
This course examines the social and cultural aspects, influences, incidences, and characteristics of current social problems in light of sociological theory and research.

SOC 247 MARRIAGE AND THE FAMILY: 3 credits
Prerequisite: SOC 200
This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life.

SPEECH COMMUNICATION (SPH)

SPH 106 FUNDAMENTALS OF ORAL COMMUNICATION: 3 credits
This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. CORE - Area II.

SPH 107 FUNDAMENTALS OF PUBLIC SPEAKING: 3 credits
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 students' performances are emphasized. CORE - Area II.

TRUCK DRIVING (TRK)

TRK 111 BASIC VEHICLE OPERATION: 4 credits, 6 hours (3-0-3)
Co-requisites: TRK112, TRK113
This course introduces students to the fundamentals of becoming a professional commercial motor vehicle driver. Topics include orientation; control systems; vehicle inspections and reporting; basic control; shifting; backing; coupling and uncoupling; proficiency development; and special rigs. Upon completion, students should demonstrate proficiency in skill field tasks and pre-trip inspections, according to Commercial Driver's License standards.

TRK 112 SAFE OPERATING PRACTICES: 3 credits, 6 hours (1-2-3)
Co-requisites: TRK111, TRK113
This course offers proper defensive driving techniques applicable to the commercial motor vehicle driver and involves the interaction between the student/vehicle and the highway traffic environment. Topics include visual search, communication, speed and space management, night operation, extreme driving conditions, and proficiency development. Upon completion, students should demonstrate basic operating skills that ensure safety of the driver and other vehicle operators, according to Commercial Driver's License standards.

TRK 113 NON-VEHICLE ACTIVITIES: 2 credits, 4 hours (1-0-3)
Co-requisites: TRK111, TRK112
This course focuses on activities not directly related to the vehicle itself, but activities that are related to the potential job performance of the commercial motor vehicle driver. Topics include handling cargo, cargo documentation, hours of service requirements, accident procedures, personal health and safety, trip planning, employability skills, and public and employer relations. Upon completion, students will demonstrate performance of these activities, according to Commercial Driver's License standards, to ensure safety to the driver, vehicle, cargo, and other motorists.

TRK 114 VEHICLE MAINTENANCE: 2 credits, 3 hours (1-0-3)
Co-requisites: TRK111, TRK112, TRK113, TRK115, TRK116
This course introduces students to the various components of the vehicle and how they work in order that malfunctions and safety hazards may be recognized before serious damages or accidents occur. Topics include vehicle systems, preventive maintenance and servicing, and diagnosing and reporting malfunctions. Upon completion, students should be able to perform routine service functions and simple maintenance tasks and recognize when a vehicle needs repairs.

TRK 115 ADVANCED OPERATING PRACTICES: 1 credit, 3 hours (0-0-3)
Co-requisites: TRK111, TRK112, TRK113
This course is designed for extended high level skills training for coping with hazards of the roadway traffic environment. Topics include hazard perception, emergency maneuvers, and skid control and recovery. Upon completion, students should demonstrate perceptual skills for recognition of potential hazards as well as the manipulative skills needed to handle the vehicle in an emergency.

TRK 116 PROFICIENCY DEVELOPMENT: 1 credit, 3 hours (0-0-3)
Co-requisites: TRK111, TRK112, TRK113
This course provides an opportunity to refine and polish vehicle handling skills, and the safe and fuel efficient operating practices within the highway traffic environment. Student performance is closely monitored by instructors to ensure that student progress toward the level of proficiency required for attainment of the Commercial Driver's License.

TRK 117 COMMERCIAL DRIVERS LICENSE: 2 credits, 4 hours (1-0-3)
This course is a review of information and requirements for obtaining a Commercial Driver's License (CDL). Upon completion, students should demonstrate preparedness for passing the Commercial Driver's License examination with CDL endorsements.

WELDING (WDT)

WDT 108 SHIELDED METAL ARC FILLET/OFC – THEORY: 3 credits, 5 hours (2-0-3)
This course provides students with instruction of safety practices and terminology in the shielded metal arc welding (SMAW) processes. 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 students with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. CORE.

WDT 109 SHIELDED METAL ARC FILLET/PAC/CAC – THEORY: 3 credits, 5 hours (2-0-3)
This course provides students 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 students with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. CORE.

WDT 110 INDUSTRIAL BLUEPRINT READING: 3 credits, 3 hours (3-0-0)
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. CORE.

WDT 115 GTAW CARBON PIPE THEORY: 3 credits, 5 hours (1-4-0)
This course is designed to provide students with the practices and procedures of welding carbon steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes.

WDT 119 GAS METAL ARC/FLUX CORED ARC WELDING THEORY: 3 credits, 4 hours (2-2-0)
This course introduces students to the gas metal arc and flux cored arc welding processes. Emphasis is placed on safe operating practices, handling and storage of compressed gases, process principles, component identification, various welding techniques, and base and filler metal identification. CORE.

WDT 120 SHIELDED METAL ARC WELDING GROOVE THEORY: 3 credits, 5 hours (2-0-3)
Co-requisite: WDT125
This course provides students 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. CORE.

WDT 122 SMAW FILLET/OF C LABORATORY: 3 credits, 9 hours (0-0-9)
This course is designed to introduce students to the proper set-up and operation of the shielded metal arc welding (SMAW). 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 codes and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code. CORE.

WDT 123 SMAW FILLET/PAC/CAC LABORATORY: 3 credits, 9 hours (0-0-9)
This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding (SMAW) equipment. Emphasis is placed on striking and controlling the arc and on proper fit-up of fillet joints. The course is also designed to instruct students in the 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 codes and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code. CORE.

WDT 124 GAS METAL ARC/FLUX CORED ARC WELDING LABORATORY: 3 credits, 9 hours (0-0-9)
Co-requisite: WDT119
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. CORE.

WDT 125 SHIELDED METAL ARC WELDING GROOVE LABORATORY: 3 credits, 6 hours (0-0-6)
Prerequisite: WDT109 or permission of instructor; Co-requisite: WDT120
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 position. Upon completion, students should be able to make visually acceptable groove weld joints in accordance with applicable welding codes. CORE.

WDT 155 GTAW CARBON PIPE LABORATORY: 3 credits, 9 hours (0-0-9)
This course is designed to provide students with skills in welding carbon steel pipe with gas tungsten arc weld (GTAW) process using filler metals in the F6 groups. Emphasis is placed on welding carbon steel pipe using gas tungsten arc welding technique in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in the 2G, 5G, and 6G positions in accordance with the applicable code.

WDT 181 SPECIAL TOPICS I: 3 credits, 9 hours (0-0-9)
This course provides specialized instruction in various areas of the welding industry. Emphasis is placed on meeting students' needs.

WDT 182 SPECIAL TOPICS II: 3 credits, 7 hours (1-0-6)
This course allows students to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. Students will be able to demonstrate and apply competencies identified and agreed upon between the students and instructor.

WDT 183 SPECIAL TOPICS III: 3 credits, 5 hours (1-4-0)
This course provides specialized instruction in various areas of the welding industry. Emphasis is placed on meeting students' needs.

WDT 184 SPECIAL TOPICS IV: 1 credit, 2 hours (0-2-0)
This course provides specialized instruction in various areas of the welding industry. Emphasis is placed on meeting students' needs.

WDT 217 SMAW CARBON PIPE THEORY: 3 credits, 5 hours (1-4-0)
This course is designed to provide students with the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, filler metal selection, joint geometry, joint preparation, and fit-up. Upon completion, the student should be able to identify pipe positions, filler metals, proper joint geometry, joint preparation, and fit-up to the applicable codes.

WDT 228 GTAW (GAS TUNGSTEN ARC WELDING) THEORY: 3 credits, 3 hours (3-0-0)
This course provides students with the knowledge needed to perform gas tungsten arc welds (GTAW) using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices; equipment identification and setup; correct selection of tungsten type; polarity; shielding gas; and filler metals. Upon completion, students 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 LABORATORY: 3 credits, 6 hours (0-0-6)
This course is designed to provide students with skills in welding carbon steel pipe with the shielded metal arc weld (SMAW) process using electrodes in the F3 and F4 groups. Emphasis is placed on welding pipe in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with prescribed electrodes in the 2G, 5G, and 6G positions to the applicable code.

WDT 268 GTAW (GAS TUNGSTEN ARC WELDING) LABORATORY; 3 credits, 9 hours (0-0-9)
This course provides students with skills needed to perform gas tungsten arc welds (GTAW) using ferrous and 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, students should be able to identify safe operating practices; equipment identification and set-up; 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.

ADULT EDUCATION

ADULT BASIC EDUCATION

The Bishop State Community College Adult Basic Education Program is a comprehensive educational program aimed at preparing adults age 16 and over for Pearson Vue's GED Tests (General Educational Development). The GED Tests cover the academic knowledge and skills learned in four years of high school: reading, writing, social studies, science, and mathematics. The goal of the Bishop State Adult Education Program is to successfully prepare students for the GED Tests through instruction in math, language, and reading.

TABE Assessment Testing (Free- No Cost)

To enroll in the Bishop State Adult Education Program, all individuals must take the Test for Adult Basic Education (TABE) Assessment Test. The TABE Assessment is given to determine a student's grade level prior to enrolling in Adult Education Classes.

- Students must have a picture I.D. to enroll.
- This TABE Assessment Test usually takes between four (4) to five (5) hours.

Assessment Schedule

The TABE Assessment Testing will be held at the Bishop State Carver Campus, Bldg. J., 414 Stanton Street, Mobile, AL 36617.

The TABE is given on Mondays and Thursdays only with fifteen (15) openings available. No appointments are accepted; first come, first served.

- Sign-up for testing begins at 7:00 am.
- Campus Police can assist at the rear Guard Shack.
- Testing begins promptly at 7:30 am.

This testing site is open for continuous enrollment to anyone sixteen (16) years of age or older who is not currently enrolled in the regular public school program. Students ages sixteen (16) must provide a certificate of exemption from MCPSS and seventeen (17) years old must submit an exit interview form from their last high school. Both 16 and 17 year olds will need a parent permission form at the time of enrollment to take the TABE Assessment Test.

WORKFORCE DEVELOPMENT AND LIFELONG LEARNING

The Division of Workforce Development and Lifelong Learning offers career readiness and professional and personal development opportunities through the following programs:

- Assessment Testing (Adult Basic Education and TABE)
- Contract Training
- Distance Learning Education
- Ready-to-Work
- WorkKeys for Education, Employers, and Economic Development.

Contract Training Programs

Your Business Partner in Workforce Training

Cost-effective, Customized and Convenient

Bishop State can design a training program that's right for you, your business and your employees.

A recent National Workforce Development study shows that businesses are turning to community colleges for training because it is cost-effective and convenient for them and their employees. While big industry is still the largest customer of community college training programs, the study showed businesses of all sizes are discovering the advantages of Bishop State's contract training

Bishop State is proud to be at the forefront of this national trend. We've been building partnerships with area businesses and industries for decades by offering training assistance that keeps our local economy growing and our local citizens working.

Training to Keep Your Employees on the Cutting Edge of Technology

Training is an essential tool for success in any business. In today's globally competitive marketplace, workers must have the opportunity to upgrade their skills on an ongoing basis. The current work environment demands that workers be lifelong learners to keep abreast of today's technological changes, update current job skills, and prepare for the skills of tomorrow. Bishop State has developed customized contract training programs that really work for businesses and meet the workforce training needs of all types of industry. Our programs are specifically designed to meet the requirements of your business operation.

Here are some of the benefits of Bishop State's contract training programs, which are:

- **Customized**. We assess and identify your specific needs and develop programs to meet them. We can even design a program around your long-range business plan.
- **Flexible**. Training can be offered on-site at your business or on one of our convenient campuses. We can work with new employees, current employees or returning employees. Also, we can modify training for your company as your business needs change.
- **Cost-effective**. You'll find effective quality training programs at affordable prices for your business.
- Many industries have found our program a great alternative to expensive in-house training programs.
- **Suitable for companies of all sizes.** Our contract training programs are suited for companies of all sizes: major corporations, mid-sized business operations, and small companies.

Distance Learning

Goal of Distance Learning

The goal of distance learning at Bishop State is to provide access to courses outside of the traditional classroom for our students, where applicable. With today's busy lifestyles, students demand access to quality education 24/7. In online courses from Bishop State, you'll find the same type of excellence with quality instructors and engaging content as on- campus courses.

Expectations

What should you expect from Bishop State Online courses? Look forward to high quality courses that allow you to learn at your own pace, within course deadlines, and instructors who provide an atmosphere open to discussion, interaction, and discovery, and eager-to-learn fellow classmates. You will need to keep up with class discussions and weekly work assignments, but the time you choose to do the work is your own.

NOTE: Online learning does not mean the classes are easier than on-campus classes. Do not think because you are seated behind your computer that you are not expected to be a part of the class and learn. Full participation is required by all online instructors.

About Online Courses from Bishop State

We have been a part of distance education for approximately three years now and have developed over 40 online courses. When it comes to an extensive number of courses available online, Bishop State is at the forefront of the state with plans to develop new online courses regularly.

For More Information on Distance Learning

To learn more about the College's distance learning programs, visit **www.bishop.edu/distance.html**.

Ed2Go (Interactive, Non-Credit Course Offerings)

Bishop State offers a wide range of highly interactive, non-credit courses that you can take entirely over the internet.
All of the courses include expert instructors, many of whom are nationally known authors. These online courses are affordable, fun, fast, convenient, and geared just for you.

Course Offerings Include:
- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

Visit the Ed2Go website Technology Series

The College is preparing to offer the latest in technology training and hundreds of never-before-offered courses via on-line with excellent and effective instructor access. Currently, these courses are available in the Ed2Go Program. Visit **www.bishop.edu/**, click on *Workforce Development* and then scroll down to *Ed2Go*. From there you'll be linked to Ed2Go's website.

Typical Videoconferencing Applications Include:
- Distance Education
- General Meetings
- Board Meetings
- Leadership Meetings
- Interviews
- Workshops
- Professional Development

"Videoconferencing provid locations at a small fracti organizations, agencies, a point) or involving multiple

Each site participating in a other devices that enable interactive

- Depositions

Facility Information
Videoconferencing in the Business Technology Center on the Main Campus has two public-access video conferencing areas, both on the first floor in Rooms 116 and 160. The Auditorium, housed in Room 116, is the largest video conference room with document view and inactive software which allow you to record sessions. Dropped microphones allow audiences to participate. Also available are two cameras, one with a motion tracking to follow the presenter and allow access to the audience. The room's total capacity is 120 people with two 100-inch screens. In room 160, the capacity is 20 people, depending on the use of computers or laptops. This set-up is designed for a more personal video conference and has a large 100 inch screen.

Ready-to-Work Program
Ready-to-Work (RTW) is a training program that prepares individuals to meet the demands of current and future Alabama employers. RTW graduates who pass a final comprehensive examination earn an "Alabama Certified Worker Certificate" and an "Alabama Career Readiness Certificate." These certify that graduates possess proven work skills and abilities set by the Alabama Department of Postsecondary Education Division of Workforce Development in cooperation with the Alabama Industrial Development Training Institute (AIDT).

The RTW training program is available at no charge to unemployed individuals who need training in entry-level skills or those individuals who desire additional skills for employment advance. The Ready-to-Work Training Program classes begin every three months or as needed.

WorkKeys® Solutions Provider

WorkKeys is a job skills assessment system that measures real-world skills, and:

- connects work skills, training, and testing for education and employers;
- makes it easier to meet the requirements of federal programs and legislation;
- supports economic and workforce development programs; and
- is the basis for the *National Career Readiness Certificate*.

To learn more about WorkKeys Solutions, please visit **http://www.workkeys.com**.

WorkKeys® for Education

The WorkKeys job skill assessment system is used in high schools and community and technical colleges across the country to measure real-world skills.

- **Educators** use it to help students identify career interests, current skills or additional training needed to prepare for jobs.

- **Students** can learn more about preparing for the WorkKeys test and how to use WorkKeys scores to determine possible job interests.
- **Parents** can use it as a guide to help their son or daughter with future career plans.

WorkKeys® for Employers

High Turnover? Hard to Find and Keep Qualified Employees?
Does any of this sound familiar?

- Turnover level keeps you awake at night.
- Hiring qualified workers is a constant challenge.
- Your training efforts and training dollars don't show measureable results.
- Your staff is working overtime and double shifts to make up for staff shortages and high turnover.

WorkKeys, ACT's workplace assessment tool – the gold standard in skills testing – is used by thousands of companies worldwide. WorkKeys uses the same scale to score tests and measure job skills for quick comparisons between a person's skill levels and the job requirements.

WorkKeys® and Economic Development Using WorkKeys®

A growing number of states, communities, and organizations are choosing the WorkKeys® system as the foundation for career readiness initiatives that energize their economic development and workforce strategies. Many of these initiatives incorporate the principles of the *National Career Readiness Certificate™* by issuing state and local credentials that align with the national system.

Credentials that utilize three WorkKeys assessments – Applied Mathematics, Locating Information, and Readiness for Information – share many of the benefits provided by the National Career Readiness System. State and national programs that use this framework can achieve even greater outcomes by fully adopting the *National Career Readiness Certificate* as part of comprehensive workforce and economic development strategies. Broad use of WorkKeys to empower state, regional and local strategies demonstrates its capabilities to address a wide range of workforce and economic development objectives.

WorkKeys® and the Career Readiness Certificate™

The **Career Readiness Certificate™** (CRC), based on the WorkKeys® job skills assessment system, gives employers and career seekers a uniform measure of key workplace skills.

Certificate Levels
Individuals who score at certain levels on the three WorkKeys assessments will qualify for a certificate. The three
WorkKeys assessments are as follows: Applied

Mathematics, Reading for Information, and Locating Information.

Certificate	WorkKeys Scores
Gold	5s and above
Silver	4s and above
Bronze	3s and above

Which Certificate Is Needed?

To learn the average WorkKeys scores needed by job title for more than 400 occupations, visit www.workkeys.com. Additional information is available at **www.bishop.edu** and **www.alworkforce.dpe.edu.**

There are 4 levels an individual may earn: bronze, silver, gold, and platinum.

Bronze Level - Core employability skills for approximately 30% of jobs listed

Silver Level - Core employability skills for approximately 65% of jobs listed

Gold Level - Core employability skills for approximately 90% of jobs listed

Platinum Level - Core employability skills for approximately 99% of jobs listed

Employers – Demand a Skilled Workforce

When you recommend or require the Career Readiness Certificate (CRC) for jobs in your workplace, you'll tap into the most qualified labor pool in your area. When an applicant walks in with a CRC, you'll be guaranteed that he or she possess basic foundational skills.

Use the certificate as a tool for:
- **Screening** – Save time by interviewing only applicants who have the skills required for your jobs.
- **Hiring and promotion** – A National Career Readiness Certificate can be used as a "plus" factor to help you make selection and promotion decisions.
- **Targeting employee training and development** – Save money by using your training budget on employees with skill gaps.

HIGH-STAKES TESTING

The ACT Center is the Central area of testing or *High Stakes Testing* where the College proctors for 21 boards of Certifications and oversee 154 different exams. The most common tests are ASWB, ABO, ADA, ASE, NASC, ABVM and

Compass testing. *NOTE: See below for test listings of acronyms.*

Listing of Tests

ABO (American Board of Ophthalmology) ABPM (American Board of Pain Medicine) ASE (National Institute for Automotive Service Excellence)
ASWB (Association of Social Work Boards) BOC (Board of Certification)
BU (Boston University)
CSA (Codes and Standards Assessments) CDR (Commission on Dietetic Registration)
CIV (COMPASS Internet Version Remote Testing) CTS (Continental Testing Services)
Comira DevSquare
FSOT (Foreign Service Officer Test)

Lawson
LSENP (Liebert Services, Emerson Network Power)
McCann
NITC (National Inspection, Testing, and Certification Corporation)
NMTCB (Nuclear Medicine Technology, Certification Board),
PAHCOM (Professional Association of Health Care Office Management),
ProExams
Rockwell Collins,
RVIA (Recreational Vehicle Industry Association),
TESC (Thomas Edison State College),
WorkKeys/Career Readiness Certification

WORKFORCE DEVELOPMENT

Job Seekers

Did you know there are funds available to help pay for workforce training? Training is the key to obtaining better job opportunities and higher wages. Students, if you are interested in developing the skills needed to succeed in a fulfilling career, consider Bishop State Community College. There are many programs and services offered through the College. Contact us at 251.405.7118 to begin your road to success.

Financial Assistance

Find out how we can assist you in a number of financial aid resources including: **Pell Grant, Workforce Investment Act, Scholarships and Veterans Assistance.** Contact the Financial Aid Office at 251.405.7015. For Veterans Assistance, call 251.405.7019.

Business and Industry

Through the Workforce Development Programs, Bishop State Community College provides a comprehensive, customer- driven process of developing highly qualified workers. This is accomplished through a seamless system of education and training. Partnerships may be developed with industry, which will increase company productivity and return on investment. Employers can locate highly qualified, dependable and competent workers by contacting Bishop State Community College at 251-405-7118

Student Handbook

STUDENT HANDBOOK

PERSONS TO SEE FOR ASSISTANCE:

ISSUE	CONTACT:
Academic Regulations or Course Load	Academic or Technical Dean
Grade	Office of Admissions and Records
Drop and Add (during Registration only)	Academic Advisor
Drop and Add (after Registration)	Office of Admissions and Records
Withdrawal	Office of Admissions and Records
Course Complaints	Divisional Chairperson or Dean
Books and Supplies	Bookstore
Tutorial Assistance	Learning Assistance Center
Services for Students with Disabilities	Student Services
Tuition Payments or Refunds	Business Office
Financial Assistance	Financial Aid Office
Veterans Affairs.	Financial Aid Office
Intercollegiate Athletics.	Athletic Director
Student Activities (SGA)	Coordinator of Student Activities
Information on Clubs and Organizations	Dean of Students
Lost ID card (replacements $5.00)	Campus Police
General Lost and Found Items	Student Services
Campus Parking	Campus Police
Employment or Job Inquiries	Coordinator of Career Planning
Other Services or Issues Not Listed	Student Services

CAMPUS FEATURES AND SERVICES

Main Campus

1. LIBRARY HOURS are

    8:00 a.m. – 7:00 p.m. Monday – Thursday;
    8:00 a.m. – 2:00 p.m. On Friday; and
    9:00 p.m. – 2:00 p.m. on Saturday.

2. COPYING SERVICES are provided in the library at ten cents per copy.

3. GROUP STUDY ROOMS are available in the library, with capacity for three to six persons who wish to study together. Students must sign-in and present their ID cards to use these rooms.

4. A BOOK DEPOSITORY for returning books after hours is available on the east side (exterior) of the library. It should be used between 5:00 p.m. and 8:00 a.m. the following day. Books returned through the book depository after 8:00 p.m. will be checked in as of the next school day.

5. A LISTENING LABORATORY is available on the second floor of the library for students who want to listen to music and view movies. Students must sign-in and show ID cards to use this room. Exceptions to the rules will be made only by the librarian or the library director.

6. STUDENT LOUNGING AREAS are available to students during school hours and are located on the second floor of the Oliver H. Delchamps Student Life Conference Complex. Furniture, snack machines, and other conveniences are available in these facilities and should be used with care by the students.

Carver Campus

1. THE MEDIA LIBRARY (Learning Resource Center) is open from 8:00 a.m. – 5:00 p.m., Monday – Thursday and 8:00 a.m. – 2:00 p.m. on Friday.

2. A COMPUTER LAB is also available in the Learning Resource Center during the above hours. Special sessions may be scheduled by instructors for students to review instructional materials, see video demonstrations, or develop computer skills.

3. A VIDEO TELEVISION is installed in various classrooms. Video tapes may be played in the Learning Resource Center and reviewed on these various televisions upon request from the instructors.

4. COPYING SERVICES are available in the Learning Resource Center at a cost of ten cents per copy.

Southwest Campus

1. THE LIBRARY is located in the Administration Building. Hours are 8:00 a.m. – 5:00 p.m., Monday – Thursday, and 8:00 a.m. – 2:00 p.m. on Friday.

2. COPYING SERVICE for students who need minimum copies of their resumes, class assignments, or other school materials may be provided at 10 cents per copy. See the librarian for assistance.

3. A STUDENT COMPUTER LAB is available for students between the hours of 8:00 a.m. – 4:30 p.m., Monday – Friday.

Baker-Gaines Central Campus

1. A LARGE AUDITORIUM seats over 1100 persons (including the balcony) for student activities, community activities, and other approved functions.

2. BLACK HISTORY MUSEUM AND RESOURCE LIBRARY has a variety of materials which allow study for scholarly and personal works. It includes areas for visual arts, manuscripts for genealogical research, audio visuals, and other literary resources. Museum exhibits and visual artworks concentrate on African-American themes. The displays may, at times, include traveling exhibits. The museum is open without charge from 8:00 a.m. – 4:30 p.m., Monday – Friday, and upon special request. The museum is closed on Saturdays, Sundays, and other holidays based on the academic calendar of the College.

3. FOUR COMPUTER LABS are available for students.

4. THE LIBRARY is open 8:00 a.m. – 7:00 p.m. Monday – Thursday and 8:00 a.m. – 2:00 p.m., on Friday.

5. A MODERN-DAY CARE CENTER FOR INFANTS AND TODDLERS (with a capacity of 50) is available for ages three (3) months to two (2) years.

6. THE BAKER-GAINES CENTRAL MEMORABILIA ROOM houses pictures, yearbooks, and other memorabilia. To gain entry, check with the Office of the Campus Director.

7. A CAMPUS BOOKSTORE provides texts and other supplies.

8. AN ELEVATOR is accessible to individuals with disabilities.

9. TWO (2) CHAIR LIFTS are available for individuals with disabilities.

10. A COMMUNITY SERVICE ROOM for small meetings can be used by college and community groups and organizations. Make appointments for use with the Office of the Campus Director.

DIVISION OF STUDENT DEVELOPMENT SERVICES

Mission and Goals

The mission of the Division of Student Development is to provide a learning environment that maximizes the opportunity for student growth, both individually and collectively, by establishing provisions for the development of the mind and body, not aside from curriculum instruction, but in partnership with it, not as a supplement, but as a component.

The goals of Student Development Services are:

A. To provide admission, registration, counseling services, and other support services to meet students' needs for access to the institution;

B. To assist in creating an environment that is safe and conducive to student development;

C. To provide services that will facilitate the successful movement of the student through the educational process to the completion of his or her goals;

D. To provide a system of accurately recording and retrieving student records;

E. To provide orientation, advising, career planning, and leadership training for the development of future growth opportunities;

F. To provide a program of financial assistance for students;

G. To provide academic support services for students to facilitate academic achievement;

H. To provide job placement services for students with employment as an immediate goal;

I. To provide institutional leadership in the development and implementation of marketing strategies, including recruitment and retention activities;

J. To participate in the governing system of the College in the areas of long-range planning, fiscal management, policy regulation, curriculum development, due process in student discipline, and student life; and

K. To assist in satisfying community needs for information, public use of facilities and programs, providing manpower, and fostering economic development.

SERVICES TO STUDENTS

Academic Advisement

The major goal of academic advisement is "to design and implement services to assist students with academic achievement." To accomplish this goal, the Academic Advisement Program is committed to:

A. Providing a qualified, interested, and committed academic advisor for every student enrolled at the College;

B. Familiarizing students with registration procedures;

C. Assisting students in course selections based on placement scores;

D. Ensuring students have completed course prerequisites;

E. Familiarizing students with degree/certificate requirements; and

F. Familiarizing students with transfer requirements to four-year institutions.

Instructors serve as academic advisers for students upon enrollment to: 1) help them choose a program of study, 2) assist with course selections based on availability, 3) assist with class scheduling and required courses for graduation, 4) facilitate issues students might encounter, and 5) help students choose a career based on their program of study.

Bookstores

Bookstore services on the Main Campus and Baker-Gaines Central Campus provide textbooks and limited supplies for purchase by students. The Main Campus Bookstore is located in the Oliver H. Delchamps, Jr. Student Life Conference Complex. The Baker-Gaines Central Campus Bookstore is located directly across from Admissions. Each bookstore maintains textbooks for select courses, supplies, computers, and a wide variety of Bishop State merchandise.

Core course materials taught on the Baker-Gaines Central Campus will be available only at the Baker-

Gaines Central Campus Bookstore. All other campus materials for the Main Campus, Carver Campus, and Southwest Campus are available at the Main Campus Bookstore. You may also shop online by credit card at **BishopStateShop.com**.

The bookstore accepts cash, debit cards, MasterCard, Visa,

Discover, American Express, PayPal, and other approved negotiable instruments for over-the-counter sales. **PERSONAL CHECKS ARE NOT ACCEPTED.** The current semester's schedule and a current student ID must be presented by students when charging items to a Pell Account or any other house account.

Eligible Pell Grant recipients may charge books and supplies to their account after a Title IV Authorization form has been signed and is on file. To expedite the transaction for textbook purchases, students should give the title of the book and its author to staff in the financial aid office, and present a signed copy of their class schedule and show proof of their current BSCC ID. Text information can be acquired at BishopStateShop.com using your course schedule.

Students must present their approved award letter with stated dollar amount if books and/or supplies will be paid for by BSCC scholarship or agencies such as the Alabama Department of Veterans Affairs, State Vocational Rehabilitation Service, or a fraternal, social, church, or similar organization. Office hours are posted outside each campus bookstore window.

For more campus bookstore information, contact:

MAIN ....(251) 405-7036

BAKER-GAINES CENTRAL ...(251) 405-4461

Career Planning and Placement

Career Planning and Placement Services are provided to current students or alumni, aligning their program of study with career goals and networking opportunities for interviews with potential employers. This office maximizes employment and internship opportunities for students by offering a range of services to facilitate recruitment of prospective candidates, including, but not limited to, job/internship postings, on-campus recruiting, career fairs, information sessions, and resume workshops.

For further information, contact Counseling Services located on all campuses or call the Career Planning and Placement Office at (251) 665-4124. The technical instructors make frequent contacts with business and industry employers to assure that students are being taught relevant and needed skills for the workplace.

Child Care Centers

In conjunction with Bishop State Community College's Early Childhood Education Program, a child care center is located on the Baker-Gaines Central Campus for children ages 3 months to 4 years. Though priority will be given to the children of faculty, staff, and students enrolled on all of Bishop State's campuses, openings are then available to children of the general public.

Testing Requirements

The ACCUPLACER Test is required of all new students applying for admission to the college. If you have earned credit hours at a U.S. college or university, you should discuss your educational background with the

Registrar's office before taking any placement test.

If you took the SAT or ACT, do you still have to take the ACCUPLACER Test?

If you obtained a score of 470 or higher on the Math, Reading, or Writing sections of the SAT you are exempt from that test area. If you took the ACT, to be exempt, a score of 20 or higher is required for the Reading and Math sections. A score of 18 or higher is required for the English section. Scores older than three (**3) years** from where you took the test **will not** be accepted.

Test Purpose

The ACCUPLACER Test is not an admissions test. No student is denied admissions to the College on the basis of Placement Test scores. The test serves four (4) primary purposes:

1. To evaluate the Reading, English, and Mathematics achievement of entering students for the purpose of appropriate course placement.
2. To provide a basis for academic and career counseling.
3. To provide criteria on which to evaluate the initial admissions eligibility to Allied Health programs.
4. To identify potential Honors Program candidates.

Test Preparation

Students are advised to take the test seriously. Performance of the Placement Test will determine which college courses a student may or may not take. Non-credit, developmental courses may be required for students who earn scores below the standards set for college-level courses. Accordingly, students are encouraged to prepare as follows:

1. Read this entire publication so that the instructions received on the day of testing will be familiar.

2. Eat well and get sufficient rest prior to taking the Placement Test.

3. Visit a library or the internet to obtain other publications which will help you review material you may have forgotten.

What to Bring with you to the Testing Center:

1. Photo-bearing identification (see list of first page)

2. Writing instruments, like pens and pencils

Do NOT bring any of the following:

1. Mobile phones, calculators, smart watches, music players, or any other electronic devices are

   2. NOT ALLOWED.

3. Children/friends/family are not permitted in the testing room and college staff cannot be responsible for the safety of children.

Co-Operative Education (Co-Op) Program

Cooperative education opportunities are available to full-time students in certain occupational and technical programs. Interested students should consult with their advisors or an instructor in their major or concentration.

Guidance and Counseling

The basic objective of the Guidance and Counseling Program at Bishop State is to assist students with issues that affect college life: academic concerns, financial matters, personal problems, and career counseling, to name a few. Counselors and key personnel are available through the Division of Student Development Services.

Office hours for guidance and counseling are

9:00 a.m. – 4:00 p.m., Monday; 9:00 a.m. – 2:00 p.m. Friday

(Summer semester hours may vary. Please check with the Guidance and Counseling Office for exact hours.)

Degree Plans

Upon enrollment at the College, students work with advisors to establish their Degree Plan. This plan identifies all courses in Areas I-V that are required in students' declared majors or programs of study. The Degree Plan provides a list of courses that have been completed by the students. The Plan also lists other information such as elective courses taken; courses registered for but not successfully completed; ACCUPLACER Test scores; and

grade point average (GPA) data.

Please note: Financial aid will not pay for any courses outside of students' Degree Plan. If students choose to take such classes, the course fees, including textbooks, will be paid for by the students (or students' parents or guardians, where applicable).

Learning Assistance Center

The Learning Assistance Center is a laboratory that provides a variety of academic support activities to help students improve their skills in various content areas. No appointment is necessary; students can walk in for assistance at any time during the semester and begin an individualized, self-paced course of study designed specifically to meet their special needs. The Learning Assistance Center is staffed with a counselor, paraprofessionals in English, Reading, and Mathematics, and peer personnel who provide free tutorial assistance.

In addition to individualized and group tutorial services, the Learning Assistance Center is equipped with several computers and printers, audio-visual units, and a wide selection of software and other educational materials to supplement and reinforce classroom instruction. Though located on Bishop State Community College's Main Campus only, these services are available to all Bishop State students.

Operating hours for The Learning Assistance Center are

8:00 a.m. – 7:30 p.m., Monday – Thursday; 8:00 to 2:00 p.m. Friday

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Library Services

The Bishop State Community College library services are provided on all four campuses. While the College's libraries serve as resource centers for students, faculty, staff, alumni, and the community, the main responsibility is to provide resources that support the college curriculum. The libraries provide (1) an organized collection of printed, digital or audio materials; (2) a well-trained staff trained to provide information and answer questions regarding library materials and reference materials, and (3) a posted schedule of library hours of operation.

Library resources include: online catalogs, CDs and DVDs, internet access, virtual libraries, and automated databases. Textbooks, books for recreational reading, journals, newspapers, audio-visual hardware and software, and vocational study materials are also available.

Alabama Virtual Library

The Alabama Virtual Library (AVL) provides all students, teachers, and citizens of the state of Alabama with online access essential to library and information resources. Through the AVL, a considerable amount of information is available to every student and citizen in Alabama, raising the level of excellence in schools and communities across the state. You may request an AVL remote access card from any of the College's campus libraries. The libraries may be accessed from the following websites:

www.library.bscc.al.us./Infocentre/Library.do

Library Hours of Operation by Campus

www.library.bscc.cc.al.us/Central/Library.do

www.library.bscc.cc.al.us/Carver/Library.do

www.library.bscc.cc.al.us/Southwest/Library.do

How to Check out Library Materials

Students are issued ID cards when they register, and they are required to present their card whenever they check out library materials. Any library staff member may request the student to show his/her ID card when entering the library building or at any time while using library facilities.

Campus	Monday – Thursday	Friday	Saturday
Main	8:00 am – 7:00 pm	8:00 am – 2:00 pm	9:00 pm – 2:00 pm
Carver	8:00 am – 5:00 pm	8:00 am – 2:00 pm	closed
Southwest	8:00 am – 5:00 pm	8:00 am – 2:00 pm	closed
Baker-Gaines Central	8:00 am – 7:00 pm	8:00 am – 2:00 pm	closed

Orientation for New Students

Orientation for new students is provided prior to registration. The orientation process is devoted to acquainting students with the physical and social environment, procedures, regulations, and resources of the College. A more formal orientation course, **"Strong Start"** (ORI101) is required for first-time students in select programs* and is designed to improve student learning for educational and vocational success. The course will introduce students to the knowledge and skills needed to attain educational and career goals; improve the learning environment; complete attempted Math and English courses with a C or better; improve persistence from term to term; and provide professional development.

Check with your advisor to see when you are required to take ORI101.

Online New Student Orientation

New students may also obtain orientation information online by visiting **www.bishop.edu/student-affairs-services/new-student-orientation.html.** This online information is the same information presented during the on-campus orientation sessions.

Students with Disabilities

Bishop State Community College complies with Section 504 of the Rehabilitation Act of 1973 and the regulations of the American Disabilities Act (ADA) of 1990. Services are coordinated through the Office of the Dean of Students located on the Main Campus in the Student Life Conference Complex. The phone number is (251) 405-7087. Accommodations and other support services are available upon request.

Counseling, tutorial, and other support services are also available upon request for students with disabilities. Contact a counselor or the Office of Student Services on your campus for more information.

A Telecommunications Device for the Deaf (TDD) is available on the Main, Carver, and Southwest campuses.

Publications

The College publishes and endorses these publications: The College Catalog, the Student Handbook, and My Guide. These publications are available for students, prospective students, and other persons interested in Bishop State. They contain information for admission to the College, financial aid regulations, course requirements of major areas of

study, graduation requirements, rules and regulations of the College, and other pertinent information. Students should familiarize themselves with the content of the publications and retain a copy as valuable resources during their tenure at Bishop State.

Extracurricular Activities

Bishop State Community College considers out-of-class activities a vital part of the educational process.

Students are encouraged to participate in programs which provide leadership training, services to the College and the community, self-directed activity, experiences of sharing interests, and opportunities to interact with persons from diverse backgrounds. The College encourages student participation in a variety of extracurricular activities, according to the students' interest. Interested students may contact the appropriate club or organization for additional information.

Athletics

The goals and objectives of the Intercollegiate Athletics Program of Bishop State are designed to offer competitive sports for men and women that encourage cooperation, teamwork, a strong work ethic, and sportsmanship. These goals will be accomplished through the following objectives: (1) to enhance physical development and scholastic achievement, (2) to provide a medium for students to learn, develop and practice leadership and interpersonal skills, (3) to identify and recognize individual physical ability and talent, and (4) to provide an intramural program for the general campus population.

Eligibility Criteria for Student Athletes

Athletes at Bishop State Community College who participate in intercollegiate activities are governed by the official Handbook and Casebook of the National Junior College Athletic Association. Policies relating to recruiting and providing financial aid for athletes can be found in this handbook. Coaches are encouraged to provide a copy of this document to prospective students on all campuses.

Students are encouraged to review the information relating to their status as athletes and must meet both academic and athletic requirements for participation. For more information, contact the Athletics Director at (251) 405-7030.

Opportunities for athletic participation include:

BASEBALL TEAM: The Bishop State Community College baseball team is a member of the Alabama Junior College Conference and the National Junior

College Athletic Association. Since its inception, the team has stressed quality performance on and off the field. The coaching staff emphasizes the importance of being a student first, then an athlete.

BASKETBALL TEAMS FOR MEN AND WOMEN: The men's and women's basketball teams are members of the Alabama Junior College Conference and the National Junior College Athletic Association. Both basketball teams boast an enviable record as winners of several conference championships. BSCC coaches have been selected as All-Conference Coaches on numerous occasions.

WOMEN'S SOFTBALL TEAM: Bishop State Community College offers softball for women as one of its intercollegiate sports. The softball team is a member of the Southern Division of the Alabama Junior and Community College Conference. All home games are played at the softball complex located on the Southwest Campus.

Intercollegiate Athletics: Drug Testing of Student Athletes

Participation in intercollegiate athletics is one of the privileges afforded as an extracurricular activity to students enrolled in the institutions of The Alabama Community College System. The Alabama Community College System wishes to ensure that the health and safety of student athletes are not compromised and that student athletes are discouraged from the use and abuse of illegal drugs. Therefore, it is the policy of the Alabama Community College System that students participating in intercollegiate athletics submit to urinalysis drug testing at regular and random intervals, both announced and unannounced. This policy only authorizes drug testing of students who voluntarily choose to participate in intercollegiate athletics of The Alabama Community College System; however, drug testing is mandatory for student athletes.

The purpose of this policy is to prevent illegal drug usage, to alert student athletes to serious physical, mental, and emotional harm caused by drug abuse, and to maintain an athletic environment consistent with the high standards of the institutions and with the overall development and education of their student athletes.

For more information, contact the Office of the Dean of Students at (251) 405-7087.

Student Recreation

The College provides facilities for student recreation in the

Oliver H. Delchamps, Jr., Student Life Conference Complex (Upper Level) on the Main Campus. An area with food, vending machines, and lounge is also provided on all four campuses.

Clubs and Organizations

Clubs and organizations are active on the campuses. Through participation in the programs of their special interests, students may explore programs of interest to them and expand the development of their skills and abilities by working with fellow students. Membership is open to all students who meet the qualifications for the respective clubs. For more information, contact the Office of Student Development Services on your campus.

Below is a list of student organizations currently at Bishop State Community College. Students are welcome to suggest other types of clubs they would like to have at the College if the clubs contribute to the educational experiences of students and if they are approved by the College President and Dean of Students.

ACTIVE MINDS: Active Minds is a campus organization that gives students opportunities to educate and create awareness of issues concerning mental health. The organization seeks to remove the stigma associated with mental illness. Membership is open to all students. For more information, please contact (251) 405-7138.

THE AFRICANA: This is an academic organization established to serve as an archive for books, documents, or art objects relating to the history or culture of Africa and African-Americans. For membership inquiries or more information, students should contact Dr. Caesar Smith at (251) 405-7142.

BARBERING AND HAIRSTYLING ASSOCIATION: This organization serves to mentor future barbering students and organize fundraising projects for professional hair-shows or educational trips that students can attend while enrolled in the barbering program at the College. The organization also encourages wholesome attitudes toward the barbering profession; promote cooperation between barbering faculty and students; and stimulates the interest in the overall concept of barbering and hairstyling, to name a few.

CAMPUS MINISTRY: Campus Ministry offers Christian students opportunities for fellowship and participation in Christian activities. The organization encourages student believers to make a difference in their world by assisting with on-campus and off-campus special projects and helping others.

CHEERLEADING SQUAD: Membership on the cheerleading squad is open to all students. Tryouts are held during the spring semester. The goals of the squad are to: (1) promote and maintain school spirit, (2) develop good sportsmanship among students, (3) build better relationships between colleges, (4) maintain the highest personal and team cheerleading standards, and (5) foster enthusiasm and support of the attending crowd during basketball games.

COLLEGE BAND: Participation in the Bishop State College Band is required for all musical instrument majors and minors. The band is open to other students through audition for college credit or personal enjoyment. The band performs for both on-campus activities and selected off-campus events.

COLLEGE CHOIR: The College Choir is designed to explore choral literature of basic musical eras in various styles. Emphasis is placed on musicianship and the development of ensemble vocal techniques. The choir represents the College at civic, school, and religious functions in the community. Membership is granted by audition only.

COSMETOLOGY ASSOCIATION: The purpose of this organization is to promote healthy beauty habits, educate, and support the College through active participation in student activities and other collegiate organizations. It is also the association's purpose to involve students in the cosmetology industry and inspire them to reach higher levels of excellence, both personally and professionally.

C.R.A.F.T. (**Creative Renditions of Artistically Fueled Talents**): The purpose of this organization is to allow students to utilize their talents for the advancement of their craft. Students of this group strive to implement the tools and skills they have mastered with a passion for creativity and arts to express themselves, to awe and inspire, and to show that everyone has the potential to become a great artist in their own CRAFT. Please call (251) 405-7215 for more information.

CULINARY ARTS STUDENT ASSOCIATION: This organization represents the culinary arts profession at Bishop State Community College. The association participates in culinary arts competitions, and travels to food institutions and food shows to expose students to a variety of career choices. This group also participates in community service projects to share talents of the members and provide resources to those in need.

ENACTUS: (Formerly SIFE): This is an international nonprofit organization dedicated to inspiring students to improve the world through entrepreneurial action. We provide a platform for teams of outstanding university students to create community development projects that put people's own ingenuity and talents at the center of improving their livelihoods. Guided by educators and supported by business leaders, students take the kind of entrepreneurial approach that empowers people to be a part of their own success.

HEALTH INFORMATION MANAGEMENT STUDENT CLUB: The purpose is to teach practical skills, working knowledge, and further awareness of the field of Health Information to the students in this program. Students become familiar with ethical principles of healthcare, which were developed to safeguard the public and mandate professional levels of quality and efficiency for members of this vital profession.

HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA): The mission of HOSA is to enhance the delivery of compassionate, quality healthcare by providing opportunities for knowledge, skill, and leadership development of health occupations students. Interested students should see the counselors for the Health Occupations Programs.

INTERNATIONAL SOCIETY OF AUTOMATION (ISA): The objectives of ISA are to advance and to reinforce the arts and sciences related to theory, design, manufacture, and use of instrumentation, computers, and systems for measurement and control in various sciences and technologies. This organization helps students learn about future career opportunities in the field of instrumentation.

INTERNATIONAL STUDENT ORGANIZATION: The goals of the International Student Organization are to promote goodwill and international cultural exchange at Bishop State. It provides opportunities and activities for students to interact with others from diverse cultures and enrich their global world view.

JAZZETTES: Composed of young ladies who share a common interest in dance, the team performs during home basketball games, local parades, and community events. The goals of the BSCC Jazzettes are to create and promote school spirit and provide quality family entertainment with hip- hop and jazz dance styles. During the academic year, the team practices three (3) days per week. For more information, call (251) 4057087.

KAPPA BETA DELTA HONOR SOCIETY: The Iota Chapter of Kappa Beta Delta Honor Society is an international honor society recognized in the Division of Business for outstanding students. Eligible students must be in the upper 20 percent of their class with a minimum 3.0 GPA on a 4.0 scale. The membership fee is $50.00, which includes the cost of $35.00 for the national membership pin and certificate and $15.00 for expenses of the local chapter.

NATIONAL TECHNICAL HONOR SOCIETY: The mission of the organization is to acknowledge the academic achievements of students enrolled the technical programs of the College. The organization further seeks to honor student leadership, promote educational excellence, award scholarships, and enhance career opportunities for its memberships.

NIGHTINGALES: Membership in the Nightingales is open to all Bishop State Community College nursing students who have completed the first block. The organization focuses on community service, provides an opportunity to learn about the nursing profession, provides personal enrichment and impacts the lives of others. Please contact Vesta Fairly at vfairley@bishop.edu or Dr. Jacqueline Smith at jsmith@bishop.edu.

PHI THETA KAPPA NATIONAL HONOR SOCIETY: The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. To be eligible for membership: students must be enrolled in an academic or technical associate degree program; must have completed at least 12 hours of coursework that may be applied to an associate degree (part-time students may be eligible) and must have a grade point average of 3.5. For additional information, please visit our blog: https://ptkbscc.Wordpress.com.

PHYSICAL THERAPIST ASSISTANT (PTA) CLUB: This club is open to students enrolled in the Physical Therapist Assistant Program. It sponsors fund-raising drives and social/community activities and serves to provide networking opportunities. Students will learn about career opportunities in this exciting and burgeoning field.

SIGMA KAPPA DELTA: Sigma Kappa Delta is the national English honor society for two-year colleges and confers distinction upon outstanding students of the English language and literature. To be eligible for membership,

students must have completed a minimum of one college-level English class with a "B" average or better, have completed at least 12 semester hours, and maintain a minimum overall 3.3 GPA on a 4.0 scale.

STEM: This club strives to provide experience and awareness in areas related to *Science, Technology, Engineering, and Mathematics.* Membership is open to all students enrolled at the College who have a strong background the science and mathematics. Students must have and maintain a 3.5 grade point average to participate.

SYSTEMATIC STUDENT ASSISTANCE CLUB (SSAC): The purpose of the Systematic Student Assistance Club is to provide students with online academic skills and to improve the knowledge of students familiarizing them with the use of BORIS, Blackboard, online registration, and required class assignments. The organization also focuses on improving individual skills, productivity, and student knowledge through the use of technology in the classroom.

STUDENT GOVERNMENT ASSOCIATION (SGA): The Student Government Association serves and represents the total student body and acts as a catalyst in promoting cooperation and school spirit among students, faculty, and the administration. Students of SGA gain training in self-government and leadership abilities. SGA officers are elected during the spring semester.

WILDCAT AMBASSADORS are a select group of students who serve as hosts and hostesses for prospective students, dignitaries, visitors, and numerous college-wide functions. To be selected as an Ambassador is an honor and an excellent opportunity for personal and professional growth. Students selected as Ambassadors possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people, and a sense of school spirit and pride. For more information, contact the Office of the Dean of Students at (251) 405-7087.

STUDENT INFORMATION

Student Travel

All student-related activities requiring transportation from the college campuses must be supervised by the appropriate faculty advisor or other college personnel. Students should be transported using the College's vehicles, whenever possible. At **no time**, will students be permitted to drive a vehicle of the College. All faculty and staff drivers must provide proof of valid driver's license and current auto liability insurance coverage.

- Use of college vehicles must be requested in advance and approved in writing by the Dean of Students and the President of the College. No one will be permitted to travel without written approval. Drivers will be responsible for requesting a safety inspection.
- When students travel in vehicles owned by faculty and staff members to attend approved college- related functions, each student will complete a Hold-Harmless Agreement (**See Form I**). This agreement releases the College of any and all liabilities. The agreement form can be obtained from the Office of the Dean of Students. Once completed, the original agreement must be returned to the office of the Dean of Students for filing.
- In case of emergencies while traveling, the faculty advisor must do whatever is necessary to guarantee that students receive any required medical attention. Once assistance has been provided, students may resume the trip. No one can continue to travel without the accompaniment of a responsible college employee.
- All drivers will pick up and return the college vehicles to the parking area on the Southwest Campus. All safety violations must be reported immediately.

Standards of Student Conduct

Students enrolling at Bishop State Community College may rightfully expect that the faculty and administrators will maintain an environment with opportunities and freedom to learn in classrooms on all campuses. As members of the college community, students are encouraged to develop the capacity for critical judgment, to engage in sustained and independent search for truth, and to exercise free inquiry and free speech in a responsible, non-violent manner. An applicant for admission to the College who has received disciplinary action from another institution or agency may be denied admission to the College if members of the Admissions Committee feel this applicant's presence on the campus might be a potential threat or harm to the welfare of others. Students shall respect and obey civil and criminal laws and shall be subject to legal penalties for violating laws of the city, county, state, and nation.

Students' conduct on all Bishop State campuses and outreach extensions must conform to the College's rules and regulations. Students are expected to conduct themselves as responsibly at all times and in all places; to respect the rights and privileges of instructors, fellow students, and all staff; and to remain focused on their college education. **At**

any time, the College may dismiss students whose conduct is, in its judgment, detrimental to themselves or to the welfare of others**. Violators of college rules and regulations are subject to disciplinary action.

Violations include, but are not limited, to the following:

1. Willful disobedience to the directions of college officials in the performance of their duties.

2. Violation of college rules and regulations (including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials).

3. Dishonesty and cheating or knowingly furnishing false information to the College.

4. Unauthorized entry to use college facilities.

5. Forgery, alteration, or misuse of college documents, records, or identification.

6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

7. Theft or damage to property belonging to the College, a member of the college community, or a campus visitor.

8. Disorderly, indecent, obscene, or offensive conduct or expression, which interferes with the College's primary educational responsibility or adversely affects a student's standing as a responsible member of the college community. Campus computer resources, e-mail addresses, and any other communication mediums that students might be allowed to use are included.

9. Assault or battery, abuse, threat of force, or violence directed to any member of the college family or a campus visitor engaged in authorized activities.

10. Use, possession, distribution, or presence on campus while under the influence of alcoholic beverages, narcotics, or any other dangerous drugs such as marijuana, ecstasy, crystal meth, amphetamines, or illicit and illegal drugs, except as expressly permitted by law.

11. Possession while on campus or attending campus-sponsored functions of any of the following weapons: any instrument or weapon commonly known as

blackjack, sling shot, fire bomb, billy club, or metal knuckles; any dagger, firearm (loaded or unloaded), pistol, revolver, rifle, or Taser gun; any knife, metal pipe, or bar used or intended to be used as a club; or any item such as a chain intended for bodily harm to any person.

Bishop State reserves the right to review any weapons in the possession of students that might harm themselves, classmates, and faculty, staff, and campus visitors. *NOTE: Exceptions to these requirements include on-campus security members, law enforcement agencies, or persons given permission by the College President or his designated representatives.*

12. Students are expected to attend all classes as scheduled and must receive permission from the instructor to leave class. If classes are not scheduled for a particular reason, students should use the library, visit a student lounge, or relax in campus recreational areas. *Loitering in the buildings, parking lots or in automobiles is prohibited. Students should leave campus if they choose not to utilize the recommended campus facilities.*

13. Students must exercise good taste, neatness, and safety for their campus dress and personal appearance. Students will wear appropriate dress for the classes they are attending. Shoes, shirts, and other appropriate clothing must be worn by all students. During laboratory classes, students will wear clothing appropriate to their program of study. In some areas or specific programs, safety shoes or other special attire may also be required.

14. Cleanliness, neatness, and sense of pride in the College's appearance are all important aspects of the educational process. All students are expected to participate in housekeeping activities as specified by the department or campus faculty and staff and to help keep the campuses clean.

15. Students are prohibited from participating in any on-campus solicitation or sales except for activities or fundraisers instituted or sponsored by the College.

16. Smoking, the use of smokeless tobacco, and the consumption of food and drink are prohibited in classrooms and designated non-smoking and non-eating/drinking areas. Students do have opportunities in

17. Students who do not bring required books, tools, and/or supplies to class should expect their grades to be adversely affected.

18. **Excessive noises are not allowed.** The volume of radios, car stereos, iPods, CD and DVD players, and other musical devices must not be disruptive to others. Bishop State faculty, staff, and other personnel reserve the right to determine appropriate noise levels best conducive to the college environment.

19. The use of pagers, cell phones, and other electronic devices are prohibited in the classroom or workplace unless approved by the instructor or immediate supervisor.

20. Misuse, abuse, and unauthorized use on computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, copying, or downloading programs, records, or data belonging to the College or another user without permission.

21. Any other activity or conduct not specifically addressed within the Standards of Student Conduct that impairs or endangers any person or property of the educational environment of the College will be presented to the Dean of Students for formal or informal disciplinary actions.

22. Bullying will not be tolerated.

Student Right-To-Know and Campus Security Act

Bishop State is in compliance with the Federal Student Right-to-Know Act and Campus Security Act regarding the College's safety policies. Statistical Data regarding completion/persistence rate of all programs is available in the Office of Admissions and Campus Police. This data is also found in the Appendix in the back of this *Student Handbook*.

Admissions and Registration Committee

The Admissions and Registration Committee is a standing committee that hears non-disciplinary academic appeals from students currently enrolled at Bishop State or students from other colleges or universities seeking enrollment at Bishop State. Students placed on academic suspension terms from other colleges and universities must appear before this committee for review of their application.

In most cases, students on continued academic suspension are ineligible for financial aid and/or scholarships until their cumulative GPA has returned to the acceptable and required status. Students on suspension may elect to serve out the suspension and will be readmitted on probation after the suspension has been served without having to appear before the committee.

If students wish to appear before the Admissions and Registration Committee to appeal an academic suspension, the written request should be addressed to:

> **Admissions and Registration Committee**
> **Bishop State Community College**
> 351 North Broad Street
> Mobile, Alabama 36603-5898

The recommendation of the committee may be appealed to the Dean of Students.

GRIEVANCES AND DUE PROCESS PROCEDURES

ACADEMIC GRIEVANCES

The Ad Hoc Committee Process

Recognizing the right of students to be granted protection by the inclusion of due process in all matters relating to academic grievances, the College assures due process through the action of the Ad Hoc Committee for hearing matters related to the academic area, including the grade appeals process.
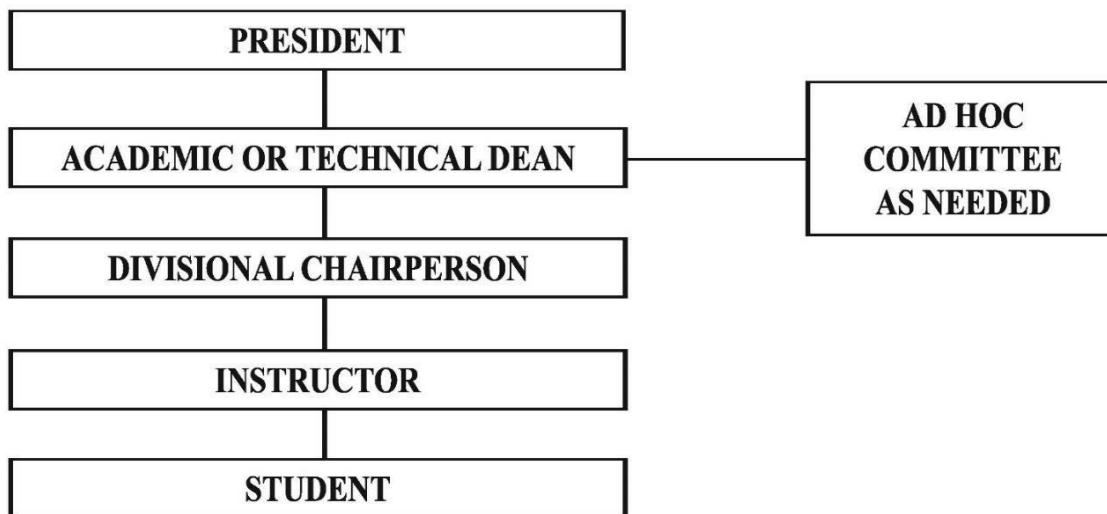
To express concerns about academic matters, students should complete the Official Complaint Form and submit the form to his or her instructor initially. See the chart below for levels of subsequent submission to the appropriate personnel. In the event of compelling personal circumstances *only* may a student skip over the college official at the next level. When circumstances warrant such omission, the student should inform the personnel in writing of his or desire to express the complaint at the next highest level. The above procedure should be used for all academic matters except grade appeal.

The procedures for requesting a hearing for grade appeal are given.

The purposes of the Ad Hoc Committee are as follows:

1. To hear and receive information and materials related to a grievance or grade appeal which may be initiated by the student or the staff member.

2. To review information presented and make recommendations to the academic or technical dean regarding the findings of the committee.

Composition of the Ad Hoc Committee

To assist in the resolution of academic grievances, the Academic or Technical Dean will assemble an "Ad Hoc Committee." The Committee will consist of three faculty members from different divisions/ departments, one staff employee, and one student representative.

Procedures for Requesting a Hearing for Grade Appeal

Once a disputed grade is received, the student must appeal the grade by the mid-term of the following semester.

1. The student is initially advised to meet with the instructor and/or divisional chairperson in an effort to resolve the grade dispute.

2. If the grade dispute is not resolved with the instructor, the student should then meet with the appropriate dean (academic or technical). After this meeting, two courses of action could occur.

   a. The grade appeal will be closed if the student feels the problem was resolved.

   b. If further resolution is required, the student should send a written request within 24 hours to the dean he or she originally met with to ask for a subsequent meeting to discuss the problem. The dean with then initiate formal procedures and inform the Ad Hoc Committee of the upcoming meeting.

3. Upon receipt of the student's request, the dean will notify the student of the selected date, time, and location of the hearing and forward a copy of the procedures for the Ad Hoc Committee Hearing to the student.

4. The printed procedures of the Ad Hoc Committee hearing will be followed.

5. If the student is not satisfied with the decision of the committee, the student can appeal in writing to the

President within 24 hours after receiving the committee's recommendation from the dean.

6. Upon receipt of the student's written request to appeal, the President will notify the student within seven (7) days of the final decision regarding the appeal. Either the President or the student can delay this time frame by mutual agreement.

Hearing Procedures

A. Attendance at Hearing:

1. The Ad Hoc Committee hearings shall be private and confidential and will be limited to persons involved. Persons present shall include the committee members, the student requesting the hearing, his/her adviser, the involved staff member, a note-taker to record the hearing, and witnesses for both parties. Witnesses will be present only when giving testimony.

2. The student has the right to have one adviser present during the hearing. The adviser may not address the hearing or give evidence on behalf of the student. In answering and asking questions, however, the student may seek advice from the adviser before proceeding.

3. Minutes of the proceedings will be recorded, distributed to the committee members, and filed in the Office of the Dean. All minutes will be kept confidential.

B. Order of Hearings:

1. Opening remarks will be made by the chairperson of the committee.

2. Review of the charges or the reason for the hearing will be made by the committee chair.

3. Opening statement will be made by the party requesting the hearing, either the student or staff person.

4. Testimony and questioning of witnesses or the review of materials related to the issue will be conducted.

5. Both parties to the action and the committee members have the right to question witnesses.

6. The closing statement by both parties will be made.

C. Deliberations:

The committee will conduct its deliberations in closed and confidential session and will direct its recommendations to the appropriate dean. Each committee member must vote on the action to be taken and the recommendations must be signed by each committee member. The dean will notify the student within seven (7) days of the final decision regarding the appeal.

D. Time Limit on Hearings:

The committee will make a determination of the total time allotted for the hearing and may limit the time for all aspects of the hearing.

NON-ACADEMIC GRIEVANCES

Students' inquiries and grievances concerning non-academic matters should flow as shown in the chart below. The arrows denote the communications process to and from the administration.
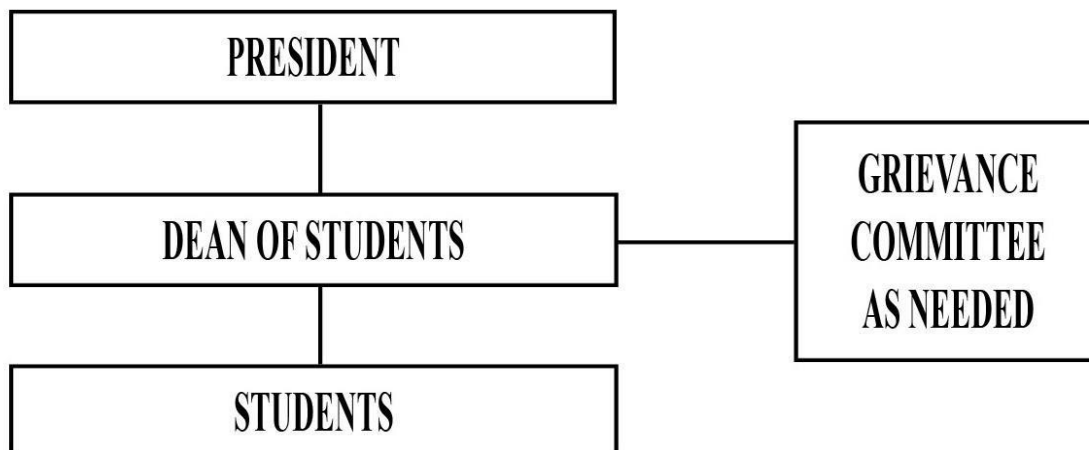
Where there has been serious violation of college policies and a student's continued presence will greatly threaten the welfare of others, the President or his designated representative will immediately suspend the on-campus student pending a formal hearing by the Student Conduct and Appeals Committee.

This suspension shall be temporary and the student is entitled to a hearing at the earliest possible time. Consideration for re-admittance to the College will then be determined.

Purpose

The purpose of the grievance procedures is to provide students with a process to address their differences with the College, discuss them in an orderly and amicable fashion, and resolve them fairly and promptly without the exercise of economic force or legal action by either party.

Students may process a personal non-academic grievance on one or more of the following grounds:

1. Improper application of college rules, regulations, and procedures;

2. Unfair treatment by a college staff person, including coercion, restraint, or reprisal;

3. Discrimination because of race, religion, color, creed, national origin, age, or disabilities; and

4. Other characteristics protected by law.

Definitions

1. Aggrieved Person – The individual making the claim.

2. Coordinator – The person designated to coordinate Bishop State's efforts to comply with and carry out its responsibilities and implement the regulations.

3. Day – A school day; the calculation of days in grievance processing excludes Saturdays, Sundays, and holidays.

4. Formal Procedure – A more detailed procedure designed to permit the student to follow a system of appeals in order to resolve the problem. The formal procedure has prescribed time limits for each step.

5. Grievance – A student's claim of unfair treatment based upon interpretation, application, or violation of college policies and procedures by a member of the college staff or its representatives.

6. Grievance Decision – The written statement of a hearing officer, the findings regarding the validity of the grievance allegation, and possible corrective action.

7. Grievant – The person who has a grievance and is filing claim against the offender.

8. Informal Procedure – A simple procedure designed to resolve the problem at the initial level.

9. Respondent – A person who is alleged to be responsible for the violation stated in the grievance.

10. Time Limits – The maximum number of days indicated at each level to file a grievance or reach a grievance decision and communicate that decision back to the grievant. Every effort should be made to expedite the process. However, the time limits specified may be extended by agreement of the grievant and the staff person or administrator in charge.

Informal Procedures

In an effort to resolve grievances at the initial administrative level, the College seeks to promote simple, honest, and straightforward communication between the student and the College. A student who has a grievance should complete the **Official Student Complaint - Form A** and submit it to the Dean of Students immediately after the alleged discrepancy is recognized. The grievant and the Dean of Students will meet to resolve the matter. If the grievant feels that the problem is resolved or if no further action is needed, the matter will be closed. If the grievant feels that the problem has not been resolved, formal procedures may be initiated within ten (10) working days.

Formal Procedures

Any student may register a grievance when improper treatment, misinterpretation, or violation of college regulations has occurred. To secure consideration, adjustment, or settlement of grievances, students shall be free of interference, restraint, coercion, or reprisals. The College strives to resolve problems as soon as possible and at the lowest level of authority. If students believe they have a grievance, they may advise the Dean of Students and request an explanation or relief. If the student is not satisfied with the action taken, a formal grievance may be initiated according to the following procedures:

STEP 1: The grievance must be submitted in writing to the Dean of Students within ten (10) days after the problem occurred or should have been known. The grievance shall cite the reasons and nature of the complaint and must be signed by the aggrieved person. The Dean of Students will grant the student a hearing if requested or may call a meeting. The grievant may be accompanied by one adviser of choice at the hearing. Within five (5) working days of receipt of the grievance, the Dean of Students will respond to the grievant in writing. If the grievance is not within the Dean of Students' authority, the Dean of Students shall advise the student to appeal to the appropriate level at the College.

STEP 2: If not resolved satisfactorily within five (5) working days (excluding Saturdays, Sundays, and holidays) after receipt of reply, the grievance and the Dean of Students' reply should be forwarded to the President of the College. The President or a designee will grant the grievant a hearing; the grievant may be accompanied by one adviser of choice. The President will provide a written reply within ten (10) working days after receipt of the grievance.

DISCIPLINARY PROCEDURES

Any case involving violation of published policies and regulations will be brought to the immediate attention of the Dean of Students. The case may be discussed with the student and a mutually satisfactory conclusion of the matter may be reached at that point. If a satisfactory conclusion is not reached, the Dean of Students may refer the case to the Student Conduct and Appeals Committee. The Dean of Students will give the student and the committee adequate written of the specific grounds and the evidence on which the disciplinary proceedings are based, and will forward the committee's recommendations to the President of the College. Any sanctions imposed by the committee will be subject to review by the President, who may approve or amend them as necessary.

Disciplinary probations and suspensions will be recorded in the student's permanent file.

Reprimand (Written or Verbal)
Definitions

1. Service Hours – Completion of tasks under the supervision of college department or outside agency.
2. Restrictions – Contact with certain people.
3. Counseling Assessment – Referral for assessment at a counseling center for alcohol/drug dependence, general mental health, or other counseling issues.
4. Minor Disciplinary Action – The college administration may take appropriate disciplinary action, to include one to five days' suspension, for violation of college regulations. Absences from classes will be documented during the suspension.
5. Severe Disciplinary Action – This action may include (a) suspension for the remainder of the semester, (b) suspension for one or more semesters, (c) suspension requiring the student to comply with established rules and regulations of the College prior to readmission, or (d) permanent expulsion.

Any student whose presence poses a danger to persons or property or an ongoing threat of disrupting the academic process may immediately be removed from class and suspended for a period of one to five days by the college administration. Law enforcement authorities will be immediately notified when violation of local and/or state laws occurs.

6. Disciplinary Warning – This is a strong, written warning that if there is a repetition of the same sanction or any other action in violation of the Rules and Regulation of the Student Code of Conduct, the student

can expect additional disciplinary action. A record of the disciplinary action is kept on file.

7. Disciplinary Probation – When on disciplinary probation, a student is excluded from participation in activities for a specified period time, which will be determined by the hearing committee. Any further violation may lead to suspension or expulsion from the College.

8. Disciplinary Suspension – A student may be involuntarily separated from the College and from all extracurricular activities for a specified period, after which readmission is possible. The chairperson of the hearing committee shall determine when the suspension will become effective. A student with one or more violations may be suspended from the College for an indefinite period. A student suspended indefinitely may petition to the Dean of Students for reinstatement.

9. Educational Sanction – A student may be required to provide a specific service, or participate in a specific program, receive specific instruction, or complete a research assignment. The student is responsible for related expenses, including expenses for education, counseling, or treatment, if any expense is incurred during the suspension.

10. Exclusion from College Facilities or Activities – A student may be prohibited from attending a class, undertaking college employment, entering a building, participating in an extracurricular activity sponsored by the College, representing the College in an official capacity, or using other services provided by the College. Such exclusion may be for a definite or indefinite period of time.

11. Expulsion – When a student has a record of serious violations, he or she may be dismissed from the College permanently.

12. Interim Suspension – A student may be suspended from the College or have privileges revoked pending the outcome of a disciplinary proceeding if, in the judgment of the Dean of Students, the student's continued presence or use of privileges at the College pending the outcome of the proceeding is likely to cause harm to faculty, staff, or other students, other specified persons or groups, or college property. The Dean of Students will notify the student when interim suspension is considered.

13. Restitution – A student may be assessed the repair/replacement cost for any damage he or she causes to campus property.

Appeal
A. Appeals Procedures

Students have the right to appeal any disciplinary actions against them which they consider unfair or unjust. Written appeals should be submitted to the chief student services administrator or to the student's "home" campus. Upon receipt of the student's request, an appeals committee will be assembled to formally address the problem.

B. Hearing Procedures

1. The Student Conduct and Appeals Committee

The committee will include a minimum of five members: a minimum of three (3) faculty and/or staff employees from various campuses and departments, (one must be selected from the campus where the appeal originated), one student services employee, and one student representative.

2. Rights Before and During the Hearing

The student charged has the right before and during a hearing to:

a. present his or her side of the story;

b. present witnesses and evidence on his or her behalf;

c. cross-examine witnesses presenting evidence against him or her; and

d. Have representation by an adviser at the student's expense, if any expense is incurred.

3. Attendance at Hearings:

a. The Student Conduct and Appeals Committee hearing shall be private and confidential and will be limited to persons involved. Persons present shall include the committee members, the involved student, his or her adviser, the involved faculty and/or staff employee, a note-taker to record the hearing, and witnesses for both parties. Witnesses will be present only when giving testimony.

b. The student has the right to have one adviser present during the hearing. The adviser may not address the hearing or give evidence on behalf of the student. in answering and asking questions, the student may seek advice from the adviser before the proceedings.

c. Minutes of the proceedings will be documented and signed by the members of the *Student Conduct and Appeals Committee.* The documentation will be distributed to the involved parties including the committee members. A recording of the hearing will also be made available to the persons involved in the charges. Minutes will be filed in the Office of the Dean of Students and will remain confidential.

4. **Order of Hearing:**

   a. Opening remarks will be made by the chairperson of the committee.

   b. Review of the charges against the student will be made, the hearing procedures will be reviewed, the student's rights will be explained, and questions asked by the charged student regarding these matters shall be answered.

   c. The chairperson shall ask the student charged to plead guilty or not guilty. If he or she pleads NOT GUILTY, the case shall be presented.

   d. Opening statement will be made by the student, faculty, or staff employee who requested the hearing.

   e. Testimony and questioning of witnesses will be made. Both parties to the action and members of the Student Conduct and Appeals Committee have the right to question witnesses. Following the testimony of all witnesses for the party requesting the hearing, the other party may call his or her witnesses.

   f. Closing statements will be made by the parties involved.

   g. Closing statements will be made by the committee chairperson.

5. **Deliberation:**

   a. The Student Conduct and Appeals Committee will conduct its deliberations in closed and confidential sessions, determine recommended actions to be taken, and forward written notice to the chief student services administrator on the campus where the hearing takes place, with a courtesy copy to the Dean of Students within 48 hours.

   b. The Dean of Students will notify the student of the Committee's recommendation.

   c. The next level of appeal will be the review of the committee's recommendations by the President of the College, who may approve or amend them as necessary.

   d. If the student is not satisfied with the recommendation of the committee, the student can appeal in writing to the President within 24 hours after receiving the committee's recommendation from the Dean.

   e. Upon receipt of the student's written request to appeal, the President will notify the student within seven (7) working days of the final decision regarding appeal. Either the President or the student can delay this time frame by mutual agreement.

6. **Time Limit of Hearing**

   The Committee will make a determination of the total time allotted for the hearing and may limit the time for all aspects of the hearing.

SEXUAL HARASSMENT

Bishop State Community College is committed to maintaining a work and/or learning environment free of objectionable and disrespectful conduct and communication of a sexual nature, especially when such conduct is imposed by one person on another and adversely affects staff members or students' employment relationship or working/ learning environment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or grade;

2. Submission to or rejection of such conduct by an individual is used as a basis for employment/grading decisions affecting such individual; or

3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

A staff member or student alleging either sexual harassment by anyone with supervisory authority or failure by supervision to take immediate action on the individual's complaint of being sexually harassed by another staff member(s) may file a grievance. Any individual alleging either sexual harassment by anyone with supervisory

authority or failure by supervision to take immediate action on the individual's complaint of being sexually harassed may initiate a formal grievance according to procedures listed in this *Student Handbook*. Filing a complaint of sexual harassment will not cause any reflection on the complaining party's status as a student at the College nor will it affect the complaining party's future as a student.

Initial Steps to Resolve a Complaint

Any student of Bishop State Community College who wishes to file a grievance or complaint concerning Title IX shall report that complaint in writing to the Coordinator of Title IX as outlined in this document within ten (10) working days of the occurrence. If, after discussion between the student and the Title IX Coordinator, it is determined that the complaint can be resolved immediately, the college official will take action to resolve the complaint and will submit a report within ten (10) working days to the President, detailing both the complaint and its resolution.

Plan of Resolution

If the student's or employee's complaint cannot be resolved immediately, but requires instead a "plan of resolution," the college official to whom the complaint was made shall submit a written report to the President, the College Grievance Officer, and such other appropriate college official(s) as the President shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve the complaint. Should the President, College Grievance Officer, or other respective designated officials wish to assist in submitting the report or instruct the submitting official to modify the "plan of resolution," the President, College Grievance Officer, or other official shall inform the submitting official of his/her intention.

Grievance Procedures

If any student's complaint is not or cannot be resolved at the first level of supervision, such unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate college official and who is not informed of a satisfactory resolution, or plan of resolution, of the complaint within ten working days, shall have the right to file with the College Grievance Officer a written statement detailing the grievance. The written grievance statement shall be filed using **Grievance Form A**, which will be provided by the Grievance Officer and shall include at least the following information:

1. Date the original complaint was reported;

2. Name of person to whom the original complaint was reported;

3. Facts of the complaint; and

4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance which the grievant wants considered by the Grievance Officer. A copy of **Grievance Form A** can be found in the back of this *Student Handbook*.

If the grievance involves a claim of discrimination based on race, color, disability, sex, religion, national origin, age, or other characteristic protected by law, the complaining party should state the specific nature of the discrimination and, if known, a reference to any statute, regulation, or policy which the complainant believes to have been violated. The complainant shall file any claim involving illegal discrimination within thirty (30) days of the occurrence of the alleged discriminatory act or of the date on which the complainant knew or should have known that the alleged discriminatory act took place.

Investigation, Hearing, and Findings

The College shall have thirty (30) calendar days from the date of the receipt by the 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 complainant 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 designee to the complainant by either personal delivery, courier service or certified mail sent to the complainant's home address.

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. Furthermore, the Grievance Officer shall research the applicable statute, regulation, or policy, if any. The factual findings of the investigation by the Grievance Officer shall be stated in a written report which shall be submitted to the complainant and to the party 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 complainant. Each of the parties shall have the opportunity to file written objections to any of the

factual findings and to make their objections a part of the hearing record. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be presented by the Grievance Officer for the hearing record. If the complainant does not request a hearing, the Grievance Coordinator's report, and a recommendation for resolution of the complaint shall be filed with the President, and a copy provided to the complainant and respondent.

Hearing Procedures

If the complainant 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 or committee shall notify the complainant and each respondent of the selected date, time, and place 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 be open to the public unless both parties request in writing that the hearing be conducted in private to the extent that there will be no violation of any applicable "Sunshine Law."

At the hearing, the complainant and the respondent shall be read the grievance statement. After the grievance is read into the record, the complainant will have the opportunity to present such oral testimony and other supporting evidence as he or she deem appropriates to his or her claim. Each respondent shall then be given the opportunity to present such oral testimony and other evidence he or 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 respondent.

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 attorneys or personal representative, if any, 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 complainant is assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or on audio, video, or 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.

Report of Findings and Conclusions of Law

Following the hearing, there shall be a written report to the President of the findings of the hearing officer or the chairman of the committee, and the report shall contain at least the following:

1. Date and place of the hearing;

2. The name of each member of the hearing committee;

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) to the President arising from the grievance and the herein theron.

AVAILABLE APPEALS

The President or his designee shall submit a completed report, using **Grievance Form B – Part II** to the complainant and the respondent(s) and shall include a copy of the report of the hearing officer/committee. If the grievance involves a claim of sexual harassment, the complainant shall have the right to appeal the decision of the hearing officer or committee to the Chancellor of the Alabama Community College System, provided that:

A. A notice of appeal is filed, using **Grievance Form B – Part II**, with the Grievance Officer and the Chancellor of the Department of Postsecondary Education within fifteen (15) calendar days following the complainant's receipt of the committee report. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) of the hearing officer or committee.

   If the appeal is not filed by the close of business on the fifteenth (15th) day following the Complainant's receipt of the report, the Complainant's right to appeal shall be forfeited. A copy of **Grievance Form B** is found in the back of this *Student Handbook*.

A. Chancellor's Review

   The Chancellor shall have thirty (30) calendar days from his or 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 Chancellor), and to file a report of the Chancellor's 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 arising from the College Grievance Hearing. The Chancellor's report shall be served to the complainant and respondent(s) by personal delivery, courier service or by certified mail, return receipt requested, to the complainant and respondent(s) at their respective home addresses.

B. Appeal to the Alabama Community College System

Except in cases involving a claim alleging illegal discrimination based on gender, handicap or disability, the Chancellor's report shall not be appealable. Pursuant to Alabama Community College System policy, a complainant who is alleging a claim of illegal discrimination based on gender, handicap, or disability may file an appeal to the Alabama Community College System for a review of the Chancellor's findings and the findings arising from the College Grievance Hearing. A complainant who has grounds for appealing the findings of the Chancellor to the Alabama Community College System may do so by:

- Filing the notice of appeal, using **Grievance Form C**, to the Alabama Community College System within fifteen (15) calendar days following the complainant 's receipt of the report of the Chancellor's findings; and
- Specifying in the notice of appeal clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) of the Chancellor.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth (15th) day following the complainant's receipt of the Chancellor's report, the complainant's right to appeal shall be forfeited. A copy of **Grievance Form C** is found in the back of this *Student Handbook*

C. Review by the Alabama Community College System

The Alabama Community College System shall have thirty (30) calendar days following its receipt of the Complainant's notice of appeal, [which shall

be presented to the Board of Trustees at, or prior to, its next meeting following the receipt by the Chancellor of the notice of appeal] to investigate and review the allegations contained in the grievance, to review the reports of the Chancellor and the College Hearing Officer/Committee, to hold an appellate hearing, and to file a report of the Board of Trustees' findings of fact and conclusions of law. The Alabama Community College System shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part, the findings, and conclusions of the Chancellor. The report of the Alabama Community College System, through the Board of Trustees, shall be served to the complainant and respondent(s) by personal service or by certified mail, returned receipt requested, to the respective home addresses of the parties. The report of the Alabama Community College System shall not be further appealable within the Alabama two-year college system.

However, the complainant shall not be precluded from filing his or her grievance with an appropriate court or an administrative agency such as the Office for Civil Rights of the U. S. Department of Education or the Equal Employment Opportunity Commission.

- General Rule on Filings

    If the last date for filing a document under these procedures shall fall on a Saturday, Sunday or legal holiday, the date of the first working day following the respective Saturday, Sunday or legal holiday shall be considered the deadline date.

- The Alabama State Postsecondary Review Entity (SPRE)

    Students and prospective students may seek resolution of problems related to management, improper conduct of the faculty or staff, misleading or inappropriate advertisement or promotion of the institution's educational programs, or the Title IV student financial assistance program by following the SPRE complaint procedures. To the extent possible, however, students must seek resolution of such problems through the college's internal grievance procedures before involving others.

Students should contact the SPRE office only if the institution is unable to resolve the problem. The Alabama State Postsecondary Review Entity Office is located at the Alabama Commission of Higher Education in Montgomery, AL. To reach SPRE by phone, call 1-800-960-SPRE (7773).

The local SPRE contact person for Bishop State Community College is Dr. Terry Hazzard, Dean of Students. His office is located in the Delchamps Student Life Conference Complex. Phone is (251) 405-7087.

STUDENTS WITH DISABILITIES

Grievance Procedures for American Disabilities Act (ADA), Section 504, and the Rehabilitation Regulations

Purpose

Students with disabilities have the same rights and responsibilities as other student enrolled at Bishop State Community College. In addition, special assistance will be provided as needed to help students with disabilities reach their full potentials in meeting program/course requirements. The purpose of this grievance procedure is to assure that no student is denied access to the institution or to any programs offered by Bishop State Community College because of disability.

Procedures

Any student who has a grievance based on discrimination because of a disability may follow the informal or formal procedures as stated in the Policies and Procedures Section of the ADA Handbook, or submit a written complaint directly to the Section 504

Coordinator/Dean of Students. A copy of this document can be located in the Office of the ADA.

Coordinator on the Main Campus. For more information, call (251) 405-7028. Also, appeal may be made to the Department of Education, Office of Civil Rights, at any point in the grievance process.

TITLE IX GRIEVANCES

For Gender Equity Violations Purpose

The Title IX grievance procedure is designed to assure that no student is denied access to the institution or to any program or services offered because of his or her gender. Every effort is made to enhance open and candid communications among students, faculty, staff, and the administration. When problems are encountered and students are convinced that a violation of their rights has occurred because of their gender, which is a Title IX violation, an informal or formal complaint should be filed.

Informal Procedures

A written claim may be filed with the Title IX Coordinator if a student is convinced that a violation of the Title IX regulations has occurred. The claim must be filed within 10 days after the alleged violation. If desired, a pre-grievance meeting with the respondent, the grievant, and the coordinator may be requested. Every effort should be made to resolve the problem at this meeting. The meeting may be held at the option of the student and is not a pre-condition or a requirement for submission of a more formal grievance.

Formal Procedure

When a grievance is not resolved at a pre-grievance meeting or at the informal level, the student may pursue the following steps to secure satisfactory resolution of the problem. The formal grievance should be filed without encumbrances. Forms to be used in filing a formal Title IX grievance may be obtained from the Title IX Coordinator.

I. *Step I: SUBMISSION*

    The grievance must be submitted to the Title IX Coordinator within ten (10) days after appropriate processing measures have been taken as prescribed by the form. Assistance may be secured from the Title IX Coordinator or other desired individuals.

II. *Step II: INVESTIGATION*

    The Title IX Coordinator shall investigate the matter and take appropriate processing measures, and give written notification of the outcome to the grievant within fifteen (15) days after receipt of the grievance decision.

III. *Step III: NOTIFICATION*

In the event the grievant is not satisfied with the grievance decision received in Step II, the Title IX Coordinator must be notified within ten (10) days after the decision is received.

IV. *Step IV: HEARING*

The Title IX Coordinator will file the grievance with an appropriate hearing officer for proper processing at this level. The grievant must be notified of the grievance decision within twenty (20) days of receipt of the grievance.

V. *Step V: FILING OF FORMAL GRIEVANCE*

Dissatisfaction with the decisions made at Step V entitles the grievant to file a formal grievance with the President of the College within ten (10) days after receiving the outcome of the hearing.

VI. *Step VI: STUDENT NOTIFICATION*

The president will review the actions taken at each level, make a decision on needed course of action, and give written notification to the student within twenty (20) days.

If the grievant is still not satisfied, the grievance may be filed with the U. S. Department of Education, Office of Civil Rights.

Satisfaction with the decision at any of the steps above eliminates the steps that follow and requires the student to notify the Title IX Coordinator or the student services administrator of acceptance of the decision within five (5 days) after receipt of the grievance decision.

NOTE: At any point in the process, the grievant may appeal directly to the United States Department of Education, Office of Civil Rights.

Grievance Officer
Title IV, VII, and IX Coordinator
U. S. Department of Education

Titles IV and VII	Title IX	Office of Civil Rights
Mrs. Madeline Stokes Director/Federal Programs Director, Baker-Gaines Central Campus 1365 Dr. Martin Luther King, Jr. Avenue Mobile, AL 36603-5898 (251) 405-4457	Ms. Frances Beech 351 North Broad Street Mobile, AL 36603 (251) 405-7145	101 Marietta Powers, Suite 2700 Atlanta, GA 30323 (404) 221-5960

COLLEGE REGULATIONS

ACCIDENT REPORTING: Vehicle accidents or vandalism on campus should be reported immediately to the Campus Police Force. Call (251) 405-7060 for more information.

CONVOCATIONS/ACTIVITIES: Students are expected to attend all official college convocations as well as activities of the Student Government Association and regular college convocations.

BULLETIN BOARDS: Bulletin boards are located throughout the campuses. Announcements are posted on these boards frequently to notify students of coming events and activities and provide other pertinent information for students and staff.

Notices placed on these boards by student organizations must have the approval of Dr. Terry Hazzard, Dean of Students, at (251) 405-7087. Notices to be placed by non-students or by students not representing a student organization must be approved by the Office of Student

Services. Approved notices may remain posted for two weeks.

CHILDREN ON CAMPUS: Due to risks involved, students are PROHIBITED from bringing children on campus and to class. Children may not be left unattended on campus. Students are expected to arrange for childcare responsibly without the involvement of the College. Bishop State assumes no responsibility for the supervision of students' children.

HOUSING FACILITIES: The College does not provide housing facilities on or off campus. However, students may obtain names of persons who offer private accommodations from the counselors or admissions officers. Students are encouraged to live at home and commute.

IDENTIFICATION (ID) CARDS: All students are required to have a Bishop State Community College identification card. The ID card will be taken when a copy of the current class schedule and valid Driver Licenses are presented. The ID card must be in the student's possession at all times when on campus. ID cards are issued during the registration periods. The ID card is required for student rates at athletic events and other campus activities. The following regulations apply to the ID card system:

1. ID cards are for personal use only and **ARE NOT** transferable.

2. Students who violate the privileges are subject to disciplinary action.

3. ID card loss or theft should be reported to Student Services immediately and a replacement obtained.

4. The ID card replacement charge is $5.00.

LOST AND FOUND: Lost and found articles should be reported to the Office of the Dean of Students or Student Services and may be claimed upon proper identification by the owner. Articles not claimed within thirty (30) days or before the end of the school year will be discarded.

MOTOR VEHICLE REGULATIONS

A. REGISTRATION:

1. All students operating motor vehicles on the BSCC campuses must register their vehicles, preferably at the time of class registration.

2. Registered vehicles will be issued a BSCC parking decal. To obtain a decal after registration, the student must present a current student ID card and/or receipt for fees paid. There is no charge for parking decals. Vehicle registration procedures apply to all students, both full-time and part-time.

3. The decal shall be affixed to the rearview mirror, so that it is clearly visible. Motorcycles and similar vehicles shall display the permit on the REAR of the vehicle, so it is clearly visible from behind.

4. If a decal is lost, become illegible, or expires, it is the student's responsibility to immediately re-register the vehicle.

5. Decals are non-transferable.

6. The person who registered a vehicle and was issued the decal is responsible for that vehicle at all times, regardless to who is driving it. If the vehicle is sold, the decal should be removed.

7. Parking permits are subject to revocation by the College Administration in the event of repeated violations of campus parking and traffic regulations.

8. Handicapped parking will be permitted for Alabama handicapped license tag only. A temporary handicapped permit may be issued to a student with a demonstrated ambulatory limitation. Contact the Campus Police force for additional information.

B. PARKING REGULATIONS:

1. Backing into or pulling through campus parking spaces is prohibited. The decal displayed on the rear view mirror must be visible from parking lot throughways at all times.

2. Student parking decals permit parking in all unmarked areas. Blue curb colors are reserved for handicapped parking.

3. Reserved spaces are restricted Monday – Friday, 7:00 a.m. to 5:00 p.m. Handicapped parking spaces are reserved at all times.

4. Temporary use of an unregistered or borrowed vehicle must be indicated by a note, which is affixed to the front window of the passenger side. The note must be dated and signed by appropriate college personnel. Notes will be accepted for a period of five days only. Should use of the unregistered vehicle be required for longer periods, contact the Campus Police for a temporary decal. Failure to comply with this regulation constitutes improper display of the decal.

5. If overnight parking is necessary, please notify the Campus Police Department.

C. TRAFFIC REGULATIONS:

1. No person shall willfully fail or refuse to comply with a lawful order or direction of any members of the campus police department or employees with authority to direct, control, or regulate traffic.

2. The campus police force shall place and maintain traffic control devices, signals, signs, and markings in compliance with state laws and city ordinances; as deemed necessary for the safe regulation of traffic. No person shall willfully fail or refuse to comply with such traffic control devices. Nor shall any person alter, deface, injure, knock down, or remove such traffic control devices.

3. Any driver arrested for driving under the influence of alcohol or drugs will be charged in the County Court of Record, subject to provisions of Section 32-A of the Alabama Traffic Code.

4. No person shall drive a vehicle faster than 10 M.P.H. on any campuses.

5. The driver of any vehicle involved in an accident which results in injury or death of another person, or damage to the property of another, shall immediately stop the vehicle at the scene of the accident and remain there and follow these procedures:

   a. The driver shall not render any medical aid to an injured person.

   b. The driver shall give his or her name and address and the identification number of the vehicle, and shall exhibit his or her driver's license upon request to any officer of BSCC and/or to the injured person.

   c. The driver shall immediately notify the Campus Police Department and shall remain at the scene of the accident until an investigation is completed.

   d. If the accident involves a collision with an unattended vehicle, the driver shall immediately stop and notify the Campus Police.

D. OTHER REGULATIONS AND PROVISIONS:

1. The parking and traffic regulations apply to motorcycles, motorbikes, motor-scooters, and mopeds just as they apply to other vehicles.

2. No motorized vehicles or bicycles will be permitted to operate on the campus sidewalks except vehicles for disabled students.

3. Every operator and passenger of a motorcycle or motor-scooter shall wear an approved safety helmet while the vehicle is in motion on a BSCC campus.

4. College vehicles on emergency business are exempt from the rules of this section.

5. Skateboarding in parking lots and on sidewalks at BSCC is prohibited.

6. The College assumes no responsibility for damage to motor vehicles or for any loss while the vehicle is driven or parked on its campuses.

E. PENALTIES:

A fine of $10.00 will be charged to violators of college parking regulations for parking:

1. within 10 feet of a fire hydrant;
2. in a loading zone;
3. in a driveway;
4. in a designated tow-away zone;
5. on a sidewalk;
6. on the lawn;
7. out of zone;
8. double parking, or otherwise obstructing traffic; and
9. backing into or pulling through parking spaces.

F. PERMIT-RELEASE OR DENIAL OFFENSES:

The College reserves the right to revoke or deny a parking permit to any person for:

1. failing to register a vehicle for a decal;
2. falsifying records for the purpose of obtaining or attempting to obtain a zone permit;
3. altering a permit;
4. obtaining a permit for an unauthorized person; and

5. Using a permit on a vehicle other than the one for which it was issued. This is an improper display of the permit.

Fines not settled within the current semester will result in the student having a **"Traffic Hold"** placed on his or her record. This will prevent the student from registering for any classes at Bishop State until the fine is paid and the "Hold" has been cleared.

POLICIES AND PROCEDURES FOR EMERGENCIES

I. PROCEDURES FOR RESPONDING WHEN EMERGENCY MEDICAL ASSISTANCE IS NECESSARY

A. The Campus Police Force SHOULD NOT attempt to render direct emergency medical assistance to persons on the campuses who suffer an injury or illness unless the officer possesses a certificate that fully qualifies him or her to render the specific kind of emergency medical assistance required.

B. If emergency medical assistance is required before or after regular school hours on all campuses, students should immediately dial 9-1-1.

C. First aid kits are strategically located in key offices, shops, and laboratories of all campuses.

II. PROCEDURES FOR RESPONDING TO FIRES

A. **MINOR FIRES**: A minor fire is one that can be brought under control with a fire extinguisher.

Persons encountering a minor fire on the campus should first activate the nearest fire alarm to begin immediate evacuation of the facility. All faculty, staff, and students are advocated to follow the College's emergency escape plan in a calm and orderly fashion. After activating the fire alarm, the person who discovered the fire should proceed to the nearest fire extinguisher and use it to extinguish the fire, in accordance with the basic operating regulations printed on the extinguisher.

B. **MAJOR FIRES:** A major fire is one that cannot be brought under control single-handedly with a fire extinguisher. Persons encountering a major fire should first activate the nearest fire alarm to begin immediate evacuation of the facility. They should then dial 911, identify themselves, and give the location of the fire. Then they should proceed to the main entrance of the campus to meet the fire truck and direct fire department personnel to the fire.

C. **OTHER PROCEDURES TO FOLLOW IN CASE OF A MAJOR FIRE:**

1. Each structure on all campuses is equipped with an emergency escape plan

   a. That is posted through-out the structure. All people inside the structure should

   b. Follow the evacuation plan calmly, orderly, and promptly.

2. If there is no visible escape plan, individuals should calmly determine which stairway and/or exit is closest and proceed in that direction.

3. Before attempting to open a closed door, touch the door handle to determine if it is hot.

a. If so, do not open the door; immediately search for an alternative exit.

4. If all exits are blocked, go to a window and shout for help.

5. If you are exposed to smoke, crawl out of the facility, crouching as low as possible to minimize smoke inhalation.

6. To release smoke from the structure and to allow air to get in for improved ventilation, open the top and bottom windows – if it is safe to do so.

7. Once everyone has evacuated the building, all individuals should proceed to a designated gathering area to account for all who had been in the building. Be mindful of the fire-fighting efforts and stay out of the firemen's way. Alert fire officials immediately if you believe others might still be in the structure who would require assistance for existing.

8. Persons who evacuate a structure should NOT attempt to return to the building to retrieve personal belongings or for any other reasons until the building has been cleared for re-entry by college administration, faculty or staff, firemen, or other emergency officials.

III. PROCEDURES FOR INCLEMENT WEATHER

In the event of inclement weather, the Office of Public Relations will issue a statement on all local radio and television stations. Students should use their own judgment and not take unnecessary risks if they live in areas subject to flooding. Policies and procedures for responding to inclement weather are as follows:

A. **HURRICANES AND RELATED FLOODING:**

1. A *hurricane watch* is issued whenever a hurricane becomes a threat to coastal areas. Persons in the area of the watch should listen for further advisories and be prepared to act promptly if a hurricane warning is issued.

2. A *hurricane warning* is issued when hurricane winds of seventy-four (74) miles per hour or higher or a combination of dangerously high water and very rough seas are expected in a specific coastal area within twenty-four (24) hours.

3. When the campus area is threatened by the effects of a hurricane, the following steps should be taken:

    a. Keep a battery-operated radio tuned to a local station and follow the instructions.

    b. Remain calm, follow evacuation directives, and move out of the structure to designated higher grounds.

    c. Turn off all utilities, do not touch any electrical equipment unless it is in a dry area, and avoid the use of telephones.

    d. Avoid travel in automobiles or vehicles of any kind since roads may be washed away by flood waters and rapidly rising waters could carry the vehicle away.

    e. People trapped in a structure by rapidly rising flood waters should move to the top floor or roof of the structure and wait for help. They should not attempt to swim to safety.

    f. People should not be fooled if the "eye" of the hurricane passes over the campus. There will be a lull in the winds lasting from five to thirty or more minutes, and at the other side of the "eye" the winds will increase rapidly to hurricane force and will come from the opposite direction.

    g. Once a hurricane has passed, people should remain inside until informed by authorities that it is safe to leave.

    h. People should keep their radios tuned to local stations for updates and other vital information.

    i. Stay out of disaster areas since sightseeing interferes with essential rescue and recovery work and may be dangerous as well.

    j. Avoid loose or dangling wires and report them immediately to the authorities.

    k. Make a conscious effort to prevent fires since decreased water pressure may make fire-fighting difficult.

    l. Be alert for tornado watches and warnings since tornadoes are frequently spawned by hurricanes.

        Review the policies and procedures for *Responding to a Tornado Watch or Warning* listed below.

B. **TORNADO WATCH OR WARNING:**

1. When the National Weather Service issues a tornado **watch**, it means that tornadoes and severe thunderstorms are possible. When a **warning** is issued, it means that a tornado has been detected.

2. When a tornado watch or warning has been issued during the regular work day, the ranking security officer on duty shall notify the offices of the President and of each administrative officer. Each administrative officer shall notify each divisional head under his or her supervision and all employees and students will be notified. When a tornado watch or warning has been issued outside of the hours of the regular work day, the ranking security officer on duty shall notify anyone who may be working or on any of the campuses.

3. When a tornado warning has been issued, persons shall be directed to take the following safety precautions:

    a. Take shelter immediately and do not go outdoors.

b. Close all windows and doors.

c. If possible, seek refuge in a basement, the safest place to be during a tornado.

d. If a basement is not available, seek refuge in a small room with no windows, such as a closet or bathroom.

e. If there are no small rooms available, take cover under heavy furniture in a central room in the structure.

f. If there are no central rooms available, take refuge in a hallway away from any doorways or windows. Sit with your back against the wall and with your knees drawn into your chest.

4. All precautions that are put into effect in response to a tornado warning shall remain in effect until an authorized official of the College indicates that the immediate threat of a tornado has passed.

IV. PROCEDURES FOR TERRORISTS' THREATS:

In the event of a pending terrorist threat, the person receiving the complaint should notify the campus police/security or call 911 immediately. The threat level will be immediately evaluated to determine what steps will be taken to protect faculty, staff, students, and campus property.

A. **Threat Level**

1. Vague Threats - usually do not require evacuation, though this will be a decision left with the police department. Individuals in the immediate threat area will be notified via police personnel.

2. Specific Threats - occur when the threat is specific in regards to time and location. Depending upon the specific circumstances, evacuation becomes a very real possibility. The threat of injury or death to personnel will be weighed against the possible confusion, panic, and disruption of services. The decision to evacuate will be made by police department officials. In the event of an evacuation, department heads will be responsible for the evacuation of faculty, staff, and students under their supervision. Evacuation routes used during practice fire drills will be utilized, unless otherwise directed by the campus police.

B. **Notification of Outside Agencies**

1. The F.B.I., Mobile Police Department, Alabama Bureau of Investigation, and the Mobile County Sheriff's Department will be notified after a specific threat has been verified. Bishop State Campus Police Officers will contain the situation, pending the arrival of outside agencies.

2. Campus layout and detailed building plans will be made available to assisting agencies.

V. WILDCAT ALERT EMERGENCY SYSTEM

Bishop State Community College utilizes the **Wildcat Alert** emergency alert and notification system. Wildcat Alert delivers rapid, multi-platform messages in the event of an emergency to students, faculty members, and staff. This will be your best source for timely information and instructions in the event of any campus emergency. Please visit the College website at **www.bishop.edu** and click on the word *Emergency* identified in red.

SELLING ON CAMPUSES: The section on "Fundraising Policy and Procedures" is on is found in the back of this *Student Handbook*.

TELEPHONES: Pay telephones are located throughout the campuses of the College. Specifically, pay telephones may be found in the student lounges and some shop areas for students' use. Please be courteous and limit your calls to three (3) minutes. Office phones may not be used to make personal calls.

VENDING MACHINES: Vending machines have been placed in convenient areas on all campuses for students' use. Students must refrain from abusing, loitering, or littering around these machines.

VISITORS: Students are encouraged to invite their families and friends to visit the campuses. However, students must have the instructor's permission before inviting visitors to a class. On the Main and Baker-Gaines Central Campuses, students' visitors must stop by the Office of the Campus Police for a visitor's pass. Due to the nature of the Carver and Southwest campuses, visitors will be limited to persons having legitimate business in that

department or on those campuses.

CRIME STATISTICS

As required by Public Law 101-542 and the Federal Jeanne Clery Act, statistics will be made available concerning such crimes as murders, rapes, robberies, aggravated assaults, burglaries, and motor vehicle theft occurring on the campuses of Bishop State Community College. All inquiries relative to crime statistics should be directed to Campus Police at (251) 405-7060. Crime statistics data are also found in the Appendix of this *Student Handbook*.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

For Bishop State Community College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Bishop State Community College accords all rights under the law to students who are declared independent. For this policy, whenever a student has attained eighteen (18) years of age OR is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of student educational records rests primarily with the Registrar's Office.

Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. There are exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 1995, a publication of the American Association of Collegiate Registrars and Admissions Officers.

Students' Access to Their Educational Records

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Records which are developed by and are the sole possession of faculty, staff, and other personnel, and which are not accessible to other persons.

2. Records created and maintained by a physician, psychiatrist, psychologist or other professional or paraprofessional acting in the capacity having to do with the treatment of a student. Note that a physician or other appropriate professional of the student's choice may personally review such records.

3. Records created and maintained by law enforcement units solely for law enforcement purposes, and which are not made available to other persons except law enforcement officials of the same jurisdiction.

4. Financial records of student's parents or any information contained therein.

5. Confidential letters and statements of recommendations placed in the educational record of a student before January 1, 1975.

6. Confidential letters and statements of recommendation which are placed in the educational records of a student or after January 1, 1975, if the student has waived his/her rights to inspect and review the letters or statements.

7. An employment record which is used only in relation to the student's employment by the College, except where an individual in attendance at the College is employed as a result of his/her status as a student.

To review records, students and former students may go to the Admissions and Records Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a "Request to Review Education Records" form in the Admissions and Records Office. Because of various circumstances, the College may delay to a maximum of forty-five (45) days' release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

Challenge of the Contents of Educational Records

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate if they do so within one year of the term in question. This challenge must be in writing and must be submitted to the appropriate Dean. The Dean must decide within a reasonable period whether corrective action will be taken, and the Dean must provide written notification to the student and the Student Services Officer of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Students who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Dean of

Students. The following procedures shall apply:

1. The hearing panel that will adjudicate such challenges will be the Admissions and Registration Committee.

2. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Admissions and Registration Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.

3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.

4. Decisions made by the Admissions and Registration Committee must be in writing must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision should be delivered in writing to both the student and the Dean of Students.

   a. The Admissions and Records Office will correct or amend the educational record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.

   b. Should Bishop State Community College decide not to amend the record in accordance with the student's request, the Admissions and Records Personnel must inform the student that:

      1. The student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.

      2. The statement placed in the educational record by the student will be maintained   as part of the record for as long as the record is held by Bishop State Community College.

      3. This record, when disclosed to an authorized party, must include the statement filed by the student.

      4. Challenges to information in educational records will not be heard if more than one year has elapsed since the quarter in question.

Disclosure of Educational Record Information

Bishop State Community College shall obtain written consent from students before disclosing any personally identifiable information from their educational records. Such written consent must: (a) specify the records to be released, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure may be made, and (d) be signed and dated by the student. FERPA states that certain information from student records may be classified as "directory information."

The following information has been declared by Bishop State Community College as "directory information:"

Name of student
Address, including email
Telephone number
Date/place of birth
Major/fields of study
Participation in officially recognized activities and sports
Height/weight of athletic team members
Dates of attendance
Degrees and awards received
Most recent educational institution attended
Photographs

Photographs and directory information will be released to inquiring individuals or agencies unless students sign a "Do Not Release Directory Information" form in the Admissions and Records Office during the first two weeks of the semester. *THIS FORM MUST BE RESUBMITTED ANNUALLY.* FERPA established rules stating that some personnel and agencies may have access to students' "educational records" without written consent of the students. Bishop State Community College will disclose information from a student's educational record only with the written consent of the student except:

1. To school officials within the institution who have been determined by the College to have a legitimate educational interest in the records.

2. To school officials including counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative tasks of the College, college law enforcement officials, and college attorneys.

3. To a school official who has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contractual agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Bishop State Community College.

4. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally-supported educational programs.

5. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.

6. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.

7. To organizations conducting certain studies for or on behalf of Bishop State Community College.

8. To accrediting organizations to carry out their accrediting functions.

9. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody, when only one parent declares the student as dependent, Bishop State Community College will grant equal access to the student's educational records upon demonstration of dependency as described.

10. To appropriate parties in a health or safety emergency subject to a determination by the President or college deans.

11. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Admissions and Records Office makes a reasonable attempt to notify students in advance of compliance. NOTE: Bishop State Community College is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.

12. To an alleged victim of any crime of violence (as that term is defined in 18 U.S. C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Bishop State Community College will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the students.

Bishop State Community College will maintain a record of all requests for and/or the disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Annual Notification of FERPA Rights

Bishop State Community College will give annual notice to current students of their rights under the Act by publishing information in the **College Catalog**. New students will receive information concerning their rights under the Act through the distribution of an information sheet at orientation. Annual notification of rights will be provided to currently enrolled students in their registration packets for the fall term.

Types, Locations, and Custodians of Educational Records

The following is a list of the types of records that Bishop State Community College maintains, their locations, and their custodians.

TYPE	LOCATION	CUSTODIAN
Admission Records	Admissions/Records Office, Student Life Complex	College Registrar
Cumulative Academic Records (Current and Former)	Admissions/Records Office Student Life Complex	College Registrar
Financial Aid Records	Financial Aid Office Student Life Complex	Manager of Financial Aid and Veterans Services
Student Account Records	Business Office, Administration Building	Dean of Finance
Athletic Eligibility Records	Office of Athletic Director Teaching and Learning Center	Athletic Director
Disciplinary Records	Office of the Dean of Students, Student Life Complex	Dean of Students
Admission Records – Associate Degree Nursing (ADN)	Nursing Office, Baker-Gaines Central Campus	Director of Nursing
Admission Records – Physical Therapy Assistant (PTA)	PTA Office, Baker-Gaines Central Campus	Director of PTA Program

Facsimile Records (FAX)

Bishop State Community College honors FAX requests to send official transcripts to third parties, and Bishop State Community College will accept FAX transcripts for *advising* purposes only. An official transcript is required for admission purposes.

Computer Access to Records

Bishop State Community College has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirements before it gives them access to the computer system. These school officials are informed of the criteria Bishop State Community College uses to determine legitimate educational interest and of their responsibilities for assuring that access is not abused.

Students' Rights after Ceasing Attendance or Graduation

Students who have ceased attendance or have graduated from Bishop State Community College have basically the

same FERPA rights as students currently attending, including the right to (a) inspect their educational records, (b) have a hearing to amend an educational record, and (c) have their educational record privacy protected by Bishop State Community College. Former students do not have the right to request of Bishop State Community College nondisclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

Privacy Rights of Deceased Students

For twenty-five years (25) following the death of a student, the release of educational record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

Disposal of Records

The disposal of college record requirements is based on an approved general records schedule adopted by the Alabama College System.

LIVE WORK POLICY

"Live Work" is work done by students as part of their training programs and may include services, repairs, or production jobs. Live work will be conducted *only* when it will serve to enhance the instructional program, and live work projects will be assigned to individual students by instructors.

Live work is strictly regulated, in accordance with State policy, and may be performed for the following persons or organizations only: employees and students of the College, tax-supported programs and institutions, charitable organizations which are supported by donations, public service employees, and persons directly connected with education, and programs for indigents. Live work projects will be accepted only in such instances where there is no connection or relation to the making of a financial profit by the individual, program, organization, or institution. No person, regardless of position or connection, shall use the College for personal gain or profit.

The person, institution, or organization requesting a live work job is required to furnish the name and address of the person responsible for bearing all costs involved. Live work is performed by students as a part of their training; therefore, no guarantees are made. Neither the College nor the instructor is responsible for any damage to property. The charges for live work will cover the actual cost of materials or parts plus 20% (10% for students & employees) to cover breakage and waste. A deposit will be required before any live work job will be accepted. Upon completion of the work, all costs must be paid to the Business Office before the article is released. Any live work article not paid for and picked up within 30 days of completion will become the property of Bishop State Community College.

BLOOD-BORNE PATHOGENS EXPOSURE POLICY

Bishop State Community College does not discriminate against qualified applicants, students, and employees who are infected with Hepatitis, HIV, or other blood-borne pathogens. Students, applicants, and employees who are infected with a blood-borne pathogen such as Hepatitis or HIV virus will not be excluded from enrollment or employment, or restricted in their normal responsibilities or access to college services and facilities because of their infected status. The College adheres to the reporting and control guidelines and responsibilities as described by the Alabama State Board of Health and its Division of Disease Control. The College also adheres to the rules and regulations established by the various health profession associations and organizations for students and health care practitioners infected with Hepatitis, HIV, and other blood-borne pathogens to ensure the safety of the patient. These medical rules and regulations may exclude and/or restrict applicants, students, and employees from admission and/or other activities in programs such as the health professions, food preparation, child care, and cosmetology, if medically-based judgments indicate that infected persons may be harmful to the welfare of other applicants, students, and employees. Applicants, students, and employees should refer to the respective program for further information. Other resources are available through the Mobile Health Department at (251) 6908137.

COPYRIGHT, TRADEMARK, AND PATENT OWNERSHIP

A student has the right to trademark or copyright any literary materials and to patent any inventions developed by the student. Furthermore, the student shall be entitled to all profits earned from copyright or trademark materials or patented inventions developed exclusively on the student's time without the use of college funds, materials, or facilities. Copyrighted or trademarked materials or patented inventions developed using the College's materials or facilities with college funding shall be owned by the College.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

It is the policy of Bishop State Community College that during the month of September of each academic year, the information contained in this document shall be distributed to each student and employee of Bishop State Community College.

It is further the policy of Bishop State Community College that during the month of May a committee assigned by the President of the College shall review its Drug and Alcohol Abuse Prevention Program and shall:

1. Determine the effectiveness of its program and report to the President any revisions needed in the program to make it more effective; and

2. Ensure that the standards of conducts described in Part II hereof are fairly and consistently enforced; and

3. Submit a written report to the President stating the findings and recommendations of the committee. The President shall implement, effective the ensuing

September, such of the committee's recommended revisions as deemed appropriate and reasonable.

4. The committee will consist of the following staff members and students:

    a. Bishop State Staff

        1. Yvonne Foster, Counselor, (251) 405-4429, yfoster@bishop.edu

        2. Dr. Jackie Smith, Nursing, (251) 405-4475, jsmith@bishop.edu

        3. Symentha McDonald, (251) 405-0037, smcdonald@bishop.edu

        b. Student Representative

        c. President of the Student Government Association and

        d. President of the Sophomore Class

STANDARDS OF CONDUCT AND ENFORCEMENT THEREOF

BISHOP STATE COMMUNITY COLLEGE is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drugs by any student, employee, or visitor. In the event of confirmation of such prohibited possession, use, or distribution by a student or employee, BISHOP STATE COMMUNITY COLLEGE shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, suspension, termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitors engaging in any act prohibited by this policy shall be called upon to immediately cease this behavior.

If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

RESOURCES FOR SUBSTANCE ABUSE

There is help available for students who are in need of counseling or other treatment for substance abuse. Listed below are several agencies and organizations which can assist persons in need of such services.

1. **NATIONAL TOLL-FREE HOTLINES**

    a. Substance Abuse & Mental Health Services Administration (SAMHSA) For treatment assistance, call (800) 729-HELP (6686) or visit findtreatment.samhsa.gov

2. **LOCAL INFORMATION AND REFERRAL NUMBERS**

    a. <u>In-Patient - Low Cost</u>
   - Dauphin way Lodge
     (251) 438-1625
   - Home of Grace for Women
     (251) 456-7807

    b. <u>Day Treatment Program</u>
   - Alta Pointe Health Systems
     (251) 666-2569

    c. <u>Outpatient Programs</u>
   - Catholic Social Services
     (251) 434-1550
   - Franklin Memorial Primary Health Center
     (251) 434-8195
   - Bradford Health Services of Mobile
     (800) 333-1865 (toll-free) or (251) 633-0900

    d. <u>Support Groups</u>
   - Alcoholics Anonymous, (251) 479-9994
   - Narcotics Anonymous
     (251) 639-4152

    e. <u>Information, Referral, and Resources</u>
   - Drug Education Council
     (251) 478-7855

    f. <u>Alcohol and Drug Problems</u>
   - Bayview Professional Associates (E.A.P.), (251) 450-2250

    g. <u>24 Hour Crisis Center</u>
   - Care Pointe
     (251) 450-2211

3. **TREATMENT FACILITIES:**

The treatment facilities shown provide either alcohol out-

patient, residential, or in-patient options. Out-patient care generally consists of counseling and other therapy on a periodic basis, such as twice a week. In-patient services include such treatment as detoxification and short-term hospital care. Residential services include residing at a treatment facility for one to six months and participating in such therapeutic activities as lectures, group counseling, individual counseling, and self-analysis.

Some of the facilities listed below are private and some are public. In most instances, the care offered at a public facility is less expensive than similar services offered at private facilities. However, many health and hospitalization insurance policies include coverage for substance abuse treatment. There are also situations in which private facilities are provided public funding to offer services to eligible clients who would not otherwise be able to afford such services.

Area facilities include:

a. Baldwin County Alta Pointe Health Systems
372 South Greene Road
Fairhope, Alabama 36532-1905
(251) 928-2871

b. Franklin Memorial Primary Health Center, Inc. (A/D)
1303 Dr. Martin L. King Jr. Avenue
Mobile, Alabama 36652-2048
(251) 432-4117

c. Alta Pointe Health Systems
2400 Gordon Smith Drive
Mobile, Alabama 36617
(251) 473-4423

d. Alta Pointe Safe Haven Home
630 Ziegler Circle Campus
Mobile, Alabama 36608
(251) 639-2325

e. Salvation Army-Dauphin Way Lodge (A/D)
1009 Dauphin St. Mobile, Alabama 36604
(251) 438-1625

THE STUDENT GOVERNMENT ASSOCIATION (SGA)

Election Procedures

I. Student Elections

A. Election for Mr. & Miss Homecoming is held during the month of January. Elections are held during the during the month of April for SGA officers, Miss Bishop State, Mr. Bishop State, and Sophomore class officers.

B. Freshman class officers are elected during the month of September. The Student Development Services (SDS) Division will make ballots for all elections. One SDS staff person will be assigned the responsibility for making ballots and providing copies for all campuses, in case of paper ballots. If computers or voting machines are used, an SDS staff person will be given computer codes or machine keys to open and close polls. If Scantron ballots are used, a staff person will submit the ballots to the appropriate office to be tallied on the scanner.

II. Qualifications of Officers

A. Sophomore candidates must be bona-fide Bishop State students who:
1. are enrolled full time (12 credit hours or more);
2. have earned 24 or more credit hours by the end of the current semester;
3. have a minimum cumulative GPA of 2.0;
4. have no disciplinary actions or problems; and
5. are willing to actively participate in student activities.

NOTE: In preparation to serve as Miss Bishop State, candidates for Miss Bishop State must have one green and/or gold, two-piece suit or dress to wear during appearances throughout the academic year.

III. Election Procedures

A. Nomination and Screening
1. Students will submit official application forms;
2. Student Development Services will check GPAs and disciplinary records of students;
3. A list of eligible candidates will be published by Student Development Services on all campuses and sites;

4. Student Development Services will notify candidates of eligibility; and

5. Dates/times/places for campaign speeches will be announced by Student Development Services on all campuses and sites.

B. The Campaigns of Candidates

1. Candidates will plan strategies and have the option to select a campaign manager;

2. Candidates will begin campaigning upon receipt of notice from Student Development Services;

3. To develop support for their campaign, students will contact supporters, make posters, fliers, and other items; display materials on all campuses and sites; and,

4. Candidates will write campaign speeches and be prepared to present them on campus at designated times.

NOTE: All candidates will speak for 3 minutes maximum on each campus during the lunch or break period at the designated location and time set by the student services administrator of that campus.

IV. Election Day

A. Voting Procedures on Election Day

1. Two (2) days will be set aside as **ELECTION DAYS** for SGA officers, which will be announced two weeks in advance. All students are urged to vote and be a part of the student organization.

2. Polls will be open from 12 a.m. until 11:59 p.m. on the advertised Election Days. Results to be tallied and advertised the following work day.

B. Election Day Campaigning

1. Election Area Restriction: There will be NO campaigning within 50 feet of the voting area.

2. Posters, fliers, buttons, and other campaign literature MAY NOT be distributed or displayed within fifty (50) feet of the voting area.

C. The Voting Process

1. Voting is done online using electronic ballots on the BORIS System.

2. In case of paper voting, the official student roster will be printed for each campus. Before a student is allowed to vote, his or her name will be highlighted on the roster by the poll manager.

3. After the student has written his or her signature beside the highlighted area, he or she may proceed with voting.

4. Each student will receive one ballot to cast one vote.

5. Ballots will be on computers, official voting machines, or Scantron forms whenever possible.

6. Students must vote on their home campus (the campus which houses the program identified as their declared major) or at the off-campus site on which they are registered.

D. Tallying the Votes

1. Votes will be counted or tallied electronically by an official college employee.

2. In case of paper ballots, votes will be counted and tallied by one faculty or staff member and one SGA officer.

3. The FINAL COUNT must be reported to the Dean of Students by NOON the day after election.

4. Ballots and rosters will be retained in the Office of the Dean of Students for one year.

FUNDRAISING POLICIES AND PROCEDURES

Policies

I. Approval. All fundraising programs must have the final approval of the President before any activities begin related to the event.

II. Fundraising Guidelines. For each Fundraising program developed by the College, the following guidelines m u s t be followed:

A. Special Events for College-Approved Student Organizations and Programs

1. Only registered official campus clubs, organizations, and programs are permitted to raise funds in the name of the College.

2. A Fundraising Activity Request form (**see Form E**) must be completed, signed by the faculty adviser, and submitted to the Dean of Student for approval at least 3 weeks prior to the function.

3. Upon approval by the Dean of Students, the request is then forwarded to the President for

final approval at least two (2) weeks prior to the function.

4. A financial report must be submitted to the Dean of Student and the President's Office within three (3) days of the culmination of the Fundraising activity. (**See Form E**.)

5. No Fundraising activity which conflicts with institutional activities will be allowed.

   Examples: selling books, school supplies or any merchandise sold by the college bookstore, or selling food at lunch hours. Selling prepared food is directly prohibited by the Board of Health regulations and is never allowed. Any activities involving prepared food must be conducted under the auspices of the Commercial Food Service staff.

B. Direct Solicitation of Businesses/Industries and other External Agencies

1. Request/solicitations from industries or external agencies for goods, services, or money by campus organizations and programs must be submitted to the Office of the Dean of Students at least three (3) weeks prior to the planned campaign. **(See Form F.)** Upon approval, the request is submitted to the President for final approval.

2. A financial report, copies of receipts for cash donations, and/or copies of receipts with value of all goods or services received must be filed with the Dean of Finance within three (3) days of the culmination of the fundraising activity. **(See Form G.)**

3. Acknowledgment of receipt of goods, services, or money should be submitted to the donors within (three) 3 days of receipt. Copies of acknowledgment should be filed in the Office of the Dean of Finance.

4. A funds report is made available to the proper authorities.

C. Receipt of Unsolicited Resources

The Dean of Finance is the receiving agent for all unsolicited goods and monies donated by the private sector to Bishop State Community College.

All unsolicited goods, whether restricted or unrestricted, will be processed through the Office of the Dean of Finance. The funds information system requires that all funds donated be directed to the Business Office. All restricted resources will be given to the designated recipient as soon as they have been processed.

D. Fundraising for Bishop State Community College by Off-Campus Organizations and Individuals

No individuals or off campus organizations are allowed to sponsor a benefit program, solicit funds, or sell any goods or services in the name of Bishop State Community College without the explicit permission of the College. Clearance must be obtained from the Office of the Dean of Finance.

Procedures

I. Responsibilities of Campus Organization

When a fundraising activity is organized by and/or dedicated to a single campus organization or program, the fundraising procedures are established by that program and/or organization in keeping with fundraising policies prescribed by the College. The organization is responsible for following all college policies.

II. Responsibilities and Oversight of Fundraising Programs

Fundraising for the overall college is carried out through the Office of Alumni Affairs and/or the Office of the Dean of Finance.

III. Steps of a Fundraising Program

For a successful fundraising program, these procedures should be followed:

a. Planning Process
   1. Establish Organizational Structure
   2. Develop Action Plan
   3. Cultivate Volunteers and Potential Donors
   4. Build Case for Giving
   5. Select Key Leaders
   6. Establish a Time Frame
   7. Set Goals

b. Budgeting

   Establish a fundraising budget based on the financial needs to the organization. The following are typical expenditures, but there may be others related to your organization:

   1. Printing
      a. Case Statement
      b. Correspondences

c. Pledge Cards
d. Acknowledgments
e. General Copying
2. Staff
    a. President as Key Fundraiser
    b. All College Staff in the Offices of Alumni Affairs, Fundraising, Research, and Development, and Public Relations
    c. Develop Evaluation/Review
       1. Key Leadership
       2. Faculty/Staff
       3. Administration
3.

    4. Review of Goals

IV. Record and Document Outcomes
    1. Positive Feedback
    2. Actual Pledges Generated
    3. Actual Pledges Paid
    4. Operating Cash

V. Generate and File Appropriate Reports
    1. Annual Funds Report Made Available to Appropriate Authority
    2. All Funds Donated to the College Directed to the Business Office Personnel

Form A
OFFICIAL STUDENT COMPLAINT

What kind of complaint are you addressing?_____Academic_____Non-Academic

*Please check one:*_____Student_____Parent_____ Visitor_____Prospective Student

Name_____Student Number _____
(if applicable)

Address   _____

City_____State_____ZIP _____

Cell (   )_____E-mail _____

Please check which type of complaint:

_____*INFORMAL COMPLAINT* The Informal Grievance is where a student complaint should be resolved by filing a Student Grievance form (Informal Complaint) on an informal basis. The Student Grievance Form should be filed with his or her instructor, department chair, campus director, and/or the appropriate dean.

Description of Complaint, including Name(s) or Office(s) _____

_____

_____

Informal Findings

_____

_____

_____

Student Signature_____Date _____

Official Signature_____Date _____

Where this process does not result in a resolution of the grievance, the student may proceed to the Formal Grievance procedure.

_____*FORMAL COMPLAINT*   The Formal Grievance is filed when a student cannot resolve his or her complaint informally. The student must file a Student Grievance Form (Formal Complaint) in the office of the appropriate dean.

What are you requesting that this office do to assist you? _____

_____

Student Signature_____Date _____

Official Signature_____Date _____

Return the completed and signed form to the campus director or dean on your campus.   Revised August 2015

Form B
GRIEVANCE APPEAL

TO: President, Bishop State Community College

FROM: _____

DEPARTMENT/PROGRAM: _____

ADDRESS: _____PHONE: _____

CITY: _____STATE: _____ZIP: _____

PART I. NOTICE OF APPEAL

Nature of grievance being appealed: _____

_____

Appeal Statement(s): (Please specify objection(s) to finding(s), conclusion(s), or recommendation(s) of Report of the Committee or Title IX Coordinator and/or report arising from grievance hearing. Attach any supporting documents and include photocopy of report. Use additional sheets if necessary.)

_____

_____

_____

_____

Complainant _____

COPY TO: President, Bishop State Community College Respondent(s) to Grievance (if other than College)

PART II. PRESIDENT'S REPORT

TO: _____

ADDRESS: _____**PHONE:** _____

CITY: _____**STATE:** _____**ZIP:** _____

FROM: President _____

Date Appeal Received: _____Date of Report: _____

Response to Appeal: _____

_____

_____

President _____

COPY TO: President, Bishop State Community College

Respondent(s) to Grievance (if other than College) ....Revised August 2015

<p align="center">**Grievance Form C**
GRIEVANCE APPEAL TO ALABAMA COMMUNITY COLLEGE SYSTEM</p>

TO: Chancellor, Alabama Community College System

   FROM: _____

DEPARTMENT/PROGRAM: _____

PART I. NOTICE OF APPEAL TO CHANCELLOR, ALABAMA COMMUNITY COLLEGE SYSTEM

a) Nature of grievance being appealed: _____

_____

b) Appeal Statement(s): This is an appeal of the Chancellor's Response to Complainant's Appeal submitted on Grievance Appeal Form B and a request for a review by the Chancellor of the Alabama Community College System to review the President's report (attached hereto) and the initial grievance report (also attached).

_____

_____

_____

_____

Complainant _____

COPY TO: President, Bishop State Community College Respondent(s) to Grievance (if other than College)

PART II. REPORT OF CHANCELLOR, ALABAMA COMMUNITY COLLEGE SYSTEM

TO:_____

ADDRESS:_____ PHONE:_____

CITY:_____ STATE:_____ ZIP:_____

FROM: Chancellor, Alabama Community College System

Date Appeal Received:_____ Date of Response:_____

Response to Appeal: _____

_____

_____

Chancellor

_____

COPY TO: President, Bishop State Community College
       Chancellor, Alabama Community College System
       Respondent(s) to Grievance (if other than College) ....Revised August 2015

Form D
DO NOT RELEASE DIRECTORY INFORMATION

<u>*NOTE*</u>: *IF A STUDENT DOES NOT WANT HIS OR HER STUDENT INFORMATION TO BE PUBLISHED IN THE COLLEGE DIRECTORY, THIS FORM MUST BE COMPLETED WITHIN THE FIRST TWO (2) WEEKS OF THE SEMESTER AND RETURNED TO THE OFFICE OF ADMISSIONS AND RECORDS.*

THIS FORM MUST BE RESUBMITTED ANNUALLY.
Name of student
Address, including email
Telephone number
Date/place of birth
Major/fields of study
Participation in officially recognized activities and sports
Height/weight of athletic team members
Dates of attendance
Degrees and awards received
Most recent educational institution attended
Photographs

IF THE STUDENT DOES NOT FILL OUT THE FORM ABOVE AND RETURN IT TO THE ADMISSIONS AND RECORDS OFFICE WITHIN THE FIRST TWO WEEKS OF THE SEMESTER, THE STUDENT DIRECTORY INFORMATION WILL BE RELEASED TO INQUIRERS.

==

DO NOT RELEASE DIRECTORY INFORMATION

STUDENT NAME: _____

STUDENT NUMBER: _____

ADDITIONAL COMMENTS: _____

SIGNATURE STUDENT_____DATE _____

OFFICIAL SIGNATURE_____DATE _____

<u>*Return the completed and signed form to the campus director or dean on your campus*</u>.   Revised August 2015

<div align="center">

Form E
REQUEST FOR REVIEW OF EDUCATIONAL RECORDS

</div>

TO BE COMPLETED BY STUDENT:

Date _____

Social Security Number or Student Number_____

I,_____, wish to review my
<div align="center">(Print Name)</div>

educational records in the Registrar's Office.

Signature_____Date_____

FOR OFFICE USE ONLY:

This record contains the following:

_____Application for admission to the College

_____High school transcript/GED

_____College(s) transcript

_____Permanent record

_____Transcript request form(s)

_____Social Security verification form(s)

_____Full time status verification form(s) – financial agencies

_____"B" form(s)

_____Grade change form(s)

_____Name and address change form(s)

_____Graduation check sheet

Registrar's Signature _____

Date Reviewed_____

-or- Registrar's Office Personnel Signature _____

Date Reviewed_____

<div align="right">Revised August 2015</div>

Form F
FERPA INFORMATION RELEASE FORM

The Family Educational RiChts and Privacy Act (FERPA) establish certain rights for students, regarding the prlvacv of their *educational* record. While parents/lluardians/spouses and others may have In Interest in the student's record, access to or release of the educational record Is only by written student consent. *Directory* information may be released to anyone upon request, unless a student stipulates otherwise.

I, _____ the undersigned, authorize Bishop State Community College to release the
(Please Print Full Name)

following *educational* records upon request:

Check all that apply:

☐ Academic record (grades/GPA, registration, academic progress, enrollment status)

☐ Financial Records (Business Office/Financial Aid)

☐ Other (please specify) _____

Persons to whom information may be released:

(PLEASE PRINT)

Name	Relationship to Student

☐ This release is a one-time release only   _____
                                                           Effective Date

☐ This release will remain in effect while enrolled unless I revoke such consent in writing at the Office of Admissions and Records.

I acknowledge by my signature that I understand although I am not required to release my records, I am giving my consent to release the information. (Your drivers license or State 10 must be presented at the time this form is submitted.)

_____   _____
Signature of Student   Date

Directory Information at Bishop State Community College includes name, address, phone number, email address, major, enrollment status, participation in athletics, weight and height of members of athletic teams, dates of attendance, degree and awards received, and the last school attended (pg. 51 of the Student Handbook). You may choose to withhold this information, but be aware that this will preclude release of any information to any source outside of the institution, including but not limited to employers and scholarships. Check the box if you would like to withhold directory information.

☐ DO NOT RELEASE ANY DRIRECTORY INFORMATION

Form G
FUNDRAISING ACTIVITY REQUEST FROM ORGANIZATION

Faculty Adviser(s)

Type of Fundraising Activity

Beginning Date of Fundraising Activity

Ending Date of Fundraising Activity

Purpose of Activity

==

FOR OFFICE USE ONLY:

Date Received _____

Approved_____Disapproved_____Date _____

Signature _____

Dean of Students

Approved_____**Disapproved**_____**Date** _____

Signature _____
        President

Revised August 2015

<p style="text-align:center">**Form H**
BUSINESS AND INDUSTRIAL SOLICITATION REQUEST</p>

Organization/Department＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Type of Goods or Services Requested＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Proposed Use of Goods or Services ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

(Use Separate Sheet If Necessary)

Name of Business(s) To Be Solicited ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

(Use Separate Sheet If Necessary)

Beginning Date of Solicitation ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Ending Date of Solicitation ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Estimated Value of Goods and/or Services Solicited ＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

(Use Separate Sheet If Necessary)

Requested By ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
　　　　　　　　(Please Print)

Signature＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿**Date** ＿＿＿＿＿＿＿＿

==

FOR OFFICE USE ONLY:

Date Received ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Approved＿＿＿＿＿＿＿Disapproved＿＿＿＿＿＿＿Date ＿＿＿＿＿＿＿＿

Signed ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
　　　　　　　　　　　　Director of Fundraising

Approved＿＿＿＿＿＿＿**Disapproved**＿＿＿＿＿＿＿**Date** ＿＿＿＿＿

Signed ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
　　　　　　　　　　　　President

<p style="text-align:right">Revised August 2015</p>

Form I
FINANCIAL REPORT FORM

Organization _____

Type of Fundraising Activity (Please Check One)

_____ **Student Activity**

_____ Business/Industrial Solicitation

Name of Fundraising Activity _____

FOR SOLICITATION FUNDRAISERS ONLY:

Attach a Copy of Receipt(s) for All Goods Received

Name of Business Contact Person _____

Amount Received _____

Total Amount Raised For This Activity $ _____

Submitted By_____ Date _____
                        (Please Print)

Signature _____

===

FOR OFFICE USE ONLY:

Received by the Office of the Dean of Students

Signature_____Date Received _____

Received By the Office of Fundraising

Signature_____Date Received _____

                                                        Revised August
2015

<p style="text-align:center">**Form J**</p>
<p style="text-align:center">**OFFICIAL PETITION FOR FORMING STUDENT CLUBS AND ORGANIZATIONS**</p>

1. **Name of Proposed Club or Organization**: _____

2. Type of Proposed Club or Organization:

    Academic_____   Services_____

    Social_____   Other_____

3. Names of (10) ten interested students:
    (Each student signing this Petition must be a full-time student at Bishop State Community College.)

    1. _____   6. _____
    2. _____   7. _____
    3. _____   8. _____
    4. _____   9. _____
    5. _____   10. _____

4. Proposed Constitution: *(Please attach to this form a proposed Constitution containing the following information.)*

    A. Purpose of the club or organization

    _____

    B. Officers of the club or organization

    _____

    C. How the officers will be chosen

    _____

5. Faculty Sponsors(s):
    1. _____

    2. _____

    3. _____

    All information must be completed before this form is submitted to the Dean of Students for approval.

    _____
    Signature   Date

Form J
RELEASE AND HOLD HARMLESS AGREEMENT

I_____, the undersigned party; have freely and voluntarily decided to participate in activities associated with student organizations at Bishop State Community College. I understand that by participating in such activities, I may be asked to travel in college vehicles or personal automobiles of college employees to attend events associated with the College. As a result, I further understand that I am not entitled to any insurance coverage or medical benefits, which the College may provide. I am willingly accepting full responsibility and liability for any injury which I might suffer during my travels, and I hereby release and hold harmless Bishop State Community College and its officials and employees from any claim or liability relating to any injury, including death, which I might suffer during or as a result of my participation.

Student_____Date _____

Date of Birth_____Student Number_____

Address _____

City_____State_____ZIP _____

Emergency Contact _____

Relationship _____

Cell Phone (_____)_____Work Phone (_____) _____

Home Phone (_____) _____

SGA.

ARTICLE VIII - JUDICIAL PROCEDURES

In cases where the SGA has been authorized by the College to act judicially, its decisions shall be final.

ARTICLE IX - AMENDMENTS

The constitution may be amended by a two-thirds majority vote of the SGA.

ARTICLE I

SECTION I: Candidates for president and vice president of the SGA shall campaign for office beginning with the first Tuesday in April and shall continue for a period of two weeks. At the end of two weeks, one ballot shall be passed to all members of the student body, who shall be allowed to cast one vote for the candidate of their choice for president and one for vice president. The candidate in each category who receives the highest number of votes shall become president of the Student Government Association.

SECTION 2: Should it become impossible for the president or the vice president to take office in the fall, the SGA shall fill the position(s) temporarily until an election can be held.

SECTION 3: The secretary of the SGA should be elected at its first regular meeting during the fall quarter.

ARTICLE II

Before each regular meeting, the president and the Student Council shall have the power to assemble and formulate plans for presentation to the SGA in the general assembly.

ARTICLE III

Any vacancies occurring in the standing committees, Student Council, or campus representatives shall be filled by the responsible body at its next regular meeting.

ARTICLE IV

Each chairperson of a standing committee shall be required to submit a written report at each regular meeting.

ARTICLE V

The meetings of the Student Council and the SGA shall follow Robert's Rules of Order as closely as possible.

ARTICLE VI

The By-Laws may be amended by a two-thirds majority of the SGA.

ARTICLE I

1. The Student Conduct and Appeals Committee shall be established in accordance with the regulations of Bishop State Community College, hereafter referred to as the College. It shall be constituted and shall function according to the provisions of the present Statute, which shall be part of college relations.
2. This statute may be amended with the approval of college faculty, staff, and the SGA.
3. This statute deals with non-academic behavior.

CHAPTER I - ORGANIZATION OF THE COMMITTEE

ARTICLE II

The committee shall consist of two SGA officers, two students (non-officers), and five faculty members.

ARTICLE III

1. The student members shall be appointed by the SGA and shall have the qualifications necessary for membership in the SGA.
2. Faculty and staff members shall be elected by college faculty and staff persons.

ARTICLE IV

1. The student members shall hold office for one year but may be reappointed if they have the necessary qualifications.
2. Faculty and staff members shall hold office for two academic school terms.
3. The SGA, faculty, and staff shall fill vacancies immediately whenever they occur.

CHAPTER II – JURISDICTION OF THE COMMITTEE

ARTICLE V

1. The provisions of the present statute apply to all full-time and part-time students of Bishop State Community College.

2. The regulations herein provided shall apply to behavior on all campuses of the College, in the immediate vicinity of the campus, and at college-sponsored events.

3. Matters of discipline in classrooms and shops shall be handled at the discretion of the faculty member in charge, who may refer such matters to the committee, if desired.

ARTICLE VI

1. The provisions of the present statute shall be used as the major instrument against students regarding non-academic actions.
2. Non-academic disciplinary actions not provided for by this statute shall be null and void except that the College administration retains its authority to act without reference to this statute when warranted, in extraordinary circumstances.

1. The committee may hear and decide all cases presented to it in accordance with the procedures described in Chapter IV.

2. The committee may levy four types of penalties in accordance with the provisions of Article XVI:

    A. SPECIFIC ORDERS. The committee may order the performance or non-performance of specific acts, including the payment of fines, as punishment for violations.
    B. REPRIMAND. The committee may warn an offender against further violations and note the action taken in its files.
    C. DISCIPLINARY PROBATION. The committee may place a student on probation for a period which shall seem proper. A record of this action shall be placed in the student's personnel file.
    D. SUSPENSION. The committee may suspend a student from the College for a period which shall seem proper. A record of this action shall be placed in the student's personnel file.

CHAPTER III - PRIMARY AND SECONDARY OFFENSES

ARTICLE VIII

1. Offenses listed in this statute as primary offenses under Article IX shall be punishable under Article VII, Section 2, paragraphs A-C.
2. Offenses listed in this statute as secondary offenses under Article X shall be punishable under Article VII, paragraphs A-C.

ARTICLE IX

The College prohibits the following types of behavior and cites violations as primary offenses:

1. Use of alcoholic beverages on the campus or at college-sponsored activities.
2. Gambling. This includes activities defined as gambling by a civil law.
3. Disorderly conduct. This shall be defined as any specific act or pattern of behavior resulting in or clearly tending to result in injury to persons or property, or disturbance of the peace of the College.
4. Contempt of the College. Failure to observe orders of the committee, disrespect at committee hearings, and disrespect of faculty, staff, administrators, or duly authorized students in the performance of their duties shall constitute contempt of the College.
5. Serious disregard of regulations. Where the committee finds that a student has repeatedly violated posted regulations as defined in Article X, it may be considered "serious disregard of regulations," which shall be punishable as a primary offense. In making this finding, the committee may also consider the previous disciplinary record of the offender.

ARTICLE X

1. Where administrative regulations governing campus behavior are published in places accessible to students on all campuses (such as the COLLEGE CATALOG/STUDENT HANDBOOK or bulletin boards), or in places frequented by students, violation of the regulations shall be treated as secondary offenses by the committee.
2. Violations of the following regulations are secondary offenses:

    A. Parking in areas reserved for visitors, faculty and staff, or the disabled.
    B. Smoking, eating, and drinking in classrooms, laboratories, and the libraries; smoking in the cafeterias.
    C. Being in unsupervised laboratories without the instructor's permission.
    D. Engaging in unacceptable conduct. Examples are: littering the campus or buildings on campus, profanity, fighting, to name a few.

CHAPTER IV - PROCEDURES FOR THE COMMITTEE

ARTICLE XI

The committee may formulate its own rules and procedures, except as provided by provisions of the present statute.

ARTICLE XII

1. Cases may be written and referred to the Dean of Students by any student, a member of the faculty and staff, or an administrative officer.
2. Cases must be referred, in writing, to the chairperson of the committee. The referral must specify the person charged and the offense for which charged, as defined in the present statute.
3. The person referring a case to the committee must appear before the committee as plaintiff.

ARTICLE XIII

1. All hearings of the committee shall be published and decisions shall be publicly announced, but deliberations and voting by the committee shall not be published.
2. A majority vote of the committee's membership shall be necessary to convict any student on trial. The chairperson of the committee shall vote in all cases.
3. Decisions of the committee shall be written by the chairperson and shall not include indications of how individual members of the committee voted, but provisions shall be a matter of record.

ARTICLE XIV

1. Decisions of the committee shall be final when approved by the proper college officer (the President's appointed representative).
2. The college officer responsible for implementing committee decisions shall approve, veto, or return for review all decisions of the committee within three days following the conclusion of the hearing.

CHAPTER V - RIGHTS OF STUDENTS

ARTICLE XV

1. It is intended that the present statute should protect the substantive rights of students.
2. No regulations herein stated shall be so construed or applied as to:
   A. Discriminate against any person based on race, color, sex, creed, national origin, disability or other characteristic protected by law.
   B. Deny any student the freedom to believe in or express ideas or ideals to which they are entitled as U. S. citizens.
   C. Punish off-campus, conscience-motivated political activities by students not pretending to speak for the College, even if such activities result in civil penalties.

ARTICLE XVI

1. It is intended that the present statute should protect the procedural rights of students.
2. The following procedural rights of students shall be observed:
   A. A student charged before the committee must be convicted or acquitted of the charge(s) specified, not for a greater or lesser offense.
   B. A student charged with a primary offense may have an adviser at a hearing before the committee. If the student desires faculty advice but is unable to obtain such, the committee shall appoint a faculty member to serve as adviser.
   C. Students shall not be compelled to testify against themselves, nor shall any student be charged with the same offense twice.

A student who has been convicted by the committee has the right to appeal the committee's findings to the Alabama Community College System

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Appendix II
FEDERAL JEANNE CLERY ACT
Campus Crime Statistics

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The Federal Jeanne Clery Act requires colleges and universities to collect and report annually certain information regarding criminal incidents. The statistics reported below are presented pursuant to that obligation.

Campus crime, arrests, and disciplinary referral statistics are based on information reported to the Campus Police of Bishop State Community College and the Mobile Police Department. The College is a non- residential institution.

The four campuses of Bishop State Community College are made up of buildings and property owned by the College that support the mission of the institution. The table below documents the number of reported offenses occurring on the overall college campus from January 1, 2013 through December 31, 2015. Effective October 2015, the table will be updated to reflect the new requirements relative to the Violence against Women Reauthorization Act (VAWA).

As reported by the American Council on Education, this Act which was signed into Law by President Obama on March 7 that imposes new obligations on colleges and universities under its Campus Sexual Violence Act ("SaVe Act") provision, Section 304.

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CRIMINAL OFFENSES ON-CAMPUS

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Criminal Offenses – On-Campus	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
i. Incest	0	0	0
ii. Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	1
Burglary	0	1	0
Motor vehicle theft (does not include theft *from* a motor vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

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CRIMINAL OFFENSES PUBLIC PROPERTY

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Criminal Offenses – Public Property	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0

Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
i. Incest	0	0	0
ii. Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (does not include theft *from* a motor vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

HATE OFFENSES

The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) and occurred.

Hate Offenses – On-Campus	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
i. Incest	0	0	0
ii. Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0

	2013	2014	2015
Motor vehicle theft (does not include theft *from* a motor vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

HATE OFFENSES

Hate Offenses – Public Property	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
i. Incest	0	0	0
ii. Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (does not include theft *from* a motor vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

ARRESTS

Arrests – On-Campus	2013	2014	2015
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Arrests – Public Property	2013	2014	2015

Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Arrests – On-Campus	2013	2014	2015
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions/Judicial Referrals – On-Campus	2013	2014	2015
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions/Judicial Referrals – Public Property	2013	2014	2015
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Appendix III
VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA)
Sexual Misconduct Policy

- Introduction ○ Statement of Prohibition ○ Commitment to Address Sexual Misconduct

- Scope of Policy
  - Jurisdiction of the Policy
  - Individuals Covered by the Policy o Statement of Confidentiality
  - Title IX Coordinator and Responsibilities
- Prohibited Conduct and Definitions

- Other Definitions and Terms

- Confidentiality
  - Responsible Employees
  - Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond
  - Privacy and Confidentiality Defined o Privileged and Confidential Communications
  - Options for Assistance Following an Incident of Sexual Misconduct
- Ongoing Assistance

- Reporting Procedures
  - Complaint Procedures (Informal Resolution)
  - Associated Rights
  - Sanctions Imposed by Title IX Coordinator
  - Grievance Procedures (Formal Resolution)
  - Hearing Procedures
  - Report of Findings
  - Sanctions and Recommendations Imposed by Hearing Committee
- Non-Retaliation Requirements

- Filing a False Report

- Coordination with Law Enforcement

- Records

- Prevention and Education

- Training

Introduction

Statement of Prohibition

This policy prohibits all forms of sexual or gender-based harassment, discrimination, or misconduct, including, but not limited to, sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Sex discrimination in any form, including any form of sexual misconduct, is contrary to Bishop State Community College's values and is prohibited by college policies as well as local, state, and federal laws, and the policies of the Alabama Community College System Board of Trustees. These behaviors are harmful to the well-being of our college community, the learning/working environment, and collegial relationships among our students, faculty, staff, and visitors. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion or termination of employment and referral to law enforcement authorities.

Commitment to Address Sexual Misconduct

Bishop State Community College is committed to providing an environment that is safe and conducive for learning and employment. Any behavior that threatens this environment is a violation of college policy. All members of the college community are strongly encouraged to report any incident of sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence directly to the Title IX Coordinator. Violations may also be reported to any "Responsible Employee" as outlined in this policy.

Upon receipt of a report, the College will take prompt and effective action by providing interim remedies to issues that threaten the safety and security of the victim and offering appropriate support. Additionally, the College will conduct a thorough review and investigation in an effort to address the alleged misconduct.

Retaliation against any person who makes a complaint or participates in the complaint process is a violation of college policy, and should be reported to the Title IX Coordinator. A finding of retaliation may result in disciplinary action in addition to any sanctions that may be imposed as a result of the underlying allegations of discrimination and/or harassment.

Scope of Policy

Jurisdiction of the Policy

This policy applies to related conduct occurring on college campuses and sites, college property or at college-sanctioned events or programs that may take place off campus. In particular, off-campus conduct that is likely to have a substantial adverse effect on or poses a threat of danger to any member of the college community or the College as a whole is covered under this policy.

Individuals Covered by the Policy

The policy applies to all members of the college community, including students, faculty, staff, administrators, volunteers, vendors, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, conducting business or having any official capacity with the College or on college property.

Statement of Confidentiality

The College encourages victims of sexual violence to talk to a college official regarding alleged incidents so that the support needed may be provided and the College can respond appropriately. The College will make every effort to maintain confidentiality where possible and practical. Details regarding confidential resources are outlined further in this policy.

Title IX Coordinator and Responsibilities

Title IX Coordinator
Mrs. Madeline Stokes
Baker-Gaines Central Campus

(251) 405-4457
mstokes@bishop.edu

Responsibilities: It shall be the responsibility of the Title IX Coordinator to review and investigate reported incidents of sexual misconduct in accordance with this policy and recommend an appropriate solution to the President. It shall also be his or her responsibility to implement appropriate interim steps for the victim and the alleged perpetrator to preserve the safety and security of the victim and the college community.

The Title IX Coordinator can assist students and employees in filing formal complaints, or if a formal complaint is not desired, he or she will work with the complainant to address any concerns. The Coordinator will also assist the complainant in notifying Campus Police or local law enforcement authorities, if requested or deemed necessary. Additionally, the Coordinator will assist the complainant in seeking appropriate assistance or making referrals by:

- Identifying health care options;
- Ensuring that the victim is aware of the options for seeking treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services;
- Discussing the option for seeking medical treatment in order to preserve evidence;
- Identifying where/how to get a rape kit or find a Sexual Assault Nurse Examiner (SANE); and
- Assisting in contacting an advocate who can accompany a victim to the hospital or health care provider.

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Prohibited Conduct and Definitions

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The College prohibits all forms of sexual and gender-based harassment, including sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same or different gender. Each of the terms defined herein encompasses a broad range of behaviors. Within these broad contexts, the College prohibits the following conduct:

a. **Sexual Harassment.** Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:

   o Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (quid pro quo);
   o Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (quid pro quo);
   o Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social environment (hostile environment).

   A third party may also file a complaint under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.

   Examples of Prohibited Behavior. Prohibited acts that constitute sexual harassment may take a variety of forms and may include, but are not limited to, the following examples:

   o Unwelcome sexual propositions, invitations, solicitations, and flirtations;

   o Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome, suggestive, or insulting sounds or whistles; obscene phone calls;

- o Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or study area that may embarrass or offend individuals. Such material, if used in an educational setting, should have an educational purpose;

- o Unwelcome and inappropriate touching, patting, pinching, or obscene gestures; o Letters, notes or electronic communications, including social media, containing comments, words, or images of a sexual nature; and

- o Gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Consensual Relationships. Bishop State Community College believes that consensual romantic and sexual relationships between faculty and staff members and students are generally deemed very unprofessional and very unwise because such relationships may result in a conflict of interest and/or a power differential between members of the college community. A faculty or staff member who enters into a sexual relationship with a student where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on the grounds of mutual consent.

Bishop State Community College regards as inappropriate any and all romantic relationships between students and instructors or staff members who have any power over students. The College urges all faculty and staff members to refrain from beginning or continuing all such relationships since such behavior may be perceived as unwelcome, even if consensual, and can be seen at the time or later as sexual harassment. The College expects compliance with the position above by all instructors and staff members and hereby notifies the same that any violation of this policy leading to an allegation of sexual harassment may result in sanctions. Faculty or staff members must also be aware that Bishop State Community College is potentially liable if sexual harassment can be proven.

b. **Sexual Assault.** Having or attempting to have sexual intercourse with another individual by force or threat of force without effective consent; or where that individual is incapacitated or incapable of consenting.
   - o Non-Consensual Sexual Contact. Any sexual touching other than non-consensual sexual penetration without consent. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including contact over clothing; removing the clothing of another person; and kissing;
   - o Non-Consensual Sexual Penetration (commonly referred to as rape). Any act of vaginal or anal penetration by a person's penis, finger, other body parts or an object; or oral penetration by a sex organ, without consent; and
   - o Sodomy. Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.

c. **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
   - o Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;
   - o Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity;
   - o Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and
   - o Statutory Rape. Sexual intercourse with a person who is under the statutory age of consent.

d. **Sexual Exploitation.** Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent and that does not constitute non-consensual sexual penetration or non-consensual sexual contact. Examples include, but are not limited to, recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; and voyeurism (i.e., spying on others who are in intimate or sexual situations).

e. **Dating Violence.** The term *dating violence* is not defined by Alabama law as such. However, the term is incorporated into the definition of the domestic violence because the definition of domestic violence includes dating or engagement relationships.

f. **Stalking.** A course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for her or his safety or the safety of others or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person in person or through electronic media (cyber-stalking); non-consensual (unwanted) communication by any means (i.e., letters, cards, photos, text messages, phone calls, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.

g. **Intimate Partner Violence.** *Intimate partner violence* is often referred to as dating violence, domestic violence or relationship violence. It includes any act of violence or threatened act of violence sexual or otherwise against a partner of a current or former sexual, dating, domestic or other intimate relationship with that person.

h. **Domestic Violence.** Domestic violence is any incident resulting in the abuse, assault, harassment or the attempt or threats thereof, between families, households or dating or engagement relationship members.

Other Definitions and Terms

1. **Consent.** Consent is an act of reason and deliberation. A person who possesses and exercises sufficient mental capacity to make an intelligent decision demonstrates consent by performing an act recommended by another. In the matter of sexual misconduct, consent is a voluntary agreement to engage in sexual activity by an individual who has the capacity to do so. Someone who is incapacitated cannot provide consent. Past consent does not imply future consent; silence or an absence of resistance does not imply consent; consent to engage in sexual activity by one person does not imply consent to engage in sexual activity with another; the manner in which an individual is dressed does not imply consent; the existence of a prior or current relationship does not imply consent; accepting a meal, a gift, or invitation for a date does not imply or constitute consent to further activity; consent can be withdrawn at any time (no means no); and coercion, force, or threat of either invalidates consent.

2. **Incapacitation.** Incapacitation is a state or condition that renders an individual unable to make qualified and rational decisions (i.e., a condition resulting from the use of drugs or alcohol, when a person is asleep or unconscious or because of an intellectual or other disability that prevents him or her from having the capacity to give consent.)

3. **Victim.** A person who has been the subject of a prohibited conduct, regardless of whether that individual makes a complaint or seeks disciplinary action.

4. **Complainant.** A victim who has made a complaint of a violation of the *Violence against Women Restoration Act (VAWA) - Sexual Misconduct Policy* or on whose behalf a complaint was made or disciplinary action initiated. 5. **Respondent.** The individual(s) who is accused of a prohibited conduct.

Confidentiality

The College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All college employees who are involved in the College's Title IX response process have received specific instructions about respecting

and safeguarding private information. Throughout the process, every effort will be made to protect the privacy of all individuals involved in a manner that allows the College to conduct a thorough review of the issue.

"Responsible Employees"

A "Responsible Employee" is a college employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who as a student, could reasonably believe has this authority or duty.

Responsible Employees at the College include:
• Title IX Coordinator
• Campus Police Officers
• Full-time Faculty, Staff, and Administrators
• College Counseling Staff (source for confidential reporting)

When a victim tells a Responsible Employee about an incident of sexual misconduct or violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened, and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report. A Responsible Employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to a Responsible Employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to a source for confidential reporting. Confidential sources are outlined further in this policy *(Options for Assistance following An Incident of Sexual Misconduct.)*

If the victim wants to tell the Responsible Employee what happened but also wishes to maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the victim's request for confidentiality.

Responsible Employees will not pressure a victim to request confidentiality, but they will honor and support the victim's wishes, including requesting that the College fully investigate an incident. By the same token, Responsible Employees will not pressure a victim to make a full report if the victim is not ready to do so.

Requesting Confidentiality from the College:

How the College Will Weigh the Request and Respond

If a victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, faculty, and staff, including the victim. Although rare, there are times when the College may not be able to honor a victim's request. This is the case when safety and security is a factor. If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. In all cases of sexual misconduct that is a crime, the College has an obligation to include the incident in its

annual security report in accordance with the Federal Jeanne Clery Act requirements.

It shall be the responsibility of the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as whether:
  o There have been other sexual violence complaints about the same alleged perpetrator; o The alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  o The alleged perpetrator threatened further sexual violence or other violence against the victim or others; and
  o The sexual violence was committed by multiple perpetrators;
- The sexual violence was perpetrated with a weapon;
- The victim is a minor;
- The College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); and/or
- The victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the College will likely respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response. The College will remain ever mindful of the victim's well- being, and will take ongoing steps to protect the victim from retaliation or harm and will work with the victim to create a safety plan. Retaliation against the victim, whether by students or college employees, will not be tolerated. The College may not require a victim to participate in any investigation or disciplinary proceeding.

The College will also:
- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus *(See portion of *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy* identifying these services.);
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests;
- Inform the victim of the right to report a crime to campus police or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

Because the College is under a continued obligation to address issues of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted groups; conducting climate assessments/ victimization surveys; and/or revisiting its policies and practices.

If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

Privacy and Confidentiality Defined

Privacy and confidentiality have distinct meanings under this policy.

a. **Privacy:** Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those college employees who "need to know" in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

b. **Confidentiality:** Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

c. **Requests for Confidentiality:** Where a complainant requests that his/her name or other identifiable information not be shared with the Title IX officer or requests that no formal action be taken, the College will balance this request with its dual obligation to provide a safe and non- discriminatory environment for the college community and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against the accused. In making this determination, the College may consider the seriousness of the conduct, the respective ages and roles of the complainant and the accused, whether there have been other complaints or reports of harassment or misconduct against the accused, and the rights of the accused to receive notice and relevant information before disciplinary action is sought.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the complainant. Where the College is unable to take action consistent with the request of the complainant, the Title IX Coordinator will inform the complainant about the chosen course of action, which may include the College seeking disciplinary action against the accused. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against the accused or revealing the identity of the complainant.

Privileged and Confidential Communications

This section of the policy is intended to make students and employees aware of other reporting and confidential disclosure options available to them so they may make informed choices about where to turn should they become a victim of sexual violence or harassment. The College encourages victims to talk to someone identified in one or more of these college groups if they wish to keep their identity confidential.

a. **College Counseling Staff -** Individuals who work in the counseling office on all campuses, including the clerical staff, are available to talk to and assist a victim. A victim can seek assistance and support from these individuals without triggering a college investigation that could reveal the victim's identity or the fact that the victim has disclosed the incident. While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so he or she can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses on behalf of the College. Before reporting any information to the Title IX Coordinator, the individual will consult with the victim to ensure that no personally identifying details are shared during the reporting process.

b. **Professional Counselors or Agency Resource Groups acting on behalf of the College –** Professional, licensed counselors, and referral agencies who provide mental-health counseling and support to members of the college community (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.

   Note: A victim who speaks to a professional counselor, agency resource group, or college counselor must understand that, if he/she wants to maintain confidentiality, the College will be unable to conduct an investigation

into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim's advocacy; academic support or accommodations; disability, health or mental health services; and changes to working environment or course schedules.

A victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to change his or her mind.

It is further noted that while these professional counselors, agency resource groups, college counselors, and advocates may maintain a victim's confidentiality regarding an incident of sexual misconduct, they may have reporting or other obligations under state law such as mandatory reporting requirements to law enforcement in the case of minors; imminent harm to self or others; and the requirement to testify if subpoenaed in a criminal case. Specifically, when a report involves suspected abuse of a minor under the age of 18, the College is required by law to notify local law enforcement and the local agency for child protective services.

Additionally, if the College determines that the alleged perpetrator(s) poses a serious and immediate threat to the college community or Campus Police will be called upon to issue a timely warning to the college community. Any such warning should not include information that identifies the victim.

Options for Assistance Following an Incident of Sexual Misconduct

Immediately upon notice of an incident, the College will make every effort to assist the victim in seeking assistance from on-campus and off-campus advocates and counselors who can provide a response. On- campus advocates, which include the college counseling staff and Title IX Coordinator, will assist by providing support in navigating the reporting process and providing information regarding resources that may be utilized by sexual assault victims.

Assistance may be obtained through the following resources:

Title IX Coordinator
Mrs. Madeline Stokes
Baker-Gaines Central Campus
(251) 405-4457
mstokes@bishop.edu

Campus Police Chief
Mr. Lloyd Washington, Chief

Main Campus (251) 405-7062
lwashington@bishop.edu

*Campus Police Offices**
Main Campus – (251) 405-7060
Carver Campus – (251) 662-5399
Baker-Gaines Central – (251) 405-4478
Southwest Campus – (251) 665-4080

*Dial 9-1-1 in case of extreme emergency if Campus Police staff is unavailable.

Community Resources

Local Law Enforcement Official
• City of Mobile Police Department (251) 208-7211

Medical Facilities
• Mobile Infirmary Medical Center – (251) 435-2400
• Providence Hospital – (251) 633-1000
• Springhill Memorial Hospital – (251) 344-9630
• The University of South Alabama Medical Center – (251) 471-7000
• USA Children's and Women's Hospital – (251) 415-1000

Sexual Assault Crisis Assistance
• Rape Crisis Center, Mobile, Alabama – (251) 473-7273

Ongoing Assistance

The counseling staff at the College will assist victims of sexual assault with ongoing support by providing appropriate counseling or referral services. Students will be assisted with any academic accommodations that may be necessary including, but not limited to, schedule modifications, withdrawal from class, modifications in work-study schedules, etc.

Reporting Procedures

The following procedures are in place at Bishop State Community College to provide recourse for any student, faculty or staff member who has been the victim of sexual misconduct. The College recognizes two distinct levels of action: complaints and grievances.

Complaint Procedures (Informal Resolution)

Students or employees who desire to file a complaint regarding a violation of the *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy* may report the incident to the Title IX Coordinator. Incidents may also be reported to any Responsible Employee at any time; however, individuals are encouraged to report incidents within ten (10) working days of an alleged violation. This will maximize the College's ability to effectively investigate and act upon an alleged violation. The college employee will immediately report the incident to the Title IX Coordinator. If the complaint is about the designated Title IX Coordinator, the complaint will be sent directly to the President's Office. The President will assign the complaint to another administrator.

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to sexual misconduct complaints. This process will be kept as informal and confidential as may be appropriate. The 10-day request is in no way intended to limit a complainant's right to assistance after that time period, but rather is to ensure a timely resolution of any complaint.

After receiving notice of allegations of sexual misconduct, the Title IX Coordinator will schedule an intake meeting with the complainant in order to provide the general information regarding the policy and the reporting process, advise the individual of his/her rights, identify any interim intervention measures that may be appropriate, and identify resources for obtaining immediate support. During the intake meeting, the Title IX Coordinator and the complainant will discuss alternatives for proceeding with the complaint, including whether the complainant wishes to pursue an informal resolution, file criminal charges, if appropriate, or whether the complainant wants to pursue a resolution of any kind.

It shall also be the responsibility of the designated college compliance officer to attempt to secure a solution to the complaint. The compliance officer will meet with the parties involved and attempt to solve the problem or address the concern in an informal session. If, after discussion, it is determined that the complaint can be resolved immediately, the designated college compliance officer will take action to resolve the complaint and will submit a written report to the

President within 10 working days of receipt of the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the action taken. Copies will be sent to all parties involved in the discussion. Confidentiality will be observed in this process where possible and practical.

If appropriate, the Title IX Coordinator will schedule a meeting with the accused in order to provide him/her with an overview of the policy, advise him/her of associated rights, and identify forms of support or immediate intervention available to him/her.

In all complaints of alleged sexual misconduct, the College will conduct an investigation, if appropriate, and take prompt action to support and protect the complainant, including taking steps to provide interim actions before a final resolution to the complaint has been reached. Interim actions to ensure safety and security and provide assistive services may include but not be limited to:
- Imposing a no-contact order;
- Arranging schedule adjustments, including changing course sections, making arrangements for online instruction or withdrawing;
- Rescheduling exams and/or assignments;
- Providing increased monitoring or supervision; ☐ Adjusting work environment or job assignments; and ☐ providing medical services.

The Title IX Coordinator will recommend interim measures and coordinate them with appropriate offices.

Associated Rights

Bishop State will afford any student or employee who reports that he or she has been the victim of an incident of sexual violence, either on campus or off-campus during a college-sanctioned activity, with the following information and rights:
- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding (See *Complaint and Hearing Proceedings* for additional information.);
- Procedures that should be followed in the event of an incident of sexual violence including:
  o The importance of preserving evidence for proof in criminal proceedings; o To whom the offense should be reported;
  o Options for reporting to law enforcement. College officials will assist victims in reporting to the appropriate authorities;
  o The right to decline to report to law enforcement; and o Information about no contact orders issued by a court.
- Notification about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available on and off-campus;
- Notification that the College will comply with requests for interim accommodations made by a victim where reasonably available whether or not a formal report is filed. Interim accommodations are addressed earlier in this policy;
- In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with the College.
- Proceedings will be conducted by officials who receive annual sexual violence training and training on conducting investigations.
- Both the victim and respondent are entitled to the same opportunities to have others present during proceedings, including the opportunity to be accompanied to any related meeting or hearing by an advisor of their choice.
- Both the accuser and accused shall be simultaneously informed, in writing, of:
  o The outcome of any college disciplinary proceeding;
  o The procedures for the accused and the victim to appeal the results of the proceeding; o any change to the results; and o When such results become final.

- Notification will be given that in addition to any criminal or civil actions which may be pending or in process, the College reserves the right to separately pursue appropriate disciplinary action against a respondent(s). The College also reserves the right to place an accused employee on paid administrative leave during the investigation and/or hearing of any allegation of violation of this policy.

Recommendations Imposed by Title IX Coordinator

During the complaint process, the Title IX Coordinator shall have the authority to recommend any sanction that will result in the resolution of the complaint to include the following:

- **Reprimand –** written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution –** Compensation for damages to property owned by the College, limited to actual cost of repair or replacement.
- **Probation –** This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein to be in subsequent violation of the *Code of Student Conduct* during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator.
- **No Contact Orders –** Written notice to cease all contact with an alleged victim of sexual misconduct.
- **Cease and Desist Orders –** The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy*.
- **Voluntary Withdrawal –** A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator, in some circumstances, may recommend a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the *Dean of Students* and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College.)
- Other requests of the victim as deemed appropriate.
- For violations of this policy by faculty or staff members, disciplinary penalties may include some of the sanctions listed above as appropriate, in addition to other penalties (in accordance with the employment laws, regulations, and policies governing the employee in question):

  ○ Counseling or training; ○ Written warning; and or Reprimand**.**

All sanctions recommended by the Title IX Coordinator must be approved by the President. If a student or employee complaint cannot be resolved at the complaint level, or if more stringent sanctions are appropriate, such an unresolved issue shall be termed a grievance.

Grievance Procedures (Formal Resolution)

The following grievance procedures are in place at Bishop State to provide recourse for students or employees who believe that they have been the victim of sexual misconduct and who have not been able to resolve the situation at the informal level. The steps below shall be followed:

1. The original and two copies of **Grievance Form A** must be filed with the Title IX Coordinator within thirty (30) calendar days following the date of the complaint. The alleged violation(s) must be clearly and specifically stated. (Complainant is advised to keep a copy of all forms used in steps 1-6 for his or her files.)

2. The Title IX Coordinator will immediately notify the President of receipt of **Grievance Form A**. The Title IX Coordinator will have thirty (30) calendar days following the date of receipt of Grievance Form A to investigate and study the complainant's allegations, hold formal meetings with the accused, witnesses, and other parties involved, and make a written report of findings to the complainant. Grievance Form A must be used for the report. Copies of Grievance Form A must be provided to the President. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

3. The complainant must, within fifteen (15) calendar days following receipt of the Title IX Coordinator's report, file with the President and the Title IX Coordinator written notice of acceptance or appeal of the report. If a notice of appeal is filed, **Grievance Form B** must be used. Complainant must state clearly and specifically on Grievance Form B the objections to the findings and/or decision of the Title IX Coordinator. Copies of Grievance Form B must be provided to the Title IX Coordinator and the President. If the complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the Title IX Coordinator's report, the right to further appeal will be forfeited.

4. The President or designee will have thirty (30) calendar days following the date of receipt of the complainant's notice of appeal to investigate and study the complainant's allegations, the report of the Title IX Coordinator, and make a written report of findings to the complainant. **Grievance Form B** must be used for the report. Copies of Grievance Form B must be provided to the Title IX Coordinator and the Chancellor of the Alabama Community College System. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

5. The complainant must, within fifteen (15) calendar days following receipt of President's or designee's report, file with the President or designee and Title IX Coordinator a written notice of acceptance or appeal of the report. If notice of appeal is filed, appeal **Grievance Form C** must be used. The complainant must state clearly and specifically on Grievance Form C objections to the findings and/or decisions of the President or designee. Copies of Grievance Form C must be provided to Title IX Coordinator and the Chancellor by the complainant. If the complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the President's report, the right to further appeal will be forfeited.

6. The Chancellor or his/her designee will have thirty (30) calendar days following the date of receipt of the complainant's notice of appeal to investigate and study the complainant's allegations and report of the President or designee, hold a formal hearing, if appropriate, and make written report of findings to the complainant. **Grievance Form C** must be used for the report. Copies of Grievance Form C must be provided to the Title IX Coordinator. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

Note: If the last day for filing the notice of appeal falls on either Saturday, Sunday, or a legal holiday, the complainant will have until 5:00 p.m. on the first working day following the 15th calendar day to file.

Appropriate forms for filing a grievance under this policy may be found on the College Web site under the *Violence against Women Restoration Act (VAWA) - Sexual Misconduct Policy* link. Visit www.bishop.edu.

Hearing Procedures

If a hearing is scheduled within the time frame designated by the Title IX Coordinator, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The Title IX Coordinators will not be required to serve as hearing officers. The hearing officer or committee shall notify the complainant and each respondent of the time and place of the hearing, the witness list, and the right to have an attorney or representative present. The only individuals present at meetings of this committee shall be committee members, parties to the action being considered by the committee, and their representatives (not to exceed two), and witnesses actually testifying before the committee. The institution and complainant may have an attorney present, at the respective party's expense,

during the hearing. Attorneys may only advise; they may not cross examine, question, or address the committee, complainant, or the respondent in any way.

The grievance statement will be formally presented at the meeting. After the grievance is read into the record, the complainant(s) will have the opportunity to present such oral testimony and other supporting evidence as appropriate to the claim. Respondents shall then be given the opportunity to present such oral testimony and other evidence deemed appropriate to the respondents' defense against the charges. No cross examination will be allowed. Either party may ask the hearing officer to ask a question of the other party. The hearing officer may or may not choose to do so.

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 respondent. In the event that the College is the respondent, the college representative shall not be an attorney unless the complainant is assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or on audio or video tape or by other electronic recording medium as agreed to by all parties in advance of the hearing. 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.

Report of Findings
Following the hearing, a written report of the findings shall be made to the President, the hearing officer, or the chairperson of the committee. The report shall contain at least the following items:
1. Date and place of the hearing;
2. Name of each member of the hearing committee;
3. List of all witnesses for all parties to the grievance;
4. Findings relevant to the grievance;
5. Decisions and recommended consequences; and
6. Recommendation(s) to the President arising from the grievance and the hearing thereon. Any recommendations or sanctions imposed by the hearing committee must be approved by the President.

Sanctions and Recommendations Imposed by Hearing Committee
- **Reprimand –** Written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution –** Compensation for damages to property owned by the College, limited to actual cost of repair or replacement.
- **Probation –** This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Code of Student Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be recommended by the Title IX Coordinator.
- **No Contact Orders –** Written notice to cease all contact with an alleged victim of sexual misconduct.
- **Cease and Desist Orders –** The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy.*
- **Voluntary Withdrawal –** A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator will recommend a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Students and meet the academic standards for readmission.

- Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).
- **Suspension -** Separation from the College for a definite period of time. A student may be suspended for a specific period of time not to exceed two (2) years. To qualify for readmission after suspension, a student must receive approval from the Dean of Students and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for any refund from the College.
- **Expulsion -** An indefinite termination of student status from the College for a period of not less than two (2) years. To qualify for readmission after expulsion, a student must receive approval from the Dean of Students and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for a refund from the College. Under certain conditions, expulsion could mean permanent severance from the College.
- Other requests of the victim as deemed appropriate.
- For violations of this policy by faculty or staff members, disciplinary penalties (in accordance with the employment laws, regulations, and policies governing the employee in question) may include:
  - Counseling or training;
  - Written warning;
  - Reprimand;
  - Suspension with or without pay;
  - Demotion;
  - Termination; and
  - Other requests of the victim as deemed appropriate.

Non-Retaliation Requirement

No student, faculty or staff member, administrator, applicant for employment or admission, or member of the public may be subject to retaliation, interference, coercion, intimidation, or reprisal for actions taken in good faith to seek advice concerning any sexual misconduct, ADA, other civil rights, or Title IX matter; to file a complaint or grievance; or to serve as a witness or panel member in the investigation of a complaint or grievance. A finding of retaliation may result in disciplinary action in addition to any sanctions that may be imposed as a result of the underlying allegations of discrimination and/or harassment.

Filing a False Report

It is a violation of college policies for any student, faculty or staff member, or administrator to file a false report against another individual.

Coordination with Law Enforcement

The College encourages complainants to pursue criminal action for incidents of sexual harassment, sexual violence, and intimate partner violence that may also be crimes. The College will assist a complainant in making a criminal report and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process to the extent permitted by law. Neither law enforcement's determination whether to prosecute or not prosecute an alleged perpetrator, nor the outcome of any criminal prosecution, are determinants of whether a violation of this policy has occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Records

The Title IX Coordinator will retain records of all reports and complaints, regardless of the nature of the resolution. Complaints resolved during the informal complaint process may become part of a student's conduct file, depending on the nature of the offense but will not be included as a part of the academic record or of an employee's personnel file.

Affirmative findings of responsibility in matters resolved through the grievance or formal resolution process will become part of a student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further

conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel file. Additionally, the College will comply with all requirements under the Federal Jeanne Clery Act as amended and will report crimes associated with the College as required.

Prevention and Education

Bishop State Community College is committed to preserving the safety and security of the College environment and will implement activities designed to prevent incidents of sexual misconduct, inform members of the College community of their rights under the *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy*; inform members of prohibited conduct; identify prevention measures, and provide information regarding reporting protocols.

The College's prevention and education program will include, but will not be limited to:
- Annual training and awareness programs for current employees and students;
- Orientation for new employees and students that will educate them about the College's *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy* and prevention measures that may be utilized;
- Information regarding the *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy* on the College's Web site (www.bishop.edu);
- Information on bystander intervention; and
- Implementation of a campus sexual misconduct awareness campaign.

Training

Bishop State Community College will ensure that all college employees, including those officials involved in redressing incidents of sexual misconduct, are trained on an annual basis through the College's Professional Development process and through external resources when appropriate.

Bishop State Alma Mater

J. R. Woods and Dora Davis

Sykes, Reginald L, President
Ed.D, Mississippi State University
B.S., M.S., Jackson State University;

Faculty

Employee Name	Position	Degree Type/ College
Abrams, Krishalon	Instructor, Mathematics	B.S., M.Ed., Alabama A& M University
Allbritten, Alan	Instructor, Air Conditioning/Refrigeration	A.A.S., Bishop State Community College
Batley, Tommi	Instructor, English	B.S., M.Ed., William Carey College, Ph.D. University of South Alabama
Beech, Frances B	Instructor, Sociology	B.S., M.A., University of South Alabama
Bell, Jeffrey	Instructor, Plumbing	A.A.S., Bishop State Community College
Brown, Annette	Instructor, Welding	A.S., Colorado Technical University
Cochran, Catherine	Instructor, Speech	B.A., Troy University; M.A., University of South Alabama
Corley, Jason S.	Instructor, Automotive Technology Diploma	Southwest State Technical College, A.A.S. Bishop State Community College
Coleman, Lyle	Instructor, Business	B.S., University of Alabama; M.B.A., University of South Alabama
Crockett, Patty	Instructor, Developmental Studies	B.A., Springhill College; M.Ed., University of South Alabama; Ed.S., University of West Florida
Davidson, Emma	Instructor, Nursing	B.S.N., University of South Alabama; M.S.N., Southern University
Davis, Dewanda J	Instructor, ABE Instructor	
Davis, Ronald	Instructor, Computer Science	B.S., Alabama State University; M.S., University of West Florida
Dennis, Tammy Deloris	Instructor, Biology	B.S., M.S., Ed.S. University of South Alabama; Ed.D. Nova University
Dickerson, Wade	Instructor, Barbering	A.O.T., Bishop State Community College
Dickinson-Carter, Cora	Instructor,	
Douglas, Henry	Instructor, Commercial Food Services	A.A.S., Southern Institute
Driscoll, Tracy	Instructor, CIS	B.S., University of Alabama; M.S., Regis University
Duffy, Paula	Instructor, Physical Therapist Assistant	B.S., University of Mississippi Medical Center
Dyess, Jeffrey	Instructor, Mathematics	B.S., University of Southern Mississippi; M.Ed., William Carey University; Ed. S., University of West Florida

Employee Name	Position	Degree Type/ College
Edwards, Nancy	Instructor, Physical Therapist Assistant	B.S., University of Florida
Eleby, Jessie M.	Instructor/Director Early Childhood Education	B.S., M.Ed., Alabama State University
Ellis, Latonya Michelle Hayes	Instructor, Mathematics	A.A.S., Bishop State Community College; B.S., University of South Alabama, M.Ed., Alabama State University
Escobio, Dana	Instructor, English	B.A., M.A., University of South Alabama
Evans, Adrian	Instructor, English	A.A., Bishop State Community College; B.A., University of Mobile; M.A., Jackson State University; Ph.D., University of New Orleans
Fairley, Vesta	Instructor, Nursing	R.N., M.S.N., University of South Alabama
Fantroy, Linda	Instructor, English	A.D.N., University of Mobile; B.A., M.A., University of South Alabama; Ph.D., Southern Mississippi University
Foster, Clint	Instructor, Biology	B.S., M.S., Troy University; Ph.D., Auburn University
Foster, Yvonne	Counselor	B.A., University of South Alabama; M.S., Alabama State University
Gee, Keith	Instructor, Air Conditioning/Refrigeration	Certificate, Bishop State Community College
Getto, Kathleen A.	Instructor	
Grubach, Robert	Instructor, Welding	A.S, University of Mobile
Guice, Jeffery Todd	Instructor,	
Hall, Tammy	Instructor	
Hackworth, Sylvester	Instructor, Natural Sciences	B.S., M.A., University of Mobile; Ph.D., Walden University
Harris, Malvereen	Instructor, Psychology	B.S., Dillard University; M.S., University of South Alabama
Higginbotham, Mitchell E.	Instructor, Drafting & Design	A.A.S., East Mississippi Junior College
Hobbs, Sharnee	Instructor,	
Host, Lydia	Instructor, Art/Humanities	B.F.A., University of south Alabama; M.L.A., Springhill College
Houston, Laurie	Instructor, Nursing	R.N., M.S.N, University of Mobile
Hunter, Erica	Instructor, Graphic Communication	A.A.S., Bishop State Community College; B.S., M.S., Bellevue University
Jackson, Leon	Instructor, Welding	A.A.S., Bishop State Community College
Jeter, Michael	Instructor, Developmental English	B.A., M.A., University of Birmingham
Joseph, Beverly	Instructor, Biology	B.S., M.S., Alabama A& M University
Jurenka, Sarah	Instructor, History	B.S., M.A.T., University of West Alabama
Kimbrough, Mary	Instructor, Art	B.F.A., Auburn University; M.F.A., University of Illinois
King, Julie	Instructor, English	B.A., M.Ed., University of Montevallo; Ed.S., University of West Florida
King, Victoria	Instructor, Nursing	B.S.N., Tuskegee University; M.S.N.,

Employee Name	Position	Degree Type/ College
		University of Mobile; D.N.P., Samford University
Labay, Theodore	Instructor, Business	B.A., Denison University; M.B.A, Indiana University of Pennsylvania
Laffitte, Darlene	Instructor, Biology	B.S., Bishop State Community College; M.S., Prairie View A & M
Lange, Stephen E.	Instructor, Watch Repair & Jewelry Design Diploma, Southwest State Technical College; A.A.S. Bishop State Community College; Certified Master Watchmaker	
Libscomb-Hammond, Cecelia	Instructor, Nursing	D.N.P., University of Alabama Birmingham
Lott, Michael	Instructor, Diesel/Truck Driving	A.U.M., Bishop State Community College
Malone, Katherine	Instructor, Mathematics	B.S., Alabama A&M University; M. Ed., Alabama State University; Ed. D., University of West Florida
Maull, Jerome	Instructor, Welding	A.S., Carver State Technical College; A.S., Bishop State Community College
Moore, Terry	Instructor,	A.S., Bishop State Community College
Mosley, Simone	Instructor,	
Nast, William	Instructor, Psychology	B.A., Southern Illinois University; M.A., Ed. D., University of West Florida
Oliver, Lauren	Instructor, Biology	B.S., Louisiana State University; Ph.D., American Museum of Natural History
Oliver, Melinda	Instructor, Chemistry/Physical Science	B.S., Ph.D, Louisiana State University
Peeples, Larene	Instructor, Reading	B.A., University of Alaska Anchorage; M.Ed., University of Central Oklahoma
Perry, Emma	Instructor, Nursing	R.N., M.S.N., University of Mobile
Poellnitz, Michael	Instructor, Music	B.S., University of Southern Mississippi; M. Ed., University of South Alabama
Robinson, LaShondra	Instructor, English	B.A., University of Alabama; M.A., Penn State University; Ph.D., University of Southern Mississippi
Rodgers, Lachan L.	Instructor, Cosmetology Certificate	Bishop State Community College
Rodgers, Janice	Instructor, Interpreter American Sign Language	M.A., Auburn University
Sanderson, Courtney N.	Instructor, Health Information Tech	B.S., University of Alabama at Birmingham, M.S., University of South Alabama
Schlosser, Elizabeth	Instructor, Biology	B.S., University of Mobile; M.S., Alabama State University
Sharp, Annalesia	Instructor, Health Information Tech	B.S. University of Alabama at Birmingham, M.S. Troy University
Shaw, Amy	Instructor, Mathematics	B.A., Huntingdon College; M.Ed., Columbus State University

Employee Name	Position	Degree Type/ College
Simon, Alicia	Instructor, Electrical	A.S., Bishop State Community College
Smith, Caesar	Instructor, History	B.A., Bethune Cookman College; M.Ed., Valdosta State University; Th.D., International Bible Institute & Theological Seminary
Smith, Jacqueline	Instructor, Nursing	B.S.N., University of South Alabama; M.S.N., University of Mobile; Ed.D., University of Alabama
Smith, Kim	Instructor, Speech	B.S., M.A., University of South Alabama; Ed. D., University of West Florida
Soleyn, James William Kenneth	Instructor, Cosmetology	A.S. Bishop State Community College
Strenth, Kendra	Instructor, Nursing	B.S.N., University of South Alabama; M.S.N., University of Mobile; D.N.P., Samford University
Thompson, William H	Instructor/Director, Funeral Service Education	Diploma, Gupton Jones College; A.S., Chattahoochee Valley Community College; B.S., M.S., Troy State University; Ed.D., University of West Florida
Travis, Yvette	Instructor, Business	B.S., M.B.A., Jackson State University
Wallace, Bradley	Instructor, Truck Diving	D.E.M., Southwest State Technical College; A.A.S., Bishop State Community College; B.S., Athens State University
Watson, Chrishan Nicole	Instructor,	
Williams, Joseph Earl	Instructor	
Williams, Michael	Instructor, Nursing	B.S.N., M.S.N, D.N.S, Louisiana State University
Wilson, Gabrielle Leigh	Instructor	

NON-INSTRUCTIONAL STAFF

Employee Name	Position	Degree Type/ College
Able, Deborah Edwards	Aid Adult Basic Education	
Abrams, Rhonda E	Aid Adult Basic Education	
Adams, Marcena	Maintenance	
Allen, Bonita Faye	Financial Affairs-Dean	B.S. Alabama A&M University, M.S.C., University of West Alabama
Allen, Carolyn	Caregiver	A.S., Bishop State Community College
Angle, Courtney R	Custodian/Housekeeper-Maintenance/Grounds-Mechanic	
Andry, Paul Edward	Custodian/Housekeeper-Maintenance/Grounds-Mechanic	
Andrews, Priscilla White	Accountant	B.S., Alabama A&M University; M.B.A., Jackson State University
Amos, Rosalind T	Research Assistant	A.S., Bishop State Community College;

| Employee Name	Position	Degree Type/ College
		B.S., University of Mobile; M.S., Capella University; M.Div., Northwestern Theological Seminary
Austin, Deidre	Financial Aid Secretary	
Bailey, Ronald S	Security Officer	
Banks, Tonya	Accountant	B.A., Faulkner University; M.B.A., Walden University
Bennett, Melinda C	Motor Coach Operator /Truck Driver Lab Assistant	A.A., Hinds Hr. College; B.S., University of Southern Mississippi; Certificate, NCCER
Boykin, Demarkus M Burroughs	Recruiter	
Brown, Kyle Alexander	Tutorial Program Employee	
Bumpers, Claude	Student Tracking & Assessment Coordinator	B.S., Alabama A&M University; M.B.A., Jackson State University
Burnette, Jeanette	Admissions Clerk	
Carlisle, Michael R	Instructional Laboratory-Assistant	
Carter, Anthony	Counselor	
Carvin, Waynetta	Caregiver	A.A.S., Bishop State Community College; B.S., Athens State University
Chukwuemeka, Samuel	Manager, Student Financial Aid	B.B.A., M.B.A., University of Oklahoma; Ed.D., University of West Florida
Clanton, Ann	Vice-President of Operations	B.S., M.Ed., Livingston University
Collins, Khalilah	Caregiver	A.S., Bishop State Community College
Cooley, Justin	Coordinator of the Learning Center	B.A., Tuskegee University
Council, Latanya S	Admissions Clerk	A.A., Alabama Southern Community College
Cowan, Alice Brunner	Extended Day Program-Coordinator	
Crenshaw, Reginald	Director, Title III Programs	B.A., Morehouse College; M.P.A., University of South Alabama; Ph.D., University of Southern Mississippi
Cunningham, Terri	Library Support Specialist	B.S., Southeast College
Davis, Joycelyn M	Caregiver	A.S., Bishop State Community College
Dickinson, Jestine M	Tutor, English	B.S., Alabama State University; M.A., University of South Alabama
Dixon, Lonnie Craig	Security Officer	
Dumas, Alvin	Security Officer	
Dumas, Sarah	Accounts Payable Clerk	Diploma, Southeast College of Technology
Dumas, Tonya Augustus	Accounting Clerk	B.S. Morris Brown College
Eager, Trenton	Director, Athletics/ Head Women's Basketball Coach	B.S., Jacksonville State University; M.A., West Alabama University
Eaton, Harrietta F	Director, Public Relations & Marketing	B.S., University of Montevallo; M.P.A., University of South Alabama
Edwards, Barry	Instructional Laboratory-Assistant	
Payne, April	Assistant Title III Coordinator	B.A., University of South Alabama
Figures, Vera	Financial Aid Advisor	Certificate, Carver State Technical

Employee Name	Position	Degree Type/ College
		College; Certificate, 20th Century Business College; A.S., Alabama Christian College
Forsyth, Claude M	Director, IT	B.S., University of South Alabama
Foster, Yvonne D	Counselor	
Gable, Laneeka	Secretary	B.S., Troy University
Gilchrist, Velisa	Accountant	B.S., M.S., Alabama State University; M.B.A., Walden University
Giles, Mamie	Accountant	B.S., University of South Alabama
Goode, Alicia	Financial Aid Advisor	B.A., University of Mobile; M.S., University of West Alabama
Grayson, Lorenzo	Director-Operations & Maintenance	B.S., M.Ed., Alabama State University
Gulley, Ezell	Instructional Laboratory-Assistant	
Harris, Karen	Police Officer	
Harrison, Folayan L	Title III Secretary	A.A.S., A.S., Bishop State Community College; B.S., Springhill College; M.S.A.C.E., University of West Alabama
Hazzard, Terry Louis	Student Development-Dean	B.S., Alabama A&M University; M.A., University of Alabama; Ed.S., Ed.D., Florida State University
Henry, Karl	Dean of Career Technical Education	B.S., University of Alabama; M.S., Alabama A&M University
Hollins, Lydia Womack	Learning Resources Clerk	A.S., Bishop State Community College; B.S., University of Southern Mississippi
Hudson, Mary	Accounts Payable Clerk	A.A.S., Bishop State Community College
Hunter, Kia	Financial Aid Secretary	
James, Nathaniel T	Security Officer	
Johnston, Mark	Baseball Coach	B.S., M.Ed., University of South Alabama; M.B.A., Mississippi State University
Kelly, Jacques C	Custodian/Housekeeper-Maintenance/Grounds-Mechanic	
Kennedy, Celestine C	Career Coach	B.S., University of Montevallo; M.S., University of Troy
King, Kyana	Admissions Clerk	A.O.T., Bishop State Community College
Lesueur, Shelia Shack	Custodian/Housekeeper-Maintenance/Grounds-Mechanic	
Levingston, Kimberly Robinson	Accountant	
Lewis, Prinic H	Security Officer	
Lockwood, Walter	Instructional Laboratory-Assistant	A.A.S., Bishop State Community College
Lofton, Aaron Patrick	Instructional Laboratory-Assistant	
Lofton, James	Custodian/Housekeeper-Maintenance/Grounds-Mechanic	
Lovett, Cecil Lamar	Custodian/Housekeeper-Maintenance/Grounds-Mechanic	
Lowe, Deborah Bagley	Media Specialist	
Lyons, Marquita	Director, Human Resources	B.S., M.P.A., University of South

Employee Name	Position	Degree Type/ College
		Alabama
Madise, Arthur	Administrative Assistant II	A.A.S., Bishop State Community College; B.B.A., Faulkner University
Marshall, Rita Priscilla	Custodian/Housekeeper-Maintenance/Grounds-Mechanic	
Mayhand, Billy Joe	Management Information Systems-Computer Operator	B.S., Alabama State University
McCane, Latitia	Dean of Academic Services	B.S., Alabama State University; M.S., Texas Southern University; M.S., University of Alabama; Ph.D., Jackson State University
McCovery, Marian	Student Development-Secretary	
McCovey, Megan	Library Support Specialist	B.A., University of South Alabama
McDonald, Symentha	Coordinator of Student Activities	B.A., University of Alabama; M.L.A., Springhill College
McNeil, Yolanda	Secretary	
McNeir, James	Instructional Laboratory-Assistant	
McSwain, Roderick	Director, Institutional Effectiveness	B.S., Northwest University; M.S., Amber University
McWilliams, Robert J	Development-Coordinator	B.S., Alabama State University; M.S.CE., University of West Alabama
Mickles, Marsha	Director, Library Services	B.A., Springhill College; M.L.I.S., University of Southern Mississippi
Miller, La'Keith	Director, Carver Campus	B.B.A., Tennessee State University; M.Ed., Ed.S., Middle Tennessee State University
Miller, Mary E	Administrative Services-Secretary	Clerical Services Certificate, Carver State Technical College
Milton, Timothy A	Custodian/Housekeeper-Maintenance/Grounds-Mechanic	
Mitchell, Sheria	Student Services Specialist	B.S., M.A., University of Mobile
Monk, Austin	Director, Workforce Development	A.S., Wallace State Community College; B.A., M.P.A., Auburn University
Mullen, Theodore R	Tutor, Mathematics	B.S., McNeese State University; B.S., Auburn University
Murphy, Gloria V	Federal Programs-Secretary	
Nelson, Keith Anthony	Tutorial Program Employee	
Nixon, Gail	Student Development-Secretary	A.A.S., Cape Fear Community College; B.A. Shaw University
Parrish-Onukwuli, Kenya	HR Generalist	B.A., Stillman College; M.A.O.M., Ashford University
Patrick, Celeste R	Secretary Instruction/Academic	Certificate, Twentieth Century Business College
Patton, Anthony M	Security Officer	
Payne, April Fields	Secretary-Instruction/Technical	A.S.; Bishop State Community College; B.S., University of South Alabama
Payne, Monica	Secretary	A.A.S., Bishop State Community College

Employee Name	Position	Degree Type/ College
Payne-Taylor, Karen Lynn	Student Financial Services Clerk	
Perry, Victoria	Counselor	B.S., Alabama State University; M.S., Troy University; Ed.D., Nova Southeastern University
Pettway, Lee Edward	Custodian/Housekeeper-Maintenance/Grounds-Mechanic	
Phifer, Aleathia L	Media Specialist Assistant	B.S., Alabama State University
Pines, Ida Gwinn Watson	Continuing Ed/Workforce Tran/Non-Credit	
Porter-O'Neal, Cynthia	Clerk	A.A., Bishop State Community College
Powell Mirian Diane	Program-MIS/Computer Services/Information Technology	B.S., Alabama A&M University
Praytor, Hugh Thomas	Instructional Laboratory-Assistant	
Pugh, Cynthia Shelly	Aid Adult Basic Education	
Purifoy, Earl III	Data Entry Clerk	B.A., Alabama A&M University
Quinney, Arthur D	Custodian/Housekeeper-Maintenance/Grounds-Mechanic	
Reese, Patricia Ann	Secretary-Industrial Training	
Rice, Jessie	Instructional Laboratory-Assistant	
Robinson, Emma Jean	Tutor, English	B.S., University South Alabama; M.S., Alabama State University
Rowser, Donjoli	Admissions Clerk	A.S., Bishop State Community College; B.A., Auburn University; M.S., University of West Alabama
Runderson, Gale Lynette	Receptionist	
Savadra, Eric Lynn	Instructional Laboratory-Assistant	
Scott, Alexis Janae	Tutorial Program Employee	
Scott, Rosa	Secretary	A.A.S., Bishop State Community College
Seltzer, Felicia	Caregiver	B.A., University of Mobile
Shelwood, Johnny	Men Head Basketball Coach	B.A., Dillard University; M.A., Indiana University
Shreves, Gary Lee	Custodian/Housekeeper-Maintenance/Grounds-Mechanic	
Snell, Amber N	Student Financial Services Clerk	B.S., Alabama State University
Southerland, Samuel	Lab Assistant	A.S.S., Bishop State Community College
Spears, Akareem	Director, Adult Education	B.S., M.Ed.,Tuskegee University
St. Fleur, Tina	Business Office Clerk	B.A., St. Thomas Aquinas College
Stamps, Daphne	College Recruiter	B.A., Athens State University; M.S., Nova Southeastern University
Sterling, Gloria J	President-Secretary	A.S., Bishop State Community College
Stokes, Madeline R	Director, Central Campus/ Coordinator of Federal Programs	B.A., Grambling State University; M.A., University of South Alabama
Sullivan, Prendis L	Security Officeer	
Summersell, Eva Louise	Secretary-Instruction/Technical	
Summersell, James Huntley	Instructional Laboratory-Assistant	
Taylor, Iris M	Secretary	A.S., Bishop State Community College
Taylor, Jessie Lee	Instructional Laboratory-Assistant	

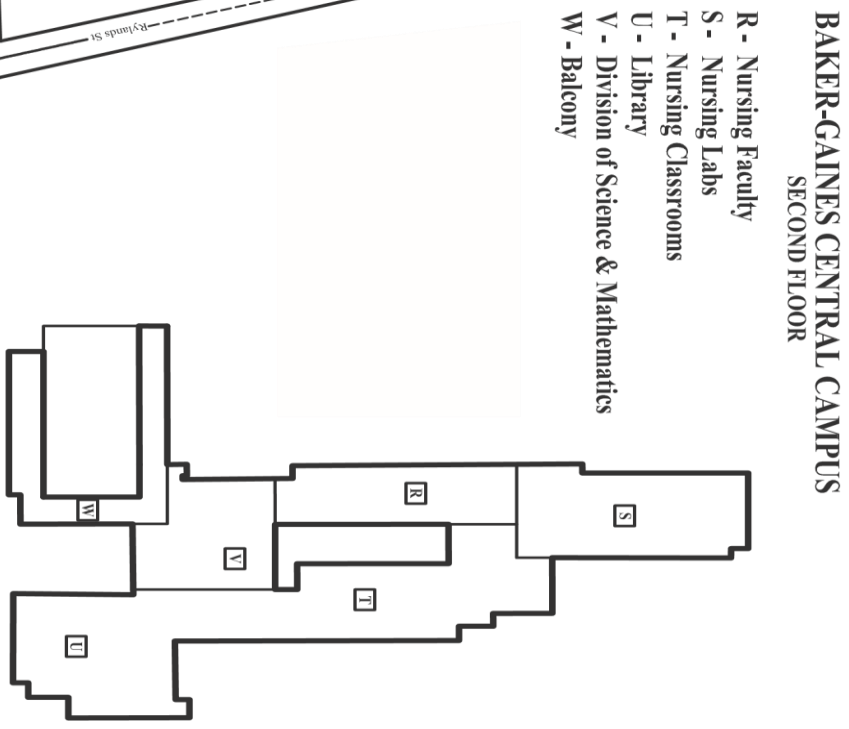| Employee Name	Position	Degree Type/ College
Thames, Thearthus Edward	Tutorial Program Employee	
Thomas, Deborah	Housekeeper	
Thomas, Patricia	Caregiver	Certificate, Bishop State Community College
Thompson, Mary	Secretary	
Turner, Joseph	Techician-Facilities	
Urbanek, Phillip	Registrar	A.A.S., A.S., Bishop State Community College; B.S., University of Alabama; M.B.A., University of Mobile
Wallace, Terri	Computer Specialist	A.S., Bishop State Community College; B.B.A., Faulkner University; M.B.A., A.B.D., University of Phoenix
Washington, Betty Tisdale	Student Development-Secretary	
Washington, Lloyd	Security Officer	
Watson, Chrishan	Student Services Specialist	B.A., Jackson State University; M.A., University of Alabama
West, Johnny	Maintenance	
Westry, Marica Lyna	tutorial Program Employee	
Whiting, Loretta	Payroll Clerk	B.A., Auburn University
Williams, Geraldine W	Secretary	B.A., University of South Alabama
Williams, Larry James	Custodian/Housekeeper-Maintenance/Grounds-Mechanic	B.S., M.Ed., Alabama State University
Wilson, Jerie	Peer Tutor Coordinator	B.S., University of Mobile; M.S., University of South Alabama
Winston, Marsie	Admissions Clerk	A.A.S., Liberty University
Womack, Juliette F	Coordinator of Planning & Research	B.S., Tuskegee University
Wright, Lillie Mae	Vice-President Secretary	A.A., Bishop State Community College, B.S., University of South Alabama
Young, Al	Custodian/Housekeeper-Maintenance/Grounds-Mechanic	

Main Campus Map
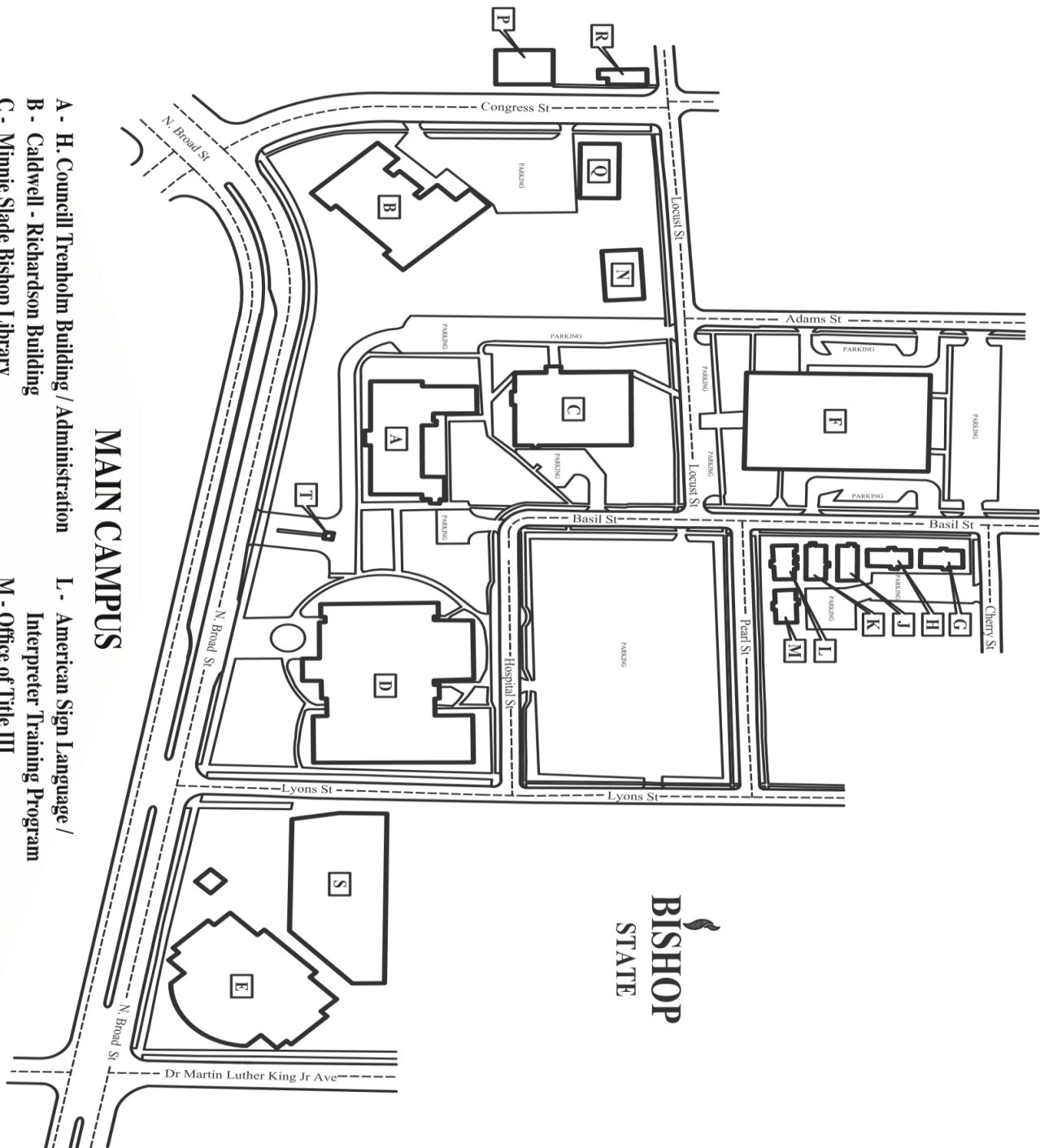
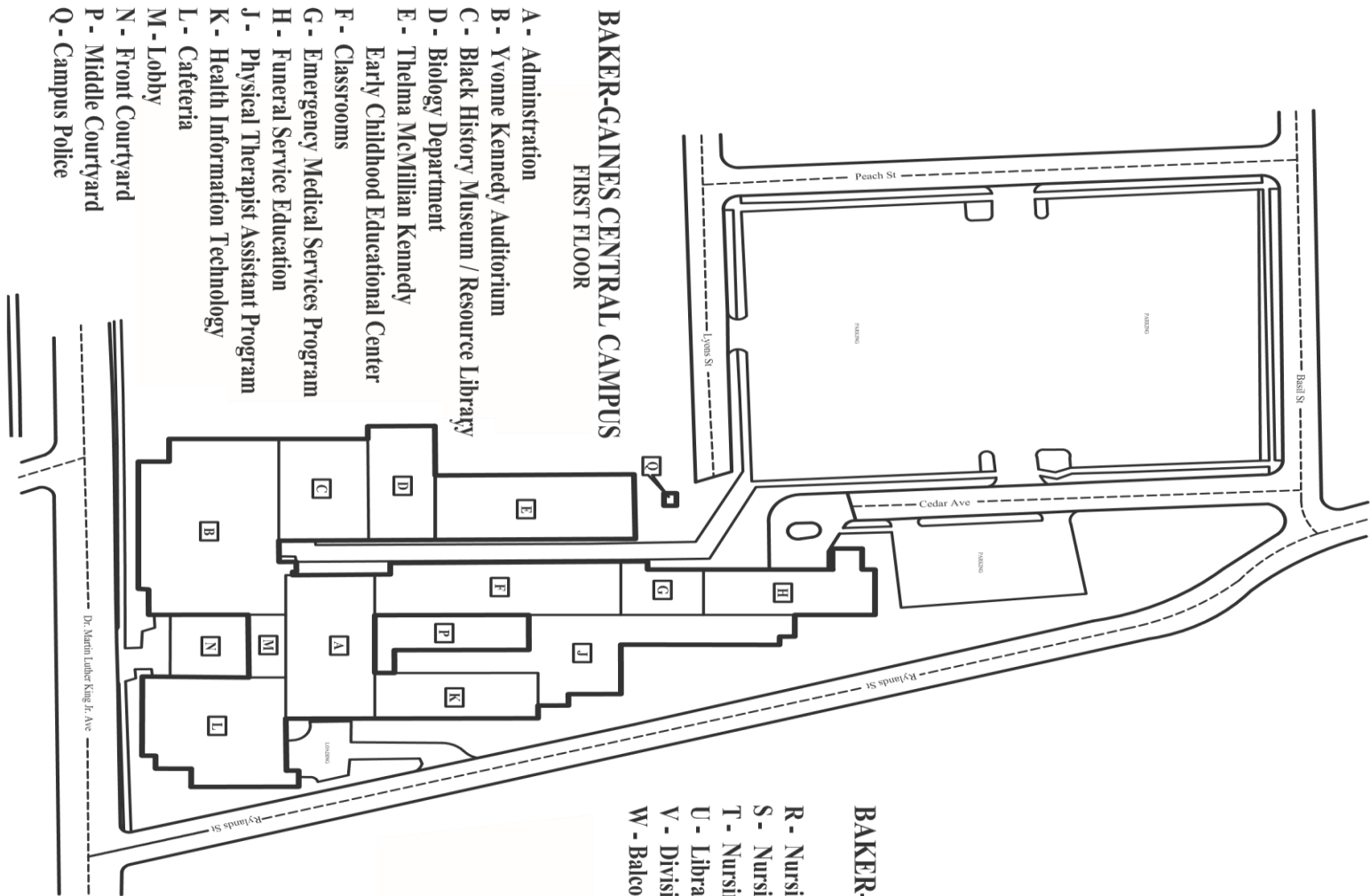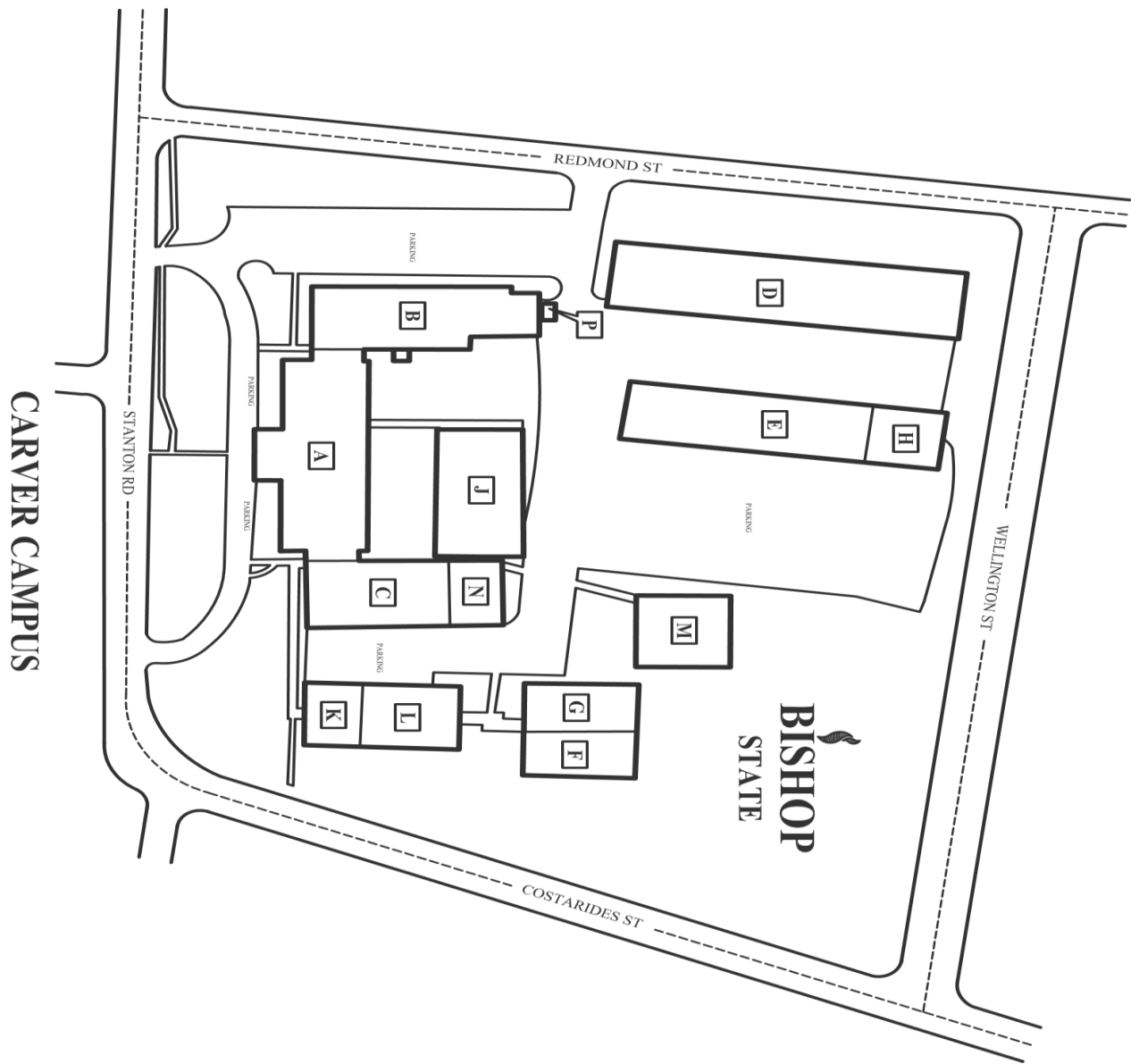## MAIN CAMPUS

A - H. Councill Trenholm Building / Administration
B - Caldwell - Richardson Building
C - Minnie Slade Bishop Library
D - Fredericka G. Evans Cultural Centre / Gym
E - Business Technology Center
F - Oliver H. Delchamps, Jr. Student Life Complex
G - Office of Campus Police
H - Office of Research and Development
J - Alabama State University / Main Police Office
K - Secretarial Pool
L - American Sign Language / Interpreter Training Program
M - Office of Title III
N - Minority Technology Entrepreneurial Center
P - Early Childhood Education Center
Q - Central Utilities
R - Maintenance
S - Parking Garage
T - Campus Police

Central Campus Map

BAKER-GAINES CENTRAL CAMPUS
FIRST FLOOR

A - Administration
B - Yvonne Kennedy Auditorium
C - Black History Museum / Resource Library
D - Biology Department
E - Thelma McMillian Kennedy
      Early Childhood Educational Center
F - Classrooms
G - Emergency Medical Services Program
H - Funeral Service Education
J - Physical Therapist Assistant Program
K - Health Information Technology
L - Cafeteria
M - Lobby
N - Front Courtyard
P - Middle Courtyard
Q - Campus Police

BAKER-GAINES CENTRAL CAMPUS
SECOND FLOOR

R - Nursing Faculty
S - Nursing Labs
T - Nursing Classrooms
U - Library
V - Division of Science & Mathematics
W - Balcony

BISHOP STATE

Carver Campus Map

CARVER CAMPUS

A - Earl Roberson, Sr. Building / Adminstration
B - Commercial Food Service
C - Plumbing
D - Welding
E - Automotive Body Technology
F - Barbering and Hair Styling
G - TBA

H - Masonry
J - GED / BOE Building
K - Educational Talent Search
L - City Program
M - Learning Resource Center (Library)
N - Maintenance
P - Campus Police

REDMOND ST

STANTON RD

WELLINGTON ST

COSTARIDES ST

BISHOP STATE

Southwest Campus Map
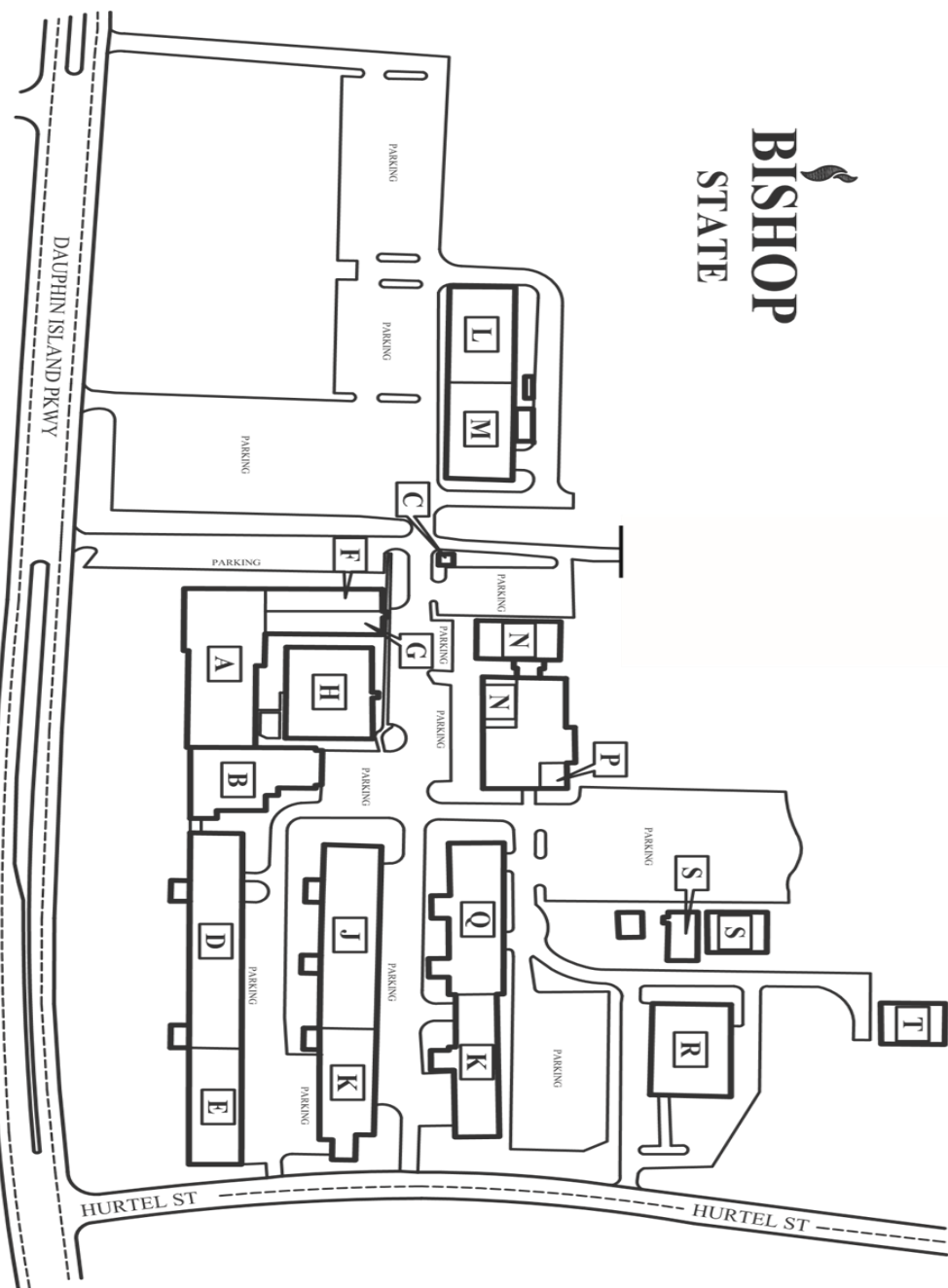
SOUTHWEST CAMPUS

A - Donald Jefferies Building / Administration
B - Cafeteria
C - Campus Police
D - Carpentry / Cabinetmaking
E - Automotive Technology
F - Cosmetology / Nail Technology
G - Watch Repair / Jewelry Design
H - Workforce Development
J - Air Conditioning and Refrigeration
Technology

K - Process and Instrumentation Technology
L - Graphic Communications Technology
M- Electrical Technology
N- Drafting and Design Technology
P - Civil Engineering Technology
Q - Electronics Engineering Technology
R - Diesel Technology
S - Maintenance
T - Warehouse